

Universal Applications 24-25 Questions and Answers
January 3, 2024

Q1: Do Public Facility Improvement Projects (PFI) have a separate Budget Form?

A1: No. The FY2024-25 Budget Excel Form is required for all applications. There are additional forms required for PFI Projects. Please refer to Page 24 & 25 of the application for details.

Q2: We have two properties and would like to apply for CDBG funds for facility improvements at both locations. Is it possible to submit more than one location on one application, or do we need to submit two separate applications.

A2: You would need to submit two separate applications.

Q3: Our organization is applying for renovations, and I have a question about the additional documentation required. On page 25 of the application, evidence of site control is a required document to submit. What type of document is needed?

A3: Submit a copy of the deed or lease agreement as evidence of site control. If submitting a lease, there must be at least 15 years remaining.

Q4: Per the scoring rubric Level 2 background checks are required and are a threshold condition. If our agency is not required by law to pull Level 2 background checks, can we still apply?

A4: Yes, you may still apply. If an agency does not conduct Level 2 background screens, threshold review will verify whether current practices still meet the minimum requirements for screening outlined in Florida Statutes.
