

# Dane County Contract Cover Sheet

Revised 04/2021

Res 061

<b>Dept./Division</b>	Sheriff's Office - Field Services Division		
<b>Vendor Name</b>	WI Department of Justice	<b>MUNIS #</b>	2155
<b>Brief Contract Title/Description</b>	Authorizing acceptance of grant funding to support reimbursement of overtime hours conducting heroin, opiate, and meth investigations.		
<b>Contract Term</b>	1/1/2021 - 12/31/2021		
<b>Contract Amount</b>	\$ 30,000.00		

<b>Contract #</b> Admin will assign	14364
<b>Type of Contract</b>	
<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	
<b>Name</b>	Lillian Radivojevich	<b>Name</b>	Brian Okeefe
<b>Phone #</b>	(608) 284-4801	<b>Phone #</b>	(608)266-1671
<b>Email</b>	radivojevich@danesherriff.com	<b>Email</b>	dci@doj.state.wi.us
<b>Purchasing Officer</b>	Pete Patten	<b>Send completed contract to vendor?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Purchasing Authority</b>	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)
	<input type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required) <span style="float: right;"><b>RFB/RFP #</b></span>
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other

MUNIS Req.	Req #	Org:	Obj:	Proj:	Amount
		SHRFFLD	Personnel Service		\$ 12,000.00
		SHRFFLD	30924 & 20023		\$ 18,000.00
	Year	SHRFFLD	81568 & 80023		\$ 30,000.00

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.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)			
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	<b>Res #</b>	061	
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	<b>Year</b>	2021	

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

APPROVAL – Department	
<b>Dept. Head / Authorized Designee</b>	Nygaard, Christopher <span style="float: right;">Digitally signed by Nygaard, Christopher Date: 2021.06.03 15:56:15 -05'00'</span>

APPROVAL – Major Contracts Exceeding \$100,000 – DCO Section 25.11(3)			
<b>Director of Administration</b>		<b>Corporation Counsel</b>	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
<b>DOA:</b>	Date In: <u>6/3/21</u>	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Friday, June 4, 2021 11:14 AM  
**To:** Hicklin, Charles; Clow, Carolyn; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #14364  
**Attachments:** 14364.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 6/4/2021 1:24 PM	Approve: 6/4/2021 1:24 PM
	Clow, Carolyn		Approve: 6/4/2021 11:18 AM
	Gault, David	Read: 6/4/2021 11:18 AM	Approve: 6/4/2021 11:19 AM
	Lowndes, Daniel		Approve: 6/4/2021 11:27 AM
	Stavn, Stephanie	Read: 6/7/2021 9:20 AM	
	Oby, Joe		

Contract #14364

Department: Sheriff Department

Vendor: WI Dept of Justice

Contract Description: Acceptance of Grant Funding to support reimbursement of overtime hours conducting heroin, opiate and meth investigations (Res 061)

Contract Term: 1/1/21 – 12/31/21

Contract Amount: \$30,000

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

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 in accordance with COVID 19 response guidelines. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

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**2021 RES-061**

**AUTHORIZING ACCEPTANCE OF WISCONSIN DEPARTMENT OF JUSTICE, 2021 COPS OFFICE, ANTI-HEROIN AND ANTI- METHAMPHETAMINE TASK FORCE GRANTS**

The Wisconsin Department of Justice (WDOJ) has awarded the Dane County Narcotics Task Force (DCNTF), COPS Office Anti-Heroin and Anti-Methamphetamine Grants totaling \$30,000; Anti-Heroin Grant \$25,000, Anti-Methamphetamine Grant \$5,000, to be utilized in calendar year 2021. This grant funding will support overtime expenses associated with the development and investigation of narcotics cases that target the illicit trafficking of heroin/opiates (Anti-Heroin Grant) and the manufacture and/or distribution of methamphetamine (Anti-Methamphetamine Grant).

Members of the Dane County Task Force are comprised of deputies, officers, detectives, clerical staff and supervisors from the Madison Police Department, Dane County Sheriff's Office, and the University of Wisconsin, Madison, Police Department. Grant funding will reimburse Task Force salary overtime hourly costs only, HIDTA Grant funding will reimburse benefit costs incurred as part of these grants.

