



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** April 22, 2021

**RE:** *Approval of the Intrastate Interlocal Contract between the State of Nevada, Department of Conservation and Natural Resources, and the Southern Nevada Health District*

---

**PETITION # 39-21**

**That the Southern Nevada District Board of Health** *approves the Intrastate Interlocal Contract between Public Agencies, a Contract between the State of Nevada, Department of Conservation and Natural Resources, and the Southern Nevada Health District.*

**PETITIONERS:**

**Fermin Leguen, MD, MPH, District Health Officer** *FL*  
**Chris Saxton, MPH-EH, REHS, Director of Environmental Health** *CS*  
**Herbert Luis Sequera, REHS, Manager of Environmental Health** *HS*  
**Robert Fyda, PE, REHS, Environmental Health Supervisor** *RF*

**DISCUSSION:**

The State of Nevada Department of Conservation and Natural Resources, specifically the Nevada Division of Environmental Protection (NDEP), is the state agency approved by the Environmental Protection Agency (EPA) to carry out the enforcement of federal regulations for public water systems (PWS) under the Safe Drinking Water Act. NDEP is looking for SNHD's continued participation in the Safe Drinking Water (SDW) program. SNHD's responsibilities for the SDW program include conducting and documenting sanitary surveys for community and non-community water systems that use groundwater or who source their water from one of the member agencies of the Southern Nevada Water Authority (SNWA). SNHD is responsible for issuing quarterly reports for program activities to NDEP, entering Total Coliform monitoring results, and providing oversight and assistance to PWS in Clark County.

## **FUNDING:**

Funding for the two (2) year contract is \$300,000 with the contract not exceeding \$150,000 per year. The funding will cover the salary and fringe for: one Environmental Health Specialist II at 95% for Year 1 and 90% for Year 2, one senior administrative assistant at 10%, and an Environmental Health Supervisor at 5% for a total personnel cost per year of \$126,806. Additional yearly costs include postage and office supplies (\$100), travel (\$504), and overhead (\$22,590) at the maximum allowable rate of 17.73%.

CETS #:	24096
Agency Reference #:	DEP 22-005

## INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada  
Acting by and through its

Public Entity #1:	<b>Department of Conservation and Natural Resources, Division of Environmental Protection Hereinafter the "State"</b>
Address:	<b>901 S. Stewart Street</b>
City, State, Zip Code:	<b>Carson City, NV 89701-5429</b>
Contact:	<b>Andrea L. Seifert, P.E.</b>
Phone:	<b>775-687-9526</b>
Email:	<a href="mailto:aseifert@ndep.nv.gov">aseifert@ndep.nv.gov</a>

Public Entity #2:	<b>Southern Nevada Health District Hereinafter the "Public Agency"</b>
Address:	<b>280 Decatur Blvd</b>
City, State, Zip Code:	<b>Las Vegas NV 89107-3902</b>
Contact:	<b>Norlon Munroe</b>
Phone:	<b>702-759-1540</b>
Email:	<a href="mailto:munroe@snhd.org">munroe@snhd.org</a>

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.

2. **DEFINITIONS**

TERM	DEFINITION
State	The State of Nevada and any State agency identified herein, its officers, employees and immune contractors.
Contracting Entity	The public entities identified above.
Fiscal Year	The period beginning July 1 <sup>st</sup> and ending June 30 <sup>th</sup> of the following year.
Contract	Unless the context otherwise requires, 'Contract' means this document titled Interlocal Contract Between Public Agencies and all Attachments or Incorporated Documents.

<b>CETS #:</b>	<b>24096</b>
<b>Agency Reference #:</b>	<b>DEP 22-005</b>

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 4, Termination*.

