



Southern Nevada Regional Housing Authority Significant Addition to the Housing Choice Voucher (HCV) Administrative Plan

Chapter 4 – Applications, Waiting List and Tenant Selection

Preference to be added:

Emergency Housing Vouchers (EHV) – A preference will be given to currently assisted EHV families whose assistance is at risk of termination due to lack of program funding. This preference will be verified by SNRHA internal records.

Chapter 17 – Project Based Vouchers (PBV)

Owner Maintained Waiting List

[Note: The Owner Waiting List Policy must be an attachment to the Admin Plan]

(a) Selection from the Waiting List.

1. SNRHA will allow owner-maintained PBV waiting lists for certain PBV projects. The owner may maintain a single waiting list across multiple projects owned by the owner.
2. For any newly established owner-maintained waiting lists, SNRHA must first offer to place applicants who are listed on the waiting list for tenant-based assistance on the waiting list for PBV assistance.
3. Under an owner-maintained waiting list, the owner is responsible for carrying out responsibilities including, but not limited to, processing changes in applicant information, removing an applicant's name from the waiting list, opening and closing the waiting list.
4. SNRHA will identify in the Administrative Plan the names of the projects that have owner-maintained waiting lists once awarded.

SNRHA Policy

The following projects have owner-maintained waiting lists:

- Tropicana Trails (PSH)
 - Pura Vida Senior Living (PSH)
 - Visions Park (PSH)
 - South Nellis (PSH)
5. Under an owner-maintained waiting list, the owner is responsible for carrying out responsibilities including but not limited to, processing changes in applicant information, removing an applicant's name from the waiting list, opening and closing the waiting list.
 6. SNRHA will monitor owner-maintained waiting lists in accordance with the Section Eight Management Assessment Program (SEMAP) – Selection from the Waiting list. SNRHA will ensure the owner's waiting list policies are in compliance with fair housing requirements and the SNRHA Administrative Plan.



7. At least biennially, SNRHA will pull a quality control sample for each owner-maintained waiting list, based on the SEMAP guidelines in 24 C.F.R. 985.3, drawn separately for applicants reaching the top of the owner-maintained waiting list and for admissions, documentation shows that at least ninety-eight (98) percent of the families in both samples of applicants and admissions were selected from the waiting list for admission in accordance with these policies and met the selection criteria that determined their places on the waiting list and their order of selection.
 - (a) The owner must develop and submit a written owner waiting list policy to the SNRHA for approval. The owner's waiting list policy must include policies and procedures concerning waiting list management and selection of applicants from the projects waiting list including any admission preferences, procedures for removing applicant names from the waiting list and procedures for closing and reopening the waiting list. The owner must receive approval from SNRHA of its owner waiting list policy in accordance with the process established in SNRHA's Administrative Plan. The owners' waiting list policy must be incorporated in SNRHA's Administrative Plan.
 - (b) The owner must receive approval from SNRHA for any preferences that will be applicable to the project. SNRHA will approve such preferences as part of its approval of the owner's waiting list policy. Each project may have a different set of preferences. Preferences must be consistent with SNRHA Plan and listed in the owners waiting list policy.
 - (c) The owner is responsible for opening and closing the waiting list, including providing public notice when the owner opens the waiting list in accordance with 24 C.F.R. 982.205. If the owner -maintained waiting list is open and additional applicants are needed to fill vacant units, the owner must give public notice in accordance with the requirements of 24 C.F.R. 982.206 and the owner waiting list policy.
 - (d) The applicant may apply directly at the project, or the applicant may request that SNRHA refer the applicant to the owner for placement on the project's waiting list. SNRHA must disclose to the applicant all the PBV projects available to the applicant, including the projects' contact information and other basic information about the project.
 - (e) Applicants already on SNRHA's waiting list must be permitted to place their names on the project's waiting lists.
 - (f) At the discretion of SNRHA, the owner may make preliminary eligibility determinations for purposes of placing the family on the waiting list, and preference eligibility determinations. SNRHA may choose to make this determination rather than delegating it to the owner.
 - (g) If SNRHA delegated the preliminary eligibility and preference determination to the owner, the owner is responsible for notifying the family of the owner's determination not to place the applicant on the waiting list and a determination that the family is not eligible for a preference. SNRHA is then responsible for conducting the informal review.
 - (h) Once an owner selects the family from the waiting lists, the owner refers the family to SNRHA who then determines the family's final program eligibility. The owner may not offer a unit to the family until SNRHA determines that the family is eligible for the program.
 - (i) All HCV waiting list administration requirements that apply to the PBV program apply to owner-maintained waiting lists.



