

2025 Urgent Operating Support Request for Qualifications (UOS RFQ) UPDATED Questions & Answers

December 16, 2025

Financial Statements

- 1. Should we submit last year's audited financial statements (fiscal year Jan-Dec 2024) and also 2025 unaudited financial statements?**

Yes. Please share the most recent audit and the most recent unaudited financial statements available for your organization.

- 2. The document production list shows "audited financial statement of organization for the most recent year available". Does this refer to the individual project partnership entity audits, or the sponsoring ownership entity audits?**

Provide the sponsoring ownership entity audits.

Eligible Expenses

- 3. If bad debt is an eligible expense, how should this be presented in the application? Should we include general ledgers and financials in the application to show the bad debt we have incurred in the eligible timeframe?**

Include bad debt as a separate line item in your budget. General ledgers are not required at this time, but will be needed to document invoiced expenses.

- 4. Would we need to complete reporting on each household that moved out and had bad debt? Are there AMI restrictions on the households related to bad debt? What are the reporting requirements?**

Reporting on each individual household with bad debt is not required. We do not have income requirements for bad debt because the households have moved out and the funds more directly benefit the organization than the household at that point.

- 5. Would maintenance, janitorial, and cleaning expenses include staffing/personnel costs?**

For existing staffing, this is an eligible expense. Because this is non-recurring funding, the funds should not be used for ongoing administrative overhead or new permanent positions without a plan for long-term sustainability. If your organization can demonstrate that personnel would create efficiencies or cost savings elsewhere in operations, would address a critical need within the funding timeframe, and would have a sustainable source of funding after the UOS RFQ funds end, then this could be a justifiable use of funds. Please categorize new hires depending on what function they serve in the organization. Clearly articulate these considerations in your application narrative, especially how the position would be funded after the UOS RFQ funds are spent.

6. Are common area utilities eligible under this RFQ?

Yes, but please tell us more about these costs in the application. For example, have you seen increases in utility costs that are impacting operating stability? Common area utilities should be tracked on general ledgers.

7. Can the RFQ fund replacement reserves?

Yes, this is an eligible expense. It is allowable to hold RFQ funds in reserves for future needs (e.g. funding a new roof in the future) but RFQ funds should prioritize immediate operating needs first. Reserves should be funded as a last resort and must be reasonable. Reserves are an eligible use if other urgent needs have been met with the funds.