Effective From:	July 1, 2021	To:	June 30, 2023
-----------------	--------------	-----	---------------

4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in *Section 3, Contract Term*, provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (a) by delivery in person; (b) by a nationally recognized next day courier service, return receipt requested; or (c) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or email to the address(es) such party has specified in writing.
6. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following Attachments, specifically describes the Scope of Work. This Contract incorporates the following Attachments in descending order of constructive precedence:

ATTACHMENT A:	SCOPE OF WORK AND DELIVERABLES
ATTACHMENT B:	ADDITIONAL TERMS AND CONDITIONS

Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

7. **CONSIDERATION.** The parties agree that the services specified in *Section 6, Incorporated Documents* at a cost as noted below:

\$150,000.00	per	Year
--------------	-----	------

Total Contract or installments payable at:	\$300,000.00
--	--------------

Total Contract Not to Exceed:	\$300,000.00
-------------------------------	--------------

Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

8. **ASSENT.** The parties agree that the terms and conditions listed in the incorporated Attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.
9. **INSPECTION & AUDIT**
- A. **Books and Records.** Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and document as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.

<b>CETS #:</b>	<b>24096</b>
<b>Agency Reference #:</b>	<b>DEP 22-005</b>

- B. **Inspection & Audit.** Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.
- C. **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **BREACH - REMEDIES.** Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall not exceed \$150.00 per hour.
11. **LIMITED LIABILITY.** The parties will not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.
12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, acts of terrorism, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
13. **INDEMNIFICATION.** Neither party waives any right or defense to indemnification that may exist in law or equity.
14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or constructed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.
15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
16. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

CETS #:	24096
Agency Reference #:	DEP 22-005

18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.
19. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.
20. **CONFIDENTIALITY.** Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.
21. **FEDERAL FUNDING.** In the event, federal funds are used for payment of all or part of this Contract, the parties agree to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
  - A. The parties certify, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation Subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. The parties and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. The parties and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
  - D. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
22. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in *Section 6, Incorporated Documents*.
23. **GOVERNING LAW – JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.
24. **ENTIRE AGREEMENT AND MODIFICATION.** This Contract and its integrated Attachment(s) constitute the entire agreement of the parties and as such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated Attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such Attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

<b>CETS #:</b>	<b>24096</b>
<b>Agency Reference #:</b>	<b>DEP 22-005</b>

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Public Entity #1 Authorized Signature	Date	Title
---------------------------------------	------	-------

Public Entity #2 Authorized Signature	Date	Title
---------------------------------------	------	-------

Public Entity #2 Authorized Signature	Date	Title: NDEP Administrator
---------------------------------------	------	---------------------------

**APPROVED BY BOARD OF EXAMINERS**

\_\_\_\_\_  
Signature – Board of Examiners

Approved as to form by:

\_\_\_\_\_  
Deputy Attorney General for Attorney General

On: \_\_\_\_\_  
Date

**INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES:  
NEVADA DIVISION OF ENVIRONMENTAL PROTECTION AND  
THE SOUTHERN NEVADA HEALTH DISTRICT**

**ATTACHMENT A: SCOPE OF WORK**

Description of services, deliverables, and reimbursement

Southern Nevada Health District, hereinafter referred to as Public Agency, agrees to provide the following services and reports to the Nevada Division of Environmental Protection, hereinafter referred to as State:

1. The Public Agency agrees to perform the following services for public water systems assigned within Clark County to assist the State with implementation of the federal Safe Drinking Water Act, for which the State is the designated primacy agency:
  - A. Conduct and document sanitary surveys for public water systems assigned within Clark County as follows:
    - 1) Conduct and document sanitary surveys annually on at least one third of the total inventory of community and non-community public water systems served by groundwater sources, selected purchased water (GWP or SWP) sources.
    - 2) Record the results of all sanitary surveys using the Safe Water Information Field Tool (SWIFT);
      - a) Mail Sanitary Survey Report to public water systems with Significant Deficiencies within 30 days of the site visit. All other reports should be completed within 45 days of the site visit.
    - 3) Schedule with State personnel a minimum of three joint sanitary surveys annually.
    - 4) Verify the status of public water system operators for community and non-transient non-community water systems at the time of the sanitary survey; and
    - 5) Assist the State in the review and verification of public water systems' Vulnerability Assessment reports for accuracy based on information collected from Sanitary Surveys and subsequent site visits.
  - B. Utilize the Safe Drinking Water Information System (SDWIS) for the following:
    - 1) Review and update the inventory of public water systems assigned within Clark County on at least a quarterly basis.
    - 2) Coordinate with State personnel to ensure that appropriate monitoring schedules are assigned, monitoring compliance determinations are made, and decisions are documented in the SDWIS for all public water systems.
    - 3) Enter Total Coliform monitoring results and run compliance status for all public water systems for coliform, at least monthly, and
      - a) Generate Compliance reports for coliform, run compliance, and send violation letters to public water systems.



