

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

December 3, 2025

On November 20, 2025, the Office of Housing (OH) hosted an information session for the 2025 Urgent Operating Support RFQ. Below are OH's responses to questions raised during the session and submitted via email.

Please send any additional questions to Maria Dewees ([maria.dewees@seattle.gov](mailto:maria.dewees@seattle.gov)) by December 11 to allow OH time to respond before the December 18 application deadline.

### Award Methodology

#### 1. How does the 2025 Urgent Operating Support RFQ differ from the 2024 Operating Stabilization RFQ?

While very similar to the 2024 OS RFQ, the UOS RFQ differs in award methodology, eligible costs, reporting and portfolio preservation requirements.

Awards will be proportional to an organization's portfolio size and demonstrated need. While last year's evaluation process used a comprehensive scorecard with weighted criteria that included portfolio size among other factors, this year's approach emphasizes portfolio size more in award calculations. This methodology offers more transparency and ensures awards are more directly proportional to organizational scale.

The eligible cost categories remain largely similar but have been reorganized. Notably, security costs are now a standalone category, whereas they were previously included within staffing and capital needs. OH will be reporting to City Council on expenditures in 2026.

The UOS RFQ may include additional reporting requirements beyond those required in 2024. These details are still being finalized and will be communicated well in advance.

Some organizations, as determined by OH, will be required to implement portfolio preservation plans. This is a new requirement that was not included in the 2024 OS

RFQ. OH is still finalizing the strategy around portfolio preservation plans and will have more to share in early 2026.

**2. Will organizations that have conservatively stewarded their finances receive less funding from the UOS RFQ as a result?**

No. Organizations will not be penalized for responsibly managing their portfolio of properties. OH will consider applications holistically and understands that the need for this funding is great across the whole affordable housing ecosystem.

The award methodology emphasizes portfolio size (counting only eligible properties) in award determinations. Organizational financials, the written narrative and WBARS tables will also be reviewed during application evaluation and when making awards.

**3. Are 2024 Operating Stabilization RFQ awards considered supplemental funding awards and therefore are those properties that received those funds excluded from this UOS RFQ?**

No. OH made approximately \$133 million in supplemental awards to buildings under construction between 2022-2025. The 2024 Operating Stabilization RFQ funding is not considered a supplemental award because it was awarded to properties already in operation. Properties that received funding from the 2024 OS RFQ can also receive funding from the UOS RFQ, and OH has taken this into account in establishing the funding amounts that organizations can apply for.

**4. If our organization is awarded both NOFA stabilization/preservation and UOS RFQ funds, can we use funding from both sources on the same property?**

Funds from both sources may be used on the same property but the award amount for the UOS RFQ will be less to reflect that the NOFA funds were awarded. OH will work closely with organizations that plan to use funds in this way, to ensure funds are being deployed strategically.

**5. Can my organization apply for more funding than the amount listed in the UOS RFQ?**

No. Please only apply for the amount listed in the UOS RFQ. We anticipate that every organization's budget will need to be revised once award amounts are finalized, and budgets will be amended during the contract negotiation phase. Organizations are invited to describe financial needs above and beyond the UOS RFQ amount in the application narrative.

## Eligible Uses of Funds

### **6. Will OH prioritize certain eligible expenses over others?**

No. However, as you prepare your application narrative please keep in mind that this UOS RFQ is intended to support urgent operating needs. Please provide a complete application narrative describing the need for and intended uses of the funds.

### **7. Is bad debt an eligible expense if a household has moved out and left behind unpaid rent arrears?**

Yes.

### **8. Is it possible to hold RFQ funds in reserves for future needs (e.g. funding a new roof in the future)?**

The 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.

### **9. Is this grant reimbursable or will OH release the funds and then ask for documentation of expenditures?**

This is a reimbursable grant. OH will release funding after invoices and supporting documentation are submitted and reviewed.

