

# Dane County Contract Cover Sheet

Revised 01/2024

<b>Dept./Division</b>	District Attorneys Office		
<b>Vendor Name</b>	City of Madison	<b>MUNIS #</b>	1384
<b>Brief Contract Title/Description</b>	AS part of the application process for the 2024 JAG Grant execution of an MOU is required by the County Executive and the Mayor. \$10,820 shall be provided to the District Attorneys Office for the Crime Response Program.		
<b>Contract Term</b>	10/1/2024 - 12/31/2025		
<b>Contract Amount</b>	\$10,820		

<b>Contract #</b> Admin will assign	15607
<b>Type of Contract</b>	
<input type="checkbox"/>	Dane County Contract
<input checked="" 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 type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
<b>Name</b>	Julie Foley	<b>Name</b>	Jim Powell
<b>Phone #</b>	(608) 284-6908	<b>Phone #</b>	(608) 261-9635
<b>Email</b>	julie.foley@da.wi.gov	<b>Email</b>	jpowell@cityofmadison.com
<b>Purchasing Officer</b>			

<b>Purchasing Authority</b>	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$44,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$44,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b>
	<input type="checkbox"/> Bid Waiver – \$44,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$44,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

<b>MUNIS Req.</b>	<b>Req #</b>	<b>Org:</b> DACRIME	<b>Obj:</b> 80358	<b>Proj:</b>	\$ 10,820.00
	<b>Year</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	\$
		<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	\$

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

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	
<b>Dept. Head / Authorized Designee</b>	
Ismael R. Ozanne	Digitally signed by Ismael R. Ozanne Date: 2024.10.01 10:40:26 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
<b>Director of Administration</b>	<b>Corporation Counsel</b>

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
<b>DOA:</b>	<b>Date In:</b> 10/1/24	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, October 1, 2024 11:33 AM  
**To:** Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15607  
**Attachments:** 15607.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 10/1/2024 1:32 PM	Approve: 10/1/2024 1:32 PM
	Rogan, Megan	Read: 10/1/2024 11:45 AM	Approve: 10/1/2024 11:45 AM
	Gault, David	Read: 10/1/2024 1:16 PM	Approve: 10/1/2024 1:18 PM
	Cotillier, Joshua		Approve: 10/1/2024 12:04 PM
	Stavn, Stephanie	Read: 10/1/2024 11:45 AM	
	Oby, Joe		

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

Contract #15607  
Department: District Attorney  
Vendor: City of Madison  
Contract Description: MOU to Apply for a Byrne Memorial Justice Assistance Grant  
Contract Term: 10/1/24 – 12/31/25  
Contract Amount: \$10,820.00

### *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.

**Memorandum of Understanding**  
Between  
**The City of Madison and Dane County**

The City of Madison and Dane County wish to participate in and obtain the benefits of the FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. As part of the application process, the parties are required to submit a proposed plan for the allocation and administration of the funds awarded. The City of Madison by Mayor Satya Rhodes-Conway and Dane County by Executive Joseph Parisi have prepared and signed this Memorandum of Understanding (MOU) for the aforementioned purpose. It is understood that acceptance of the MOU by each of these agencies is contingent upon the adoption of the required authorizing resolutions by appropriate governing bodies. Conditioned on the foregoing, the parties state as follows:

The City of Madison and Dane County agree to the proposal for the allocation of the \$88,319 awarded under the FY2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Program:

1. Funding will be allocated as follows:
  - Dane County will receive \$10,820 for the District Attorney Crime Response Program victim/witness services
  - The City of Madison Police Department will receive \$77,499 for a passenger van and accessories

For the purposes of this MOU, the funds will be used from the start date of the grant award through the calendar year of 2025.

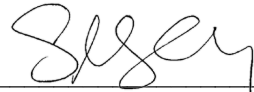
2. The parties agree that the City of Madison will apply for and administer the FY2024 Edward Byrne Memorial Justice Assistance Grant. Administration of the grant includes the following:
  - Each agency receiving funding through this grant will request reimbursement of expenses on a quarterly basis from the Madison Police Department (MPD). The MPD will not be responsible for sending reminders to the County regarding completion of requests for reimbursement.
  - Reimbursement requests will include documentation of expenses as required under federal guidelines for grant expenditures.
  - The final requests for reimbursement must be submitted no later than January 15, 2026.
  - Each agency receiving funding will also complete quarterly performance measures, which provide data that measures the results of their work. These reports will be due no later than fifteen days after the close of each quarter. Performance measure information will be provided to the County upon receipt of the formal grant award.
  - Each agency will complete a quarterly progress report and submit it to MPD no later than April 15, July 15, October 15 and January 15 of each year the grant is active. The format for the progress report will be provided to the County upon receipt of the formal grant award.
  - Each agency receiving funding through this grant agrees to comply with any additional reporting requirements that are required by the grant-awarding agency as a condition of the grant.

- If the County fails to complete timely reports, funding may be reallocated at the discretion of the Chief of Police for the City of Madison.
3. Each agency is solely responsible to ensure that all items for which they are reimbursed meet the federal requirements for use of funds, including but not limited to all non-supplanting criteria.



\_\_\_\_\_  
County Executive Jamie Kuhn  
For Dane County

Date 10/2/2024



\_\_\_\_\_  
Mayor Satya Rhodes-Conway  
For the City of Madison

Date September 30, 2024