- b) Review Results Alert Reports, produced by State staff and delivered to Public Agency staff, for chemical monitoring. Coordinate any necessary monitoring schedule changes with State staff. When necessary, Public Agency will inform public water systems in writing of monitoring schedule changes or violations.
  - 4) Enter sanitary survey information and associated observations into SWIFT and provide migration files for State SDWIS updates quarterly.
- C. Provide oversight and assistance to ensure public water systems assigned in Clark County comply with drinking water regulations.
- 1) Assist public water systems with, or issuance of, Boil Water Orders, timely Tier 1 Public Notices, and other Public Notices to ensure that they are appropriate and consistent with regulations and established practices.
  - 2) Work cooperatively with the State to prepare for implementation of new United States Environmental Protection Agency (USEPA) rules that have not been adopted at the state level. This may include activities such as contacting and informing public water systems of new requirements, providing data to the USEPA and assisting the USEPA with implementation of new federal rules prior to adoption by the State Environmental Commission.
  - 3) Conduct and document all requirements associated with Assessments under the Revised Total Coliform Rule (RTCR), as needed, to ensure that site visit, report and subsequent follow-up activities are timely and consistent with regulations and developed procedures. State personnel will assist with training Public Agency personnel and documenting which Public Agency personnel are approved as Level 2 Assessors.
  - 4) Provide strategy to assist public water systems develop sampling plans as available.
- D. Assist State personnel in documenting public water system and/or engineering non-compliance leading to formal enforcement actions, as necessary. Assistance includes the issuance of first and second notices of violation(s), drafting Finding of Alleged Violation, overseeing steps taken by the water system to achieve compliance with State ordered actions, and participation in show cause hearing as needed.
- E. Participate in training programs, provided at no cost by the State, for the following programs:
- 1) SDWIS database and related tools such as the SWIFT sanitary survey tool.
  - 2) Sanitary Survey Training
  - 3) Backflow & Cross-Connection Training
  - 4) Lead & Copper Training
  - 5) Vulnerability Assessment Reports Training
  - 6) Document Retention & Disposal Training
  - 7) Other EPA training opportunities as available.
- F. Assist the State in preparing reports on variance and exemption requests to be presented by State staff to the State Environmental Commission.
- G. Submit quarterly reports to the State within thirty days after the calendar quarter ends (January 30, April 30, July 30, and October 30). The quarterly report will include:
- 1) A financial report/invoice including a summary of program expenditures during the

preceding quarter and fiscal year-to-date, by category.

- 2) A summary of program activities during the preceding quarter including:
  - a) Information pertaining to all new public water systems added to the Public Agency public water system inventory.
  - b) A listing of all sanitary surveys conducted including public water system name, public water system identification number, date of the sanitary survey, date of sanitary survey report mailing, a notation as to whether or not a significant deficiency was observed, and a notation that migration files have been submitted;
  - c) A list of all significant deficiency Corrective Action Plans approved or modified.
  - d) A brief description of any actions taken as a result of Results Alert Report review.
  - e) A brief description of any water system emergencies,
  - f) The total number of and a brief description of the engineering and subdivision reviews completed of public water system water projects, including information on subdivisions that are stand-alone water systems or identification of the "parent" water system if a subdivision is connected to a larger entity;
  - g) A listing of all public water system violations, grouped by type of violation, which includes the following information:
    - 1) The name and PWS ID# of each public water system.
    - 2) The type and level of violation incurred by the public water system.
    - 3) A list of any enforcement actions, remedial follow-up visits or violations of orders occurring during the quarter.
    - 4) The date and nature of the Public Agency response to violations, including where appropriate, the rationale for response.
    - 5) The date of resolution.
    - 6) Method of determining resolution; and
    - 7) Updates on actions taken during the previous quarter to address public water systems on the EPA Enforcement Targeting Tool with greater than 10 points.
- H. The Public Agency will maintain forms and applications for the Drinking Water State Revolving Fund and Grant Program, administered by the State, and will dispense information to Clark County public water systems that may be interested in these programs. To the extent resources allow, the Public Agency will participate in meetings and workshops concerning these programs.
- I. Adopt any local regulations or ordinances needed by the Public Agency to fully implement the requirements of NRS 445A.800 to 445A.955 and regulations adopted pursuant thereto. Regulations adopted by the Public Agency pursuant to this section must not conflict with regulations adopted by the State Environmental Commission.
- J. The Public Agency will review the files currently in its possession and determine the disposition of the files in compliance with the State's records retention schedules. All files not needing to be in possession of the Public Agency will either, as appropriate, be disposed of in the appropriate

