

**NEVADA HOUSING DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES OUTREACH  
(MBE/WBE)**

It is the Nevada Housing Division's policy that minority and women's business enterprises be afforded the chance to fully participate in all business opportunities resulting from programs administered by the Division. **All beneficiaries of HOME and Low Income Housing Trust funded programs are directed to implement measures that perform MBE/WBE outreach activity, and encourage minority and women's business to apply for a share of HOME/LIHTF sponsored or generated industry.** State recipients must:

- A. Maintain a system for identifying and profiling (goods, services, products, etc.) MBE/WBEs and their capabilities.
  - 1. Maintain a master list of MBE/WBEs or specify in your procedures the method used to contact MBE/WBEs when offering a business opportunity for contract.
  - 2. The Division, in cooperation with the Commission of Economic Development, Small Business Office, is making available information on minority and women owned firms.
- B. In addition to other forms of advertising business opportunities, use public service announcements (PSAs) in radio/television advertising and public notices in the newspapers.
  - 1. Maintain records of promotional efforts; if PSAs and/or public notices cannot be utilized, note the reason.
  - 2. Efforts in this area should be documented in order to develop reports that measure the effectiveness of the program.
- C. In cooperation with the Division, develop materials and methods for distribution of these materials that promote MBE/WBE. These materials shall provide notice and information of HOME/LIHTF sponsored activity in contracting for goods or services. Information should include impending deadlines, methods for application, where additional information and assistance may be obtained.
- D. Comply with procurement procedures established to facilitate opportunities for MBE/WBE. The Division is working with the State of Nevada Commission on Economic Development-Small Business Office, the State of Nevada Commission on Economic Development- Procurement Outreach Program, and the Minority Business Recruiter of Clark County to develop a responsive and effective program to encourage MBE/WBE participation in HOME/LIHTF activities. The Division has procured updated directories of MBE/WBE for the state, and an additional directory for Clark County and has arranged for jurisdictions to utilize the resources of the Small Business Office as a standard operating procedure in procurement matters connected with HOME/LIHTF activities. The Small Business Office will utilize its database to provide

jurisdictions with MBE/WBE contacts in order to enhance solicitation effectiveness and further MBE/WBE outreach efforts.

- E. Assist in the production of conferences and meetings designed to promote MBE/WBE. The Division will sponsor, attend, and support developmental seminars and informational conferences with the purpose of making MBE/WBEs aware of the business opportunities connected with the HOME/LIHTF Program. Through local governments the Division will meet with minority and women's businesses to discuss their roles in helping to provide affordable housing while increasing their participation in HOME/LIHTF-funded activities. State recipients will be required to assist in the sponsorship of MBE/WBE meetings and conferences by using their local contacts to invite participation and utilization of the conference/seminar format.
- F. Submit reports as outlined in the Written Agreement. The Agreement will require reports that provide statistical data on the participation of MBE/WBE in HOME/LIHTF-assisted programs. Records shall be kept detailing outreach efforts and responses.