

PUBLIC NOTICE
SEMINOLE COUNTY
COMMUNITY SERVICES
DEPARTMENT
REQUEST FOR
APPLICATION (RFA) FOR
AFFORDABLE RENTAL HOUSING
Single Family Scattered Site
Property Management

Seminole County is the recipient of funds from the U.S. Department of Housing and Urban Development. (HUD). In order to meet mandatory set asides established by HUD to assist low income households at or below 80% of the area median income, Seminole County Community Services Department has acquired single family homes for the purpose of developing a scattered site, affordable rental program.

This RFA is currently seeking applications from multiple qualified non-profit organizations interested in providing property management services for the leasing, oversight, and maintenance of scattered site affordable rental units. The successful applicant(s) will enter into a long term (15 year) master lease agreement with the County for operations of the properties in order to provide affordable rental housing to families with minor children experiencing homelessness in Seminole County. The County currently owns 4 properties, and has the potential to acquire others. The master lease will be a legal and binding contract between the County and the selected organization. The non-profit organization becomes responsible for all property management duties including entering into lease agreements, collection of rental payments not to exceed rent maximums (established by the County) and eligibility requirements. The non-profit organization is responsible for the continued occupancy and care of the unit in accordance with income eligibility and affordability requirements.

Applicants are invited to submit applications for consideration to be scored and ranked for staff recommendation of approval to the Board of County Commissioners.

The mandatory pre-application meetings are scheduled for Friday, March 6, 2020 at 2:30 p.m. and Thursday, March 12, 2020 at 10:00a.m. in the Community Services Department conference room. A representative from each agency interested in applying must attend **one** of the sessions. Please RSVP to Carrie Longsworth at clongsworth@seminolecountyfl.gov.

The completed RFA/application is due by 4:00 p.m. on Thursday, March 26, 2020 at the address below:

Seminole County Community Services
Property Management RFA
ATTN: KC Carbin
534 West Lake Mary Boulevard
Sanford, Florida 32773

All questions must be submitted via email to KC Carbin at KCarbin@seminolecountyfl.gov by Friday, March 20, 2020. Frequently Asked Questions (FAQ) and Answers will be posted on the website by March 23, 2020.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT ADA COORDINATOR 48 HOURS IN ADVANCE AT (407) 665-7940. FOR HEARING IMPAIRED INDIVIDUALS, THE FLORIDA RELAY NUMBER IS 1-800-955-8771.