manner or sent to the State for additional retention.

- K. Coordinate with State personnel to schedule a comprehensive Drinking Water Program review at the Public Agency office by the end of State fiscal year 2020.
2. The State will provide the Public Agency with the following:
    - A. Information on any changes or additions to NRS or NAC that pertain to public water systems.
    - B. Training to Public Agency staff on federal and state laws and regulations and database systems utilized by the State, to the extent funding allows and in excess of the attached budget.
    - C. Coordinating with and assisting the Public Agency in the review and implementation of engineering standards and drinking water project regulatory requirements. Assistance is also provided in response to public water systems and public queries as they pertain to program goals, policies and regulations, and public health concerns.
    - D. Providing technical assistance to the Public Agency, as necessary, to bring public water systems into compliance with drinking water standards and engineering requirements.
    - E. Computer software, to the extent funding allows, including but not limited to, SDWIS, SWIFT.
    - F. Update emergency response contacts and phone numbers when changes occur and contact the Public Agency at (702) 234-5378 when necessary for emergencies.
    - G. Upon request of the Public Agency, a list of Clark County public water system certified operators.
    - H. Perform data entry into SDWIS for Public Water System water quality data that is not Total Coliform data (i.e. "Chemical Data").
  3. The Public Agency and State agree to meet at least twice each year during the term of this agreement to review their respective programs and discuss any changes needed to improve coordination between the programs.
  4. The State will endeavor to identify and pursue additional funding opportunities to increase the contract amount. When such funding is secured, the State agrees to process a contract amendment for current and/or future fiscal years.

5. The Public Agency agrees to adhere to the following budget:

**SNHD/NDEP State Fiscal Year 2022 Safe Drinking Water Program Budgets**

<b>State Fiscal Year 2022</b>		
July 1, 2021 to June 30, 2022		
<b><u>SNHD Administrative Overhead</u></b>		
17.73% Overhead	\$22,590	
	Sub-Total:	\$22,590
<hr style="border-top: 1px dashed black;"/>		
<b><u>Personnel</u></b>		
<b>(Salary, fringe and taxes)</b>		
Environmental Health Specialist II (95%)	\$110,082	
Administrative Assistant II (10%)	\$9,286	
Environmental Health Supervisor (5%)	\$7,438	
	Sub-Total	\$126,806
<hr style="border-top: 1px dashed black;"/>		
<b><u>Equipment and Supplies</u></b>		
Postage and Office supplies	\$100	
<b><u>Travel</u></b>		
Personal Vehicle Mileage Per Diem*	\$504	
*NDEP Travel Claim Form is required.		
	Sub-Total	\$604
<hr style="border-top: 1px dashed black;"/>		
	Grand Total:	\$150,000

NOTE: If money for Equipment/Supplies or Travel goes unspent, it will roll over into salaries to ensure full expenditure of funds each State fiscal year.

