



**Seattle**  
Office of Housing

## **Request for Qualifications**

### **2025 Affordable Housing Urgent Operating Support (UOS)**

**Total Funding Available:** Up to \$27.8 million

**Published:** November 14, 2025

**Responses Due:** December 18, 2025, by 5:00 p.m.

**City of Seattle**  
Bruce Harrell, Mayor

**Office of Housing**  
Maiko Winkler-Chin, Director

## Objective

Seattle's nonprofit housing providers have faced numerous challenges in recent years from increased operating expenses and lost rent revenue. Affordable housing operates on narrow margins, and these escalations in operating costs are affecting providers' ability to sustain operations at their properties. The Seattle Office of Housing (OH) is making \$27.8 million available to sustain operations of OH's housing partners and the City's affordable housing portfolio. OH will set aside up to \$1 million of this funding for a consultant contract to provide portfolio preservation plans for affordable housing providers that OH determines.

OH is soliciting applications for funding from eligible organizations to cover eligible costs that will stabilize operations, address deferred maintenance and repairs, and ensure the continued viability of City-financed affordable housing. The intent of this funding is to assist organizations to address urgent operational issues that are occurring throughout the affordable housing ecosystem, and which are beyond the reasonable control of any specific housing provider.

## Funding

Up to \$27.8 million in Payroll Expense Tax funding is available under this RFQ. Organizations are eligible to apply for the amounts listed in the Appendix. These amounts were determined by OH using portfolio data. Funding amounts are proportional to eligible units within each organization's portfolio. The maximum award for any eligible organization is \$2.8 million.

**This is not a recurring funding opportunity;** as such, OH is asking each applicant to consider how they plan to utilize OH funds with other strategies to improve operating stability of their properties long-term.

## Eligible Organizations and Properties

Eligible organizations must be an affordable housing organization or a public development authority that is a majority owner and operator of at least two eligible OH-financed affordable properties with at least thirty (30) OH-funded units; OR be a member of the OH Enterprise Community Partners' Community Self-Determination Fund capacity building program and have at least one OH-financed permanent affordable housing property in service. **See Appendix for a full list of eligible organizations and funding amounts each organization can request.**

Organizations must demonstrate financial need for stabilization funds to support affordable housing properties that have faced challenges collecting rent, leasing up new buildings<sup>1</sup>, and paying for operating expenses and/or repairs and maintenance.

Any property that receives a funding commitment from the 2025 NOFA for preservation or debt restructuring will not be eligible for funding from this RFQ. Any property that received a supplemental funding award between 2023 and 2025 is also ineligible for these funds. OH awarded \$133 million in

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<sup>1</sup> If WBARS table 4 is not available for buildings in lease-up, please provide a comparable financing statement showing operating income and expenses.

supplemental awards to projects at various stages of development during this period of time. All these properties have been excluded in determining eligibility for this RFQ.

## Eligible Costs

This funding is intended to support urgent needs of renters and individual properties, not organizational overhead, new administrative positions, or expansion of non-essential programs.

Eligible costs include:

- Rent and utility arrears (debt)
- Rent and utility assistance (current or future payments). Please refer to the guidelines in Attachment 4.
- Incentives/strategies to encourage on-time rent payments
- Security (contracted security services, security systems and cameras, lighting, landscaping to enhance visibility, etc.). A [CPTED assessment](#) may be required as part of security expenditures.
- Maintenance, janitorial, and cleaning expenses
- Facility repairs, property damage, and remediation
- Deferred maintenance
- Capital needs
- Deferred replacement reserve deposits
- Insurance costs
- Administrative expenses. Direct and indirect expenses are capped at 10% or federally approved indirect rate (whichever is greater). For all awards of \$1.5 million and above, administrative costs will be capped at 5%. OH may further limit administrative expenses.

## Application

Please complete the Application narrative responses (Attachment 1) and Budget form (Attachment 2). Submit only one narrative and budget per organization and provide information about all eligible properties (WBARS Table 4 property reports) within the single application.

Include the most recent Organizational Audited Financial Statements and any unaudited financials that are more recent than the audited financial statement. OH has financial statements on file for all 2025 NOFA applicants. If your organization applied to the 2025 NOFA and there have been no changes to your organization's audited financial statements, you may omit this in the application. Applicants that do not have third-party audited financial statements will be required to provide comparable alternate documentation.

Use the following naming conventions for application files:

2025 Urgent Operating Support RFQ Funding Application (PDF or Word)	OrganizationName_UOS_Application
Budget (Excel)	OrganizationName_UOS_Budget
WBARS Table 4 Report for each property (PDF)	OrganizationName_UOS_WBARS4
Organizational Audited Financial Statements (PDF)	OrganizationName_Financial_Year

Please consider using filesharing software if sharing a significant number of files.

**Deadline:** Applications with all required attachments must be submitted by **5:00 p.m. on December 18, 2025**, to [maria.deweese@seattle.gov](mailto:maria.deweese@seattle.gov). Late applications will not be accepted.

## Application Review and Evaluation Process

The Office of Housing will use the following evaluation criteria:

**Application Completeness:** To be eligible for funding, applicants must provide a complete application narrative and all required attachments.

**Financial Need:** The information collected from financial statements and WBARS will be considered in conjunction with the funding narrative, recognizing that changes may occur after data is reported. OH will evaluate the financial needs of organizations based on:

- The application narrative
- Organizational audited financial statements  
OH staff will consider the organization's working capital and debt that cannot be collected as represented in audited financial statements, among other financial information, when assessing financial need. Please provide the most recent organizational audited financial statement and any unaudited financials that are more recent than the audited financial statement.
- WBARS Table 4s (OH staff will consider net operating income, vacancy rates and expense data at the building level)

**Stabilization Strategies:** OH will consider the organization's incorporation of proactive strategies to mitigate operating challenges. Examples may include outreach and resident engagement strategies, efforts to connect residents with services, and incorporation of community partnerships to support the housing stability and wellbeing of residents.