### **10. At the October roundtable for the 2024 Operating Stabilization RFQ, an organization shared their success with hiring a security coordinator. Would this new position be an eligible expense under this UOS RFQ? If so, should it be categorized as an administrative cost or a security cost? The UOS RFQ language seems to discourage using funds for new positions.**

Staffing was an eligible expense under the 2024 Operating Stabilization RFQ. 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.

The organization at the roundtable made a compelling case that their security coordinator position created operational efficiencies, making this hire more operationally strategic and not purely administrative. If your organization can similarly demonstrate that a new hire 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 (i.e. security staff as “security”).

Please clearly articulate these considerations in your application narrative, especially how the position would be funded after the UOS RFQ funds are spent.

**11. Are expenses to support annual certification completion eligible?**

Yes.

**12. Can rent arrears serve households with incomes above 30% AMI? When providing rent arrears support, our organization considers rent burden and not just a household's AMI.**

Yes, although priority should be given to the lowest income households, and to those facing the most serious housing stability challenges.

**13. Our organization is considering using these funds for relocation expenses. Is this an eligible use?**

OH will consider this use if the application provides a clear and convincing case for how the relocation expenses will support operating stability of your eligible properties or organization and why you are prioritizing this use of funds over other needs.

## **Timeframe for Expenditures**

**14. The UOS RFQ states that funding may be used for approved, eligible expenses incurred between July 1, 2025, and December 31, 2027 but that rent arrears can predate this timeframe. Is there a cut-off date for rent arrears?**

No. Applicants may be asked to demonstrate that rent arrears were not previously paid by other funding sources.

**15. What if my organization has insurance premiums that pre-date the July 1, 2025, date but provide coverage for this timeframe?**

The timeframe is in place to limit the potential for duplication of costs between this funding and other sources supporting similar expenses. If there is no risk of duplication, this expense is allowable. Please flag this for the Contracts Team during contract negotiations to confirm there is no potential for overlap.

**16. Can funding be used for rent in arrears that may occur after award date, but prior to December 31, 2027?**

Yes.

## Coordination with NOFA funding

**17. OH is simultaneously awarding NOFA and RFQ funds. Has the list of NOFA applicants been factored into the award determinations? Will the awards be revised to account for the NOFA awards?**

Yes. Any property being considered for NOFA funds is currently excluded from this UOS RFQ's award projections to avoid duplication. Eligible properties that do not receive a NOFA award will be factored into the award calculations for this UOS RFQ. Recalculation of the awards will occur once the NOFA awards are announced.

**18. Will organizations/properties that applied for NOFA stabilization be automatically considered for this UOS RFQ funding if not awarded for stabilization? Does my organization need to apply for both opportunities?**

Please submit applications for both funding opportunities. Once NOFA awards are determined, OH will revise the awards for this UOS RFQ to reflect eligible properties.

**19. If we submitted the NOFA application but our funders won't allow us to use those funds for loan buy-down, should we withdraw the request?**

There is no need to withdraw the request. OH will revise the awards for this UOS RFQ after we've determined the final NOFA recipients.

**20. If our request for the NOFA was for a certain amount and we are not awarded, will we receive that same amount from this UOS RFQ?**

No. The UOS RFQ funds will be awarded through the methodology that OH has determined and described in the RFQ document.

**21. My organization applied for NOFA funding but our application narrative will be different for this funding source. How should we manage this tension in the two funding applications?**

OH understands that there could be tension between these two applications because they address different timelines and types of need. Please be as transparent as possible about your organization's actual needs.

## Application

**22. Is there a cap on the number of properties that can be included on an application?**

No, but the properties should all be located in Seattle. OH will prioritize eligible properties in the city-funded portfolio and will consider broader organizational stability in determining properties eligible for funding.

**23. On the application, should we provide a budget for each building or just list the names of the buildings?**

Please provide a budget for the overall grant request. This does not need to be broken out by building, especially since we know that budgets will need to change for final awards and contracts. Please list the names and addresses of the buildings on the application because this list will be included in final contracts. OH may request additional information when finalizing contracts.