**SNHD/NDEP State Fiscal Year 2023 Safe Drinking Water Program Budgets**

<b>State Fiscal Year 2023</b>		
July 1, 2022 to June 30, 2023		
<b><u>SNHD Administrative Overhead</u></b>		
17.73% Overhead		\$22,590
	Sub-Total:	\$22,590
<hr style="border-top: 1px dashed black;"/>		
<b><u>Personnel</u></b>		
<b>(Salary, fringe and taxes)</b>		
Environmental Health Specialist II (90%)		\$110,473
Sr. Administrative Assistant (10%)		\$9,518
Environmental Health Supervisor (5%)		\$7,815
	Sub-Total	\$126,806
<hr style="border-top: 1px dashed black;"/>		
<b><u>Equipment and Supplies</u></b>		
Postage and Office supplies		\$100
<b><u>Travel</u></b>		
Personal Vehicle Mileage Per Diem*		\$504
*NDEP Travel Claim Form is required.		
	Sub-Total	\$604
<hr style="border-top: 1px dashed black;"/>		
	Grand Total:	\$150,000

NOTE: If money for Equipment/Supplies or Travel goes unspent, it will roll over into salaries to ensure full expenditure of funds each State fiscal year.

**ATTACHMENT B**  
**NDEP ADDITIONAL TERMS & CONDITIONS**  
**CONTRACT CONTROL #DEP 22-005**

1. For contracts utilizing federal funds, the Nevada Division of Environmental Protection (NDEP) shall pay no more compensation per individual (including any subcontractors) than the federal Executive Service Level 4 (U.S. Code) daily rate (exclusive of fringe benefits): This limitation applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. The current Level 4 rate is **\$78.94** per hour.

2. *NDEP shall only reimburse the Contractor for actual cash disbursed.* Invoices may be provided via email or facsimile and must be received by NDEP no later than forty (40) calendar days after the end of a month or quarter except:

- at the end of the fiscal year of the State of Nevada (June 30th), at which time invoices must be received by the first Friday in August of the same calendar year;
- at the expiration date of the grant, or the effective date of the revocation of the contract, at which times original invoices must be received by NDEP no later than thirty-five (35) calendar days after this date.

Failure of the Contractor to submit billings according to the prescribed timeframes authorizes NDEP, in its sole discretion, to collect or withhold a penalty of ten percent (10%) of the amount being requested for each week or portion of a week that the billing is late. The Contractor shall provide with each invoice a detailed fiscal summary that includes the approved contract budget, expenditures for the current period, cumulative expenditures to date, and balance remaining for each budget category. If match is required pursuant to paragraph 3 below, a similar fiscal summary of match expenditures must accompany each invoice. The Contractor shall obtain prior approval to transfer funds between budget categories if the funds to be transferred are greater than ten percent (10%) cumulative of the total Contract amount.

3. If match is required, the Contractor shall, as part of its approved Scope of Work or Workplan and budget under this Contract, provide third party match funds of not less than: \$ N/A. If match funds are required, the Contractor shall comply with additional record-keeping requirements as specified in 48 CFR 31.2 (which, if applicable, is attached hereto and by this reference is incorporated herein and made part of this contract).

4. Unless otherwise provided in the Scope of Work or Workplan, the Contractor shall submit quarterly reports or other deliverables within ten (10) calendar days after the end of each quarter.

5. At the sole discretion of NDEP, payments will not be made by NDEP unless all required reports or deliverables have been submitted to and approved by NDEP within the Scope of Work /Workplan agreed to.

6. Any funds obligated by NDEP under this Contract that are not expended by the Contractor shall automatically revert back to NDEP upon the completion, termination or cancellation of this Contract. NDEP shall not have any obligation to re-award or to provide, in any manner, such unexpended funds to the Contractor. The Contractor shall have no claim of any sort to such unexpended funds.

7. For contracts utilizing federal funds, the Contractor shall ensure, to the fullest extent possible, that at least the “fair share” percentages as stated below for prime contracts for construction, services, supplies or equipment are made available to Disadvantaged Business Enterprise (DBE) organizations owned or controlled by Minority Business Enterprise (MBE) or (Women Business Enterprise (WBE).