**Current or Future Plans to Improve Operating Stability:** This grant is not a recurring funding opportunity and as such OH is asking applicants to consider other strategies to improve ongoing operating stability of their properties. OH may condition funding upon adoption of practices and policies to ensure improved operations in the future.

This RFQ is in response to operational issues that are occurring throughout the affordable housing ecosystem, and which are beyond the reasonable control of any specific housing provider. The funding is not intended to address issues specific to a particular organization or which may be arising due to an organization's operational practices. If an application demonstrate needs that are significantly greater than or different from other housing providers or which appear unique to a particular organization, OH may require additional information from the agency to demonstrate justification for their needs.

## Contracting, Invoicing, and Reporting

Funding may be used for approved, eligible expenses incurred between July 1, 2025, and December 31, 2027. OH may adjust contract timelines to begin on a later date based on organizations' spending and invoicing under the previous contract. Rent arrears can predate the eligible expenses period.

Upon receipt of a conditional award, organizations will be asked to sign contracts. Questions about the contracting process may be directed to Daniel Murillo, Programs and Contracts Division Manager ([daniel.murillo@seattle.gov](mailto:daniel.murillo@seattle.gov)).

### Invoicing

Invoicing will take place quarterly. Invoices must include supporting documentation of expenditures such as copies of general ledgers or rent ledgers. OH staff may request additional supporting documentation to verify costs as needed. OH will work with each recipient organization to ensure appropriate attribution of costs. Following this verification process, OH will finalize and release payment. OH will not provide any advance payments.

### Reporting

The reporting form documenting rent arrears and rent assistance expenditures is due quarterly. Reports must include demographic information for any households receiving assistance, household income data, amount paid, and the months of assistance provided including the timeframe that the payment covers. A copy of the reporting form is available as an attachment to this RFQ. OH will also track expenditures for other eligible costs included on invoicing.

OH may require additional reporting as a condition of this funding to ensure effective tracking and stewardship of public funds, and to support the long-term stability of OH-funded projects. At the conclusion of the contract, OH will also require a completed narrative report.

## Deadlines and Contact Information

Questions about the RFQ can be directed to Maria Dewees at [maria.dewees@seattle.gov](mailto:maria.dewees@seattle.gov).

### 2024 Stabilization RFQ Timeline

Funding opportunity released	November 14, 2025
Virtual information session.	November 20, 2025, 1:00-2:00 p.m. (virtual on Teams)  Please email <a href="mailto:maria.dewees@seattle.gov">maria.dewees@seattle.gov</a> to RSVP. This session is mandatory for all applicants. Please have at least one representative from your organization in attendance.
Application deadline	December 18, 2025, at 5:00 p.m.  Submit applications by 5:00 p.m. to <a href="mailto:maria.dewees@seattle.gov">maria.dewees@seattle.gov</a> .
Anticipated award notification date*	January 30, 2026

\*OH anticipates making funding awards by this date, barring any unforeseen delays. Should award notification be delayed, OH will contact applicants to let them know.

## Disclaimers

This RFQ is non-binding and does not guarantee any award of funding. All costs of preparation of responses and all related expenses are at the sole cost and risk of the applicant. No applicant shall have any claim against the City, including for any costs incurred in responding to the RFQ. OH reserves the right to waive immaterial defects, to amend the RFQ process and requirements, to establish additional award criteria, and to cancel the RFQ and initiate a new solicitation as may be needed to meet OH's objectives, all as determined by OH in its sole discretion. Applicants understand that under the State of Washington's Public Records Act (RCW Chapter 42.56), all materials received by the City of Seattle are considered public records and subject to disclosure. Any award of funding will be subject to OH's contracting and funding requirements.

## RFQ Attachments

All attachments are on the Funding Opportunities page on the Office of Housing website.

- **Attachment 1:** 2025 Urgent Operating Support RFQ Funding Application
- **Attachment 2:** Budget (assuming full award amount)
- **Attachment 3:** Urgent Operating Support RFQ Reporting Form (to be completed during the invoicing process)
- **Attachment 4:** Rent Assistance Guidelines

## Appendix

The following organizations are eligible to request up to the amounts listed below. Final awards may differ from the amounts listed here:

Eligible Organization	Funding Request Amount
Archdiocesan Housing Authority	\$1,721,283
Artspace Projects, Inc.	\$479,749
Bellwether Housing	\$2,800,000
Chief Seattle Club	\$1,000,205
Community House Mental Health Agency	\$279,127
Community Roots Housing	\$2,622,630
Compass Housing Alliance	\$939,146
Delridge Neighborhoods Development Association	\$203,530
Downtown Emergency Service Center	\$2,800,000
El Centro de la Raza	\$569,884
HumanGood Affordable Housing	\$497,195
InterIm Community Development Association	\$846,104
Low Income Housing Institute	\$2,800,000
Mercy Housing Northwest	\$601,867
Mt. Baker Housing Association	\$593,145
Mt. Zion Housing Development	\$116,303
Pike Place Market PDA	\$299,480
Plymouth Housing Group	\$2,800,000
Sea Mar Community Health Centers	\$220,976
Seattle Chinatown Int'l District PDA	\$1,119,415
Solid Ground	\$450,674
Sound	\$186,085
South East Effective Development	\$1,541,013
Transitional Resources	\$127,933
Urban League of Metropolitan Seattle	\$104,673
YWCA Seattle King Snohomish	\$1,145,584
<b>Total</b>	<b>\$26,866,000</b>