

Dane County Contract Cover Sheet

RES 295

Revised 01/2023

Dept./Division	Sheriff's Office -- Field Services Division		
Vendor Name	WI Department of Justice	MUNIS #	2155
Brief Contract Title/Description	Authorizing acceptance of grant funding to support reimbursement of overtime hours conducting heroin, opiate, and methamphetamine investigations.		
Contract Term	1/1/2023 - 12/31/2023		
Contract Amount	\$15,000		

Contract # Admin will assign	14962
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	Lillian Radivojevich	Name	Brian Okeefe
Phone #	(608) 284-4801	Phone #	(608) 266-1671
Email	radivojevich@danesheriff.com	Email	dic@doj.state.wi.us
Purchasing Officer	Pete Patten		

Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org: SHRFFLD	Obj: Personnel Service	Proj:	\$ 7,500.00
	Year	Org: SHRFFLD	Obj: 30924 & 20023	Proj:	\$ 7,500.00
		Org: SHRFFLD	Obj: 81568 & 80023	Proj:	\$ 15,000.00

Budget Amendment	
<input checked="" 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 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	Res #	295
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Year
	<input checked="" 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 checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Nygaard, Christopher	Digitally signed by Nygaard, Christopher Date: 2023.01.12 13:03:35 -06'00'

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

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 1/12/23	Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, January 17, 2023 4:25 PM
To: Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #14962
Attachments: 14962.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 1/18/2023 10:15 AM	Approve: 1/18/2023 10:15 AM
	Patten (Purchasing), Peter		
	Gault, David		
	Lowndes, Daniel		
	Stavn, Stephanie		
	Oby, Joe		

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

Contract #14962
Department: Sheriff's Department
Vendor: WI Dept of Military Affairs
Contract Description: Grant funding for reimbursement of OT hours for investigations (Res 295)
Contract Term: 1/1/23 – 12/31/23
Contract Amount: \$15,000.00

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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

Goldade, Michelle

From: Lowndes, Daniel
Sent: Tuesday, January 17, 2023 4:29 PM
To: Goldade, Michelle
Subject: Approve: Contract #14962

Goldade, Michelle

From: Patten (Purchasing), Peter
Sent: Tuesday, January 17, 2023 4:41 PM
To: Goldade, Michelle
Subject: Approve: Contract #14962

Goldade, Michelle

From: Gault, David
Sent: Tuesday, January 17, 2023 4:58 PM
To: Goldade, Michelle
Subject: Approve: Contract #14962

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2022 RES-295

AUTHORIZING ACCEPTANCE OF WISCONSIN DEPARTMENT OF JUSTICE, 2023 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 \$15,000; Anti-Heroin Grant \$10,000, Anti-Methamphetamine Grant \$5,000, to be utilized in calendar year 2023. 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 \$15,000 from WDOJ and the County Executive is authorized to execute the COPS Grant Memorandum of Understanding; and

BE IT FURTHER RESOLVED \$15,000 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)	\$10,000
DCNTF Meth Initiative Rev (SHRFFLD 80023)	\$5,000

BE IT FURTHER RESOLVED that \$15,000 is transferred from the General Fund to the following account lines:

Overtime – DCNTF Heroin Initiative (SHRFFLD 10054)	\$5,000
DCNTF Heroin Initiative Exp (SHRFFLD 30924)	\$5,000
Overtime – DCNTF Meth Initiative (SHRFFLD 10128)	\$2,500
DCNTF Meth Initiative Exp (SHRFFLD 20023)	\$2,500

BE IT FINALLY RESOLVED that any grant funds not expended as of December 31, 2023 be carried forward until fully expended.



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 grant 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

Submit Anti-Methamphetamine Overtime Reimbursement Forms to MethGrant@doj.state.wi.us

- b. The total overtime payments for an individual officer for a 12-month period in the federal fiscal year 2023, 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 \$19,840.75 as of 10/1/2022.

6. Dane County Narcotics Drug Task Force has been allotted the following funds to be utilized in calendar year 2023.

Anti-Heroin Grant:

Anti-Methamphetamine Grant:

Agency Coordinator

Title/Name: Lt. Kipp Hartman

Email: khartman@cityofmadison.com

Office Phone: 608-242-2301

Address: 211 S. Carroll St. Madison WI 53703

Agency Approval

Agency Head Signature: _____

Print Title & Name: Joseph T. Parisi, Dane County Executive

COPS Grant Approval

Approved By: _____

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

[Submit Via Email](#)