

# Dane County Contract Cover Sheet

Revised 01/2026

Res 389

<b>Dept./Division</b>	Sheriff's Office Field Services Div		
<b>Vendor Name</b>	WI Dept. of Justice	<b>MUNIS #</b>	2155
<b>Brief Contract Title/Description</b>	WI Dept. of Justice is providing grant funding to the Dane County Narcotics Task Force (DCNTF) to support the Drug Trafficking Response Program		
<b>Contract Term</b>	March 1, 2026 - June 30, 2027		
<b>Contract Amount</b>	\$49,992		

<b>Contract #</b> Admin will assign	16202
<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>	Sara Mejia	<b>Name</b>	Brittney Felton
<b>Phone #</b>	608.284.4801	<b>Phone #</b>	608.266.0592
<b>Email</b>	mejia.sara@danesherriff.com	<b>Email</b>	
<b>Purchasing Officer</b>	Pete Patten		

<b>Purchasing Authority</b>	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$46,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$46,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b>
	<input type="checkbox"/> Bid Waiver – \$46,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$46,000 (N/A to Public Works)	
	<input type="checkbox"/> Cooperative Contract	<b>Contract Name &amp; #</b>
	<input checked="" type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:SHRFFLD	Obj:85201	Proj:	\$49,992.00
		Org:SHRFFLD	Obj:47231	Proj:	\$41,602.00
	Year	Org:SHRFADM	Obj:20648	Proj:	\$8,390.00

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.

<b>Resolution</b> Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000	<b>Res #</b>	2025 RES-389
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.		<b>Year</b>
	<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
<b>Dept. Head / Authorized Designee</b>
Christopher J. Nygaard, Chief Deputy

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> 3/3/26	<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, March 3, 2026 4:53 PM  
**To:** Hicklin, Charles; Patten, Peter; Gault, David; Cotillier, Joshua  
**Cc:** Oby, Joe  
**Subject:** Contract #16202  
**Attachments:** 16202.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 3/4/2026 11:32 AM	Approve: 3/4/2026 11:32 AM
	Patten, Peter		
	Gault, David	Read: 3/4/2026 10:05 AM	Approve: 3/4/2026 10:12 AM
	Cotillier, Joshua		
	Oby, Joe		

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

Contract #16202  
Department: Sheriff  
Vendor: WI Dept of Justice  
Contract Description: Accept grant funding for Drug Trafficking Response Program (Res 389)  
Contract Term: 3/1/26 – 6/30/27  
Contract Amount: \$49,992.00

Thanks!  
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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

## Goldade, Michelle

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**From:** Cotillier, Joshua  
**Sent:** Wednesday, March 4, 2026 7:45 AM  
**To:** Goldade, Michelle  
**Subject:** Approve: Contract #16202

## Goldade, Michelle

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**From:** Patten, Peter  
**Sent:** Wednesday, March 4, 2026 6:59 AM  
**To:** Goldade, Michelle  
**Subject:** Approve: Contract #16202

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**2025 RES-389**

**AUTHORIZING ACCEPTANCE OF GRANT FUNDING FOR THE DANE COUNTY  
NARCOTICS TASK FORCE DRUG TRAFFICKING RESPONSE PROGRAM**

The Wisconsin Department of Justice is providing grant funding to the Dane County Narcotics Task Force (DCNTF) to support the Dane County Law Enforcement Drug Trafficking Response Program. The Law Enforcement Drug Trafficking Response Grant, 2026-DT-01-20201, shall provide Dane County (hereinafter referred to as the Grantee) \$49,992 for programs and projects pursuant to Wisconsin Statute S.165.986. Funding is available from date when Grantee signs and returns one copy of grant award to the Wisconsin Department of Justice through June 30, 2027.

DCNTF is a multi-jurisdictional Drug Task Force that has been in existence since 1972. The collaboration consists of from Madison Police Department, Dane County Sheriff's Office, and the University of Wisconsin-Madison Police Department. In addition, federal law enforcement partners with the FBI, DEA, and ATF are assigned to the DCNTF and members from suburban Dane County Law Enforcement agencies participate with short-term temporary assignments of officers and detectives to the unit. Grant funding of \$49,992 will strengthen efforts to not only intercept illegal drug shipments, but to hold the Drug Trafficking Organizations (DTOs) who are coordinating the transportation accountable through criminal prosecution and the seizure of assets.

**NOW, THEREFORE, BE IT RESOLVED** the Dane County Executive is authorized to execute an agreement embodying the above provisions; and,

**BE IT FURTHER RESOLVED** that the \$49,992 is appropriated as additional revenue in the Sheriff's Office, Field Services Division, DCNTF Drug Trafficking Revenue (SHRFFLD 85021) budget account line and is credited to the General Fund; and

**BE IT FURTHER RESOLVED** that \$41,602 is transferred from the General Fund to Sheriff's Office, Field Services Division, DCNTF Drug Trafficking Equipment (SHRFFLD 47231) budget account line; and

**BE IT FURTHER RESOLVED** that \$8,390 is transferred from the General Fund to Sheriff's Office, Administration, Conferences and Training (SHRFADM 20648); and

**BE IT FINALLY RESOLVED** that grant funds not spent as of December 31, 2026 are carried forward to the 2027 budget period.