	MBE	WBE
Construction	2%	2%
Services	1%	2%
Supplies	1%	1%
Equipment	1%	1%

The Contractor agrees and is required to utilize the following seven affirmative steps:

- a. Include in its bid documents applicable “fair share” percentages as stated above and require all of its prime contractors to include in their bid documents for subcontracts the “fair share” percentages;
- b. Include qualified MBEs and WBEs on solicitation lists;
- c. Assure that MBEs, and WBEs are solicited whenever they are potential sources;
- d. Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of MBEs, and WBEs;
- e. Establish delivery schedules, where the requirements of the work permit, which will encourage participation by MBEs, and WBEs;
- f. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of commerce as appropriate; and
- g. If a subcontractor awards contracts/procurements, require the subcontractor to take the affirmative steps in subparagraphs a. through e. of this condition.

8. The Contractor shall complete and submit to NDEP a Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Utilization Report (EPA Form 5700-52A) within fifteen (15) calendar days after the end of each federal fiscal year (September 30th) for each year this Contract is in effect and within fifteen (15) calendar days after the termination date of this Contract.

9. Unless otherwise provided in the Scope of Work or Workplan, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with funds provided under this Contract, the Contractor shall clearly state that funding for the project or program was provided by the Nevada Division of Environmental Protection and, if applicable, the U.S. Environmental Protection Agency. The Contractor will ensure that NDEP is given credit in all approved official publications relative to this specific project and that the content of such publications will be coordinated with NDEP prior to being published.

10. Unless otherwise provided in the Scope of Work or Workplan, all property purchased with funds provided pursuant to this Contract is the property of NDEP and shall, if NDEP elects within four (4) years after the completion, termination or cancellation of this Contract or after the conclusion of the use of the property for the purposes of this Contract during its term, be returned to NDEP at the Contractor’s expense. Such property includes but is not limited to vehicles, computers, software, modems, calculators, radios, and analytical and safety equipment. The Contractor shall use all purchased property in accordance with local, state and federal law, and shall use the property only for Contract purposes unless otherwise agreed to in writing by NDEP.

For any unauthorized use of such property by the Contractor, NDEP may elect to terminate the Contract and to have the property immediately returned to NDEP by the Contractor at the Contractor's expense. To the extent authorized by law, the Contractor shall indemnify and save and hold the State of Nevada and NDEP harmless from any and all claims, causes of action or liability arising from any use or custody of the property by the Contractor or the Contractor's agents or employees or any subcontractor or their agents or employees.

11. The Contractor shall use recycled paper for all reports that are prepared as part of this Contract and delivered to NDEP. This requirement does not apply to standard forms.

12. The Contractor and any subcontractors shall obtain any necessary permission needed, before entering private or public property, to conduct activities related to the Scope of Work or Workplan. The property owner will be informed of the program, the type of data to be gathered, and the reason for the requested access to the property.

13. Nothing in this Contract shall be construed as a waiver of sovereign immunity by the State of Nevada. Any action brought to enforce this contract shall be brought in the First Judicial District Court of the State of Nevada. The Contractor and any of its subcontractors shall comply with all applicable local, state and federal laws in carrying out the obligations of this Contract, including all federal and state accounting procedures and requirements established in 2 CFR 1500 EPA Uniform Administrative Requirements, Cost Principles, and audit requirements for federal awards. The Contractor and any of its subcontractors shall also comply with the following:

- a. 40 CFR Part 7 - Nondiscrimination In Programs Receiving Federal Assistance From EPA
- b. 40 CFR Part 29 - Intergovernmental Review of EPA Programs and Activities.
- c. 40 CFR Part 31 - Uniform Administrative Requirements For Grants And Cooperative Agreements To State and Local Governments;
- d. 40 CFR Part 32 - Government-wide Debarment And Suspension (Non-procurement) And Government-wide Requirements For Drug-Free Workplace (Grants);
- e. 40 CFR Part 34 - Lobbying Activities;
- f. 40 CFR Part 35, Subpart O - Cooperative Agreements And Superfund State Contracts For Superfund Response Actions (Superfund Only); and
- g. The Hotel and Motel Fire Safety Act of 1990.