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff's Office is hereby authorized to accept \$30,000 from WDOJ and the County Executive is authorized to execute the COPS Grant Memorandum of Understanding; and

**BE IT FURTHER RESOLVED** \$30,000 is appropriated as additional revenue in the Sheriff's Office Field Services Division account lines, and is credited to the General Fund:

DCNTF Heroin Initiative Rev (SHRFFLD 81568)	\$25,000
DCNTF Meth Initiative Rev (SHRFFLD 80023)	\$5,000

**BE IT FURTHER RESOLVED** that \$30,000 is transferred from the General Fund to the following account lines:

Overtime – DCNTF Heroin Initiative (SHRFFLD 10054)	\$10,000
DCNTF Heroin Initiative Exp (SHRFFLD 30924)	\$15,000
Overtime – DCNTF Meth Initiative (SHRFFLD 10128)	\$2,000
DCNTF Meth Initiative Exp (SHRFFLD 20023)	\$3,000

**BE IT FINALLY RESOLVED** that any grant funds not expended as of December 31, 2021 be carried forward until fully expended.



**COPS**  
Community Oriented Policing Services  
U.S. Department of Justice

14364



**COPS Grants**  
**MEMORANDUM OF UNDERSTANDING**

Through the COPS Anti-Heroin and Anti-Methamphetamine (CAMP) Grants, the Wisconsin Department of Justice, Division of Criminal Investigation (DCI) will, as funds allow, provide reimbursement to each participating County/Task Force/Agency for overtime expenses associated with the development and investigation of narcotics cases that target the illicit trafficking of heroin/opiates (Anti-Heroin Grant) or the manufacture and/or distribution of methamphetamine (Anti-Methamphetamine Grant). As a condition of receiving funds and other benefits under this program, the undersigned hereby agrees:

1. To appoint a COPS Grant Agency Coordinator, who will be assigned to administer the COPS Grants within the jurisdiction accepting the funds;
2. To compile and report information as required by the COPS Grant on a monthly basis;
  - a. Must utilize ACISS as the investigative case management system if available; if ACISS is unavailable, to provide copies of case investigative reports for heroin/opiate or methamphetamine related investigations; and, through this reporting, the number of Cases Opened, Search Warrants Obtained, and Heroin/Opiate or Methamphetamine Arrests generated, in addition to other statistics, will be provided;
  - b. To provide related investigative telephone communication records from telephone downloads, call detail records, pen registers/trap and traces, or other records from service providers (Facebook, e-mail, etc) to the WSIC for entry into the Penlink database;
3. To comply with the guidelines of the COPS Grants as prescribed and outlined in the COPS Grants Owner's Manuals and view materials provided by DCI;
4. To meet the established reporting and overtime reimbursement request deadlines;
5. To use grant funding for personnel overtime expenses associated with an investigation focused on the illicit trafficking of heroin/opiates or methamphetamine, as applicable.
  - a. The money is designated ONLY for reimbursement of overtime expenses related to these kinds of narcotics investigations, and must be tracked separately from any existing federal or state grand funded overtime or additional local agency funding. Overtime Reimbursement Forms must be submitted to the appropriate email address no later than 15 days after the end of the month during which the expense was incurred.  
     Submit Anti-Heroin Overtime Reimbursement Forms to [HeroinGrant@doj.state.wi.us](mailto:HeroinGrant@doj.state.wi.us)  
     Submit Anti-Methamphetamine Overtime Reimbursement Forms to [MethGrant@doj.state.wi.us](mailto:MethGrant@doj.state.wi.us)
  - b. The total overtime payments for an individual officer for a 12-month period in the federal fiscal year 2021, including ALL federal sources (i.e. OCDETF, HIDTA, Byrne JAG, CEASE, COPS Grants) are not to exceed 25% of the current Federal salary rate in effect at the time the overtime was performed. This amount is \$19,180.25 as of 2/17/2021.
6. DANE COUNTY NARCOTICS TASK FORCE has been allotted the following funds to be utilized in calendar year 2021.

Anti-Heroin Grant:

Anti-Methamphetamine Grant:

**Agency Coordinator**

Title/Name Dane County Narcotics Task Force Commander Lieutenant Erik Fuhremann

Email efuhremann@cityofmadison.com

Office Phone 608 242-231

Address 211 S Carroll St Madison, WI 53703

**Agency Approval**

Agency Head Signature \_\_\_\_\_

Print Title & Name \_\_\_\_\_

**COPS Grant Approval**

Approved By \_\_\_\_\_

Print Title & Name WI DOJ Deputy Attorney General Eric J. Wilson