- (j) SNRHA is responsible for oversight of owner-maintained waiting lists to ensure that they are administered properly and in accordance with the program requirements, including but not limited to non-discrimination and equal opportunity requirements under the authorities cited at 24 C.F.R. 5.105(a). The owner is responsible for maintaining complete and accurate records as described in 24 C.F.R. 982.158. The owner must give SNRHA, HUD, and the Comptroller General full and free access to its offices and records concerning waiting list management as described in 24 C.F.R. 982.158(c). HUD may undertake an investigation to determine whether the PHA or owner is in violation of authorities and, if unable to reach a voluntary resolution to correct the violation, take enforcement action against either the owner or SNRHA or both.
- 8. No less than seventy-five (75) percent of the families admitted to SNRHA's HCV and PBV Programs during SNRHA's fiscal year from SNRHA's waiting list shall be extremely low-income families based on area median income. The income-targeting requirements at 24 C.F.R. 982.201(b)(2) apply to the total of admissions to SNRHA's HCV and PBV Programs during SNRHA's fiscal year from SNRHA's waiting list (including owner-maintained PBV waiting lists) for such programs.
- 9. In selecting families to occupy PBV units with special accessibility features for persons with disabilities, SNRHA must first refer families who require such accessibility features to the owner (see 24 C.F.R. 8.26 and 100.202).
- (b) Preference for Services Offered. In selecting families, SNRHA may give preference to disabled families who need services offered at a particular project in accordance with the limits under this paragraph. The prohibition on granting preferences to persons with a specific disability at 24 C.F.R. 982.207(b)(3) continues to apply.
 - 1. Preference Limits.
 - (i) The preference is limited to the population of families (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
 - (ii) Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
 - (iii) For whom such services cannot be provided in a non-segregated setting.
 - 2. Disabled residents must not be required to accept the particular services offered at the project.
 - 3. In advertising the project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible persons with disabilities who may benefit from services provided in the project.
- (c) Offer of PBV Assistance.
 - 1. If a family refuses SNRHA's offer of PBV assistance or the owner rejects a family for admission to the owner's PBV units, the family's position on the SNRHA waiting list for tenant-based assistance is not affected regardless of the type of PBV waiting list used by SNRHA.
 - 2. The impact (of a family's rejection of the offer or the owner's rejection of the family) on a family's position on the PBV waiting list will be determined as follows:



- i. If a central PBV waiting list is used, the family may be rejected after one offer of assistance without good cause before the family is removed from the PBV waiting list. If the owner rejects the family, the family will be allowed one more referral to a different project before being removed from the list.
 - ii. If a project-specific PBV waiting list is used, the family's name is removed from the project's waiting list connected to the family's rejection of the offer without good cause or the owner's rejection of the family. The family's position on any other project-specific PBV waiting list is not affected.
 - iii. Good cause is defined as:
 - a) The family determines the unit is not accessible to a household member with a disability or otherwise does not meet the member's disability-related needs;
 - b) The unit has HQS deficiencies;
 - c) The family is unable to accept the offer due to circumstances beyond the family's control (such as hospitalization, temporary economic hardship, or natural disaster); and
 - d) The family determines the unit presents a health or safety risk to a household member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.
3. SNRHA may not take any of the following actions against an applicant solely because they applied for, received, or refused an offer of PBV assistance:
- i. Refuse to list the applicant on SNRHA's waiting list for tenant-based assistance or any other available PBV waiting list. However, the SNRHA (or owner in the case of owner-maintained waiting lists) is not required to open a closed waiting list to place the family on that waiting list.
 - ii. Deny any admission preference for which the applicant is currently qualified;
 - iii. Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under SNRHA's selection policy;
 - iv. Remove the applicant from the waiting list for the tenant-based voucher assistance.





RFP INFORMATION AT A GLANCE

SNRHA CONTACT PERSON(S) ONLY: Note: Contact with any other SNRHA staff other than the named within this document is prohibited and will result in your Proposal being rejected. This also includes contact with SNRHA's Residents and Board of Commissioners.	<p>Ryan Perry, Contracts Administrator Telephone: (702) 477-3142 TDD: (702) 387-1898 Email: procurement@snvrha.org or if not available, contact</p> <p>Johnny Shaw, Procurement Manager Telephone: (702) 477-3146 Email: procurement@snvrha.org</p>
HOW TO OBTAIN THE SOLICITATION DOCUMENTS ON THE APPLICABLE INTERNET SITES:	<p>1. DOWNLOAD AND RESPOND TO THIS SOLICITATION: DOWNLOAD AND RESPOND TO THIS SOLICITATION: Bidders must register Nevada Government Marketplace (NGEM). to access, download and respond to this solicitation. Bidder Registration & Bidding Platform: https://nevada.ionwave.net/Login.aspx If a supplier is not registered with NGEM, it will not receive automatic notification of notices and addendums issued in connection with this solicitation. There is no charge to suppliers for registering and using the NGEM system.</p> <p>DOWNLOADS ONLY: SNRHA website: www.snvrha.org clicks on Procurement and "Current Bid Invitations" and proceed to the solicitation number. Problems downloading the Solicitation, notify our IT Department at call (702) 477-3160, M-T, 7AM-6PM PST</p>
PRE-BID MEETING	<p>July 24th, 2025 @ 8:00am Location: 5380 E. Flamingo LV, NV 89122</p>
Q&A PERIOD:	<p>Thur., July 24, 2025 – Thur., August 7, 2025, 10:00 AM PST All questions and answers MUST be submitted in writing via https://nevada.ionwave.net/Login.aspx</p>
SOLICITATION SUBMITTAL RETURN & DEADLINE:	<p>Southern Nevada Regional Housing Authority Procurement & Contracts 340 N. 11th Street, Suite 140 Las Vegas, NV 89101</p> <p>Thursday, August 28, 2025, 10:00AM PST</p> <p>Two Step Submission Process: 1: Your proposed costs must be entered at the applicable website, https://nevada.ionwave.net/Login.aspx by the deadline date and time. 2. Your three (3), sealed, hard-copy, proposals must be received in-hand and time-stamped by the SNRHA Procurement & Contracts Office no later than 10:00 AM (PST) on the above-stated deadline date. Submitting one without the other will deem your Proposal unresponsive.</p>
ANTICIPATED APPROVAL BY SNRHA BOARD OF COMMISSIONERS, if necessary	<p>Thursday, September 18, 2025, Noon</p>