

## PUBLIC NOTICE

The Monroe County Housing Authority (MCHA) will accept applications for the Monroe County Scattered Sites – Conch Key, a new housing development of eight (8) 1-bedroom / 1-bathroom and two (2) 2-bedroom / 1-bathroom single-family houses located at 18 North Conch Avenue, Conch Key, Florida. A maximum of 100 applications will be randomly selected and then numerically sorted by lottery.

**Opening Date & Time: Tuesday, March 19, 2024, at 9:00 a.m.**

**Closing Date & Time: Tuesday, April 30, 2024, at 4:00 p.m.**

**Lottery Selection Date & Time: Tuesday, May 7, 2024, at 10:00 a.m.**

**Applications may only be submitted at <https://cityofkeywest.housingmanager.com>.**

If you are **not** currently on **any** of our housing wait lists, you may submit a new application for this development or any other housing program(s) by logging onto [cityofkeywest.housingmanager.com](https://cityofkeywest.housingmanager.com) and then clicking “Apply for Housing.”

If you are **already** on **any** of our housing wait lists, you may apply for this development or any additional housing program(s) by logging onto [cityofkeywest.housingmanager.com](https://cityofkeywest.housingmanager.com) and then clicking “View Your Application.”

For assistance submitting an online application, please contact the Applications Office at (305) 292-3330. Applicants without online access may visit their local library or access a dedicated kiosk at our main office located at 1400 Kennedy Drive, Key West, FL 33040, during normal business hours 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday. In-person assistance is available every Wednesday morning from 8:30 a.m. to 11:30 a.m.

If unable to apply via the website above, applicants may request a reasonable accommodation. If applicants experience any trouble with the portal, they may call the Housing Authority at 305-292-3330.

Please read the following before applying:

- All applications **must** be received by **4:00 p.m. on Tuesday, April 30, 2024**.
- The waitlist application process will be closed immediately at the closing date and time, and no additional applications for the Monroe County Scattered Sites – Conch Key will be accepted after that time (or until the wait list is again opened). Any future openings will be noticed at [kwha.org](http://kwha.org), in all MCHA rental offices, and in this publication.
- Only one application per household will be permitted. If more than one application is submitted for a household, each application will be disqualified.
- Only applications submitted to the website address above will be accepted.
- Applicants must be at least 18 years old to apply.
- All household members are subject to background checks to determine eligibility.
- To qualify for this 1 and 2-bedroom unit property, the household must not exceed four people at the time of admission.
- Submission of an application does not guarantee placement on the waiting list. The MCHA will conduct a lottery to select up to 100 applications from all the applications that are submitted to the website listed above within the designated opening and closing date & time. **The time and date of receipt of the application during the waiting list opening will not affect whether an application will be selected.** There is no need or advantage to apply immediately after the waiting list opens. Families will be listed on the waiting list in the order determined by their selection in the random lottery and then pulled from the list by preferences contained in the Monroe County Scattered Sites Tenant Selection Plan. Applications exceeding the 100 selected by lottery will be discarded without further notification.
- Award letters will be mailed by **Tuesday, May 28, 2024**, at which time the portal will reflect the final waiting list and the final applicant placement on the list.
- **Maximum** annual household income for eligibility (based on the 2023 limits, which adjust annually, typically in June) is based on household sizes below:

1 Person Household	2 Person Household	3 Person Household	4 Person Household
\$60,800	\$69,450	\$78,150	\$86,800

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

