

Dane County Contract Cover Sheet

Revised 01/2025

Res 050

Dept./Division	Extension		
Vendor Name	Brookhill Foundation	MUNIS #	
Brief Contract Title/Description	Grant award to support farm viability by strengthening the Becoming the Employer or Choice (BTEC) program		
Contract Term	June 2025 to June 2028		
Contract Amount	\$46,804		

Contract # Admin will assign	15884
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Claire Strader	Name	Alissa Moore
Phone #	608-224-3707	Phone #	
Email	strader.claire@danecounty.gov	Email	ammoorellc@gmail.com
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)	
	<input type="checkbox"/> Cooperative Contract	Contract Name & #
	<input checked="" type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$
	Year	Org:	Obj:	Proj:	\$

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input checked="" type="checkbox"/> Contract does not exceed \$100,000		Res #	050
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.		Year	2025
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.			

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Edgar, Carrie	Digitally signed by Edgar, Carrie Date: 2025.06.30 14:14:18 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 6/30/25	Date Out:	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

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The Dane County Extension Department has been awarded a grant for \$46,804 by the Brookhill Foundation.

Grant funds will be used to expand the Becoming the Employer of Choice (BTEC) program for vegetable farmers over three years from June 2025 to June 2028. This online labor management training program is made up of eight sessions, is delivered annually, and features current vegetable farmers as peer trainers. There is no match requirement for this grant.

THEREFORE BE IT RESOLVED that Dane County UW-Extension is authorized to accept the funds and that account EXTENSN NEW "BTEC 2025 Grant Revenue" be established with a budget amount of \$46,804 and account EXTENSN NEW "BTEC 2025 Grant Expense" be established with a budget amount of \$46,804; and

BE IT FURTHER RESOLVED that all unexpended funds and unrecognized revenues from this account be carried forward from the 2025 to the 2026, 2027, and 2028 budget periods.

THE BROOKHILL FOUNDATION
10361 Innovation Drive, Suite 150
Milwaukee, WI 53226

GRANT AGREEMENT

The Brookhill Foundation (hereinafter "Grantor") agrees to make the following Grant to Dane County Extension (as part of the County of Dane) (hereinafter "Grantee") and Grantee agrees to accept such Grant as indicated below and in accordance with this entire Grant Agreement:

DATE AUTHORIZED: May 20, 2025

AMOUNT OF GRANT: \$46,804

PAYMENT SCHEDULE: \$18,842 on June 15, 2025
\$17,371 on June 15, 2026
\$10,591 on June 15, 2027

SPEND BY DATE OF GRANT: One year after final payment date

REPORT SCHEDULE: August 1, 2026, August 1 2027, and August 1 2028

CONDITIONS OF THE GRANT

1. **PURPOSE:**

The grant is to be used for activities outlined in the proposal titled, "Supporting Farm Viability by Strengthening the BTEC Program". The Grantee agrees to use the funds solely for the described purposes and to so designate them in the Grantee's records as well as not to use any of the funds in violation of the provisions of the Internal Revenue Code governing grantees of private foundations. Specifically, grant funds must be expended for charitable, scientific, literary, or education purposes as defined under Internal Revenue Code section 501(c)(3), and more specifically for the designated

purposes of this grant. To alter the use of the Grant funds, permission is required in writing from an officer of the Grantor.

2. LIMITATION ON USE OF FUNDS: The Grantee agrees that no portion of any grant by the Grantor shall be used to:
 - a. carry on propaganda, or otherwise to attempt to influence legislation, including any referendum;
 - b. participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office;
 - c. influence the outcome of any specific public election;
 - d. carry on, directly or indirectly, any voter registration drive;
 - e. share with or used to pay fees or wages for the services of fundraising or fundraising consulting firms; or
 - f. use funds in an international boycott country (see current version of US tax Form 5713 at www.irs.gov).

Grantee is not authorized by the terms of the grant to use the funds for “partisan analysis, study or research.” Grantee represents to the Grantor that, in addition to the above prohibitions on the use of grant funds hereunder, no substantial part of Grantee’s activities is or will be attempting to influence legislation (including any referendum) within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended.

