

2025 Urgent Operating Support RFQ Application

1. Organization Name:
2. Organization Executive Director:
3. Which eligible costs is your organization seeking funding for?
 - ☐ Rent and utility arrears (debt)
 - ☐ Rent and utility assistance (current or future payments)
 - ☐ Incentives/strategies for encouraging on-time rent payments
 - ☐ Security
 - ☐ Maintenance, janitorial, and/or cleaning expenses
 - ☐ Facility repairs, property damage, and remediation
 - ☐ Deferred maintenance
 - ☐ Capital needs
 - ☐ Deferred replacement reserves deposits
 - ☐ Insurance costs
 - ☐ Administrative expenses (please describe):
4. What is the total amount of funding your organization is requesting?
5. Which properties would this funding support? Please list all- these properties will be included in the final contract.

6. Application Primary Contact

Name:

Title:

Email:

Phone:

Authorized signature of applicant/lead agency

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

2025 Urgent Operating Support RFQ – Application Narrative

Please provide a brief narrative below. There is no minimum or maximum word limit for the narrative you provide, though please do not exceed four pages. If it does not fit in the provided area, please attach additional pages to your application.

1. Please describe your organization's need for this stabilization funding. Discuss the individual properties that are facing financial challenges and seeking funding from the Office of Housing. Please explain how the operating stability challenges that your organization is facing are occurring due to issues beyond your organization's reasonable control.

2. What measures has your organization taken to mitigate operating stabilization issues? Please describe the strategies that your organization is using to mitigate these challenges.



3. Describe how your organization will utilize the funding requested, in accordance with the eligible costs. Please be specific to the buildings included in the application. Please explain how these costs were assessed.

4. If your organization has received Workforce Stabilization funds or other OH funding for a similar purpose, including funding from the 2024 Operating Stabilization RFQ, please describe why your organization is seeking additional stabilization funding.

5. Describe new or innovative strategies or incentives for boosting operating stabilization that your organization may consider adopting with this funding.

6. Please provide the following information as attachments to this narrative:

- ☐ WBARS Table 4 reports for individual properties included in application for most recent year available
- ☐ Audited financial statement of organization for the most recent year available
- ☐ Budget

Please use the following naming convention 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

All applications and attachments must be submitted by 5:00 p.m. on December 18, 2025, to maria.deweese@seattle.gov. Late applications will not be accepted.