3. REPORTING and RECORD RETENTION: The Grantee shall furnish to the Grantor a written report on the use of the grant as specified above. Separate accounting is required to be maintained and at a minimum the audited financial statements (or if none, organization’s financial statements) to gain assurance regarding the existence of a separate legal entity, that it is a viable entity, and that the same expenditures are reasonable to conclude are not being reported to multiple entities.

Final reports must include the following elements:

- a. Detailed list of expenditures made from the grant funds (including salaries, travel, and supplies) which add up to the total amount of the grant

- b. Indicate the progress made toward the goals of the grant
- c. Indicate that the grant is complete
- d. Confirm that the funds were used for permitted charitable purposes as described in Internal Revenue Code section 501(c)(3)
- e. Signed by an officer, director, or trustee of the Grantee asserting that the report is complete and accurate

Such reports must be made within a reasonable period of time after the close of the fiscal year of the Grantee.

Receipts and other documentation is required to be maintained for at least four years after the final grant and be open to Grantor's inspection at any time during that period.

- 4. REVERSION OF GRANT: All or any portion of the amount granted shall be returned to the Grantor in the event that any portion of the grant is not expended or committed for the purposes authorized by the Grantor or is used in violation of the terms of this Agreement. The Grantor may upon request from the Grantee authorize a modification in the disbursement of funds. A specific end date on which the funds must be expended as intended by the grant without permission to extend the grant period is provided on page 1.
- 5. EVALUATION and ACCOUNTING AND FINANCIAL REVIEW: The Grantor may, at its expense, conduct an evaluation of operations under this grant, which may include visits by representatives of the Grantor to observe the Grantee's program procedures and operations and discuss the program with the Grantee's personnel. Further, the Grantor may, at its expense and on reasonable notice to the Grantee, audit or have audited the records of the Grantee insofar as they relate to the activities funded by this grant.
- 6. PUBLICITY: In the event that the Grantee wishes to issue a news release concerning the grant, the Grantee will inform the Grantor in a timely fashion prior to its release and clear it with an officer of the Grantor. **Any acknowledgement or listing of donations shall list this grant as from an anonymous donor.**

7. PATRIOT ACT CERTIFICATION: The Grantee certifies that it does not and will not knowingly provide material support or resources to any individual or organization for the conduct or furtherance of violence or terrorist activities.
8. TERMINATION: The Grantor reserves the right to discontinue, modify or withhold any payments to be made under the grant award or to require a total or partial refund of any grant funds, if, in the Foundation's sole discretion, such action is necessary because:
 - a. the grantee has not fully complied with the terms and conditions of the grant;
 - b. to protect the purpose and objectives of the grant or any other charitable activities of the Foundation, or
 - c. to comply with any law or regulation applicable to the Grantee, or to the Foundation, or the grant.

Executed by or on behalf of Grantor and Grantee as follows:

GRANTOR:

The Brookhill Foundation
10361 Innovation Drive, Suite 150
Milwaukee, WI 53226

BY:

Name/Title of Signatory: James L Mohr, Executive Director

Signature: 

Date: 5/24/25

GRANTEE:

Dane County Extension (as part of County of Dane)

5201 Fen Oak Drive, Ste. 138
Madison, WI 54718

BY:

Name/Title of Signatory:

Signature:

Date:

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, June 30, 2025 3:43 PM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15884
Attachments: 15884.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 7/1/2025 8:43 AM	Approve: 7/1/2025 8:43 AM
	Rogan, Megan	Read: 6/30/2025 3:46 PM	Approve: 6/30/2025 3:46 PM
	Gault, David	Read: 7/1/2025 1:02 PM	Approve: 7/1/2025 1:05 PM
	Cotillier, Joshua		Approve: 6/30/2025 3:47 PM
	Stavn, Stephanie	Read: 6/30/2025 4:02 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15884
Department: Extension
Vendor: Brookhill Foundation
Contract Description: Accept grant award for farm viability by strengthening the BTEC Program (Res 050)
Contract Term: 6/1/25 – 6/1/28
Contract Amount: \$46,804

Thanks much,
Michelle

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.