**WISCONSIN DEPARTMENT OF JUSTICE**  
**Dane County Narcotics Task Force**  
**Grant Summary Sheet**

Grantee or Unit of Government: **Dane County**

Project Name: **Dane County Narcotics Task Force**

Address: **Dane County Narcotics Task Force, 211 S. Carroll Street, Madison,  
Wisconsin, 53703-3400**

Project Director: **Brad Lindsley**

Phone number: **608-225-8150**

Signing Official: **Melissa Agard, Dane County, 210 Martin Luther King Jr. Blvd.,  
Madison, Wisconsin 53709-3340**

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Amount of State Award: **\$49,992**

Amount of Match:

Amount of Total Award: **49,992**

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**SUMMARY OF GRANT:**

The Dane County Narcotics Task Force (DCNTF) is a multi-jurisdictional Drug Task Force that has been in existence since 1972. The members of the unit are comprised of officers, detectives, clerical staff and supervisors from the Madison Police Department, Dane County Sheriff's Office, and the University of Wisconsin-Madison Police Department. In addition, federal law enforcement partners with the FBI, DEA, and ATF are assigned to the DCNTF and members from suburban Dane County Law Enforcement agencies participate with short-term temporary assignments of officers and detectives to the unit. The Dane County Narcotics Task Force (DCNTF) will endeavor to address emerging trends in the methods used by Drug Trafficking Organizations (DTOs) to transport dangerous illegal drugs into the Dane County area. Through the analysis of data, the implementation of surveillance, and by coordination with state and federal law enforcement partners, the DCNTF will develop a new interdiction model that disrupts the flow of illegal drugs taking place through commercial shipping services, air travel, and interstate bus travel. The goal of this effort will be to not only intercept illegal drug shipments, but to hold the DTOs who are coordinating the transportation accountable through criminal prosecution and the seizure of assets. DCNTF will work with state and federal prosecutors to bring charges against identified DTO members, regardless of their location throughout the country.

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Name of Program Manager: **Brittney Felton**  
Phone number: **608-266-0592**

Name of Grants Specialist: **Sarah Fanning**  
Phone number: **608-590-9464**



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

16202

Josh Kaul  
Attorney General

Room 114 East, State Capitol  
PO Box 7857  
Madison WI 53707-7857  
(608) 266-1221  
TTY 1-800-947-3529

**LAW ENFORCEMENT DRUG TRAFFICKING RESPONSE**  
**Dane County Narcotics Task Force**  
**2026-DT-01-20201**

The Wisconsin Department of Justice (DOJ) hereby awards to the **Dane County**, (hereinafter referred to as the **Grantee**), the amount of **\$49,992** for programs or projects pursuant to Wisconsin Statute S.165.986.

This grant may be used until **6/30/2027** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Grantee shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Wisconsin Department of Justice. The submitted application is hereby incorporated as reference into this award.

*This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice. In addition, please note that grant activity may not begin until the project start date.*

BY: Joshua L. Kaul  
**JOSHUA L. KAUL**  
Attorney General  
Wisconsin Department of Justice

02/18/2026  
Date

The (Grantee), **Dane County**, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

GRANTEE: **Dane County**

BY: \_\_\_\_\_  
NAME: **Melissa Agard**  
TITLE: **County Executive**

\_\_\_\_\_  
Date

**WISCONSIN DEPARTMENT OF JUSTICE**  
**ATTACHMENT A**

Grantee: Dane County  
 Project Title: Dane County Narcotics Task Force  
 Grant Period: From 3/1/2026 To 6/30/2027  
 Grant Number: 2026-DT-01-20201 Program Area: 1

**LAW ENFORCEMENT DRUG TRAFFICKING RESPONSE**  
**APPROVED BUDGET**

*See your E-grants Application for details*

	<b><u>State Funds</u></b>
Personnel	
Employee Benefits	
Travel (Including Training)	\$8,390
Equipment	
Supplies & Operating Expenses	\$41,602
Consultants/Contractual	
Other	
Indirect	
<b>STATE TOTAL</b>	<b>\$49,992</b>
<b>TOTAL APPROVED BUDGET</b>	<b>\$49,992</b>

**Award General Conditions:**

1. Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are not program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
9. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date. Any grant activity outside the project period is not eligible for reimbursement.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Consultant fees in excess of \$650 per 8-hour day or \$81.25 per hour will require federal approval and additional justification.
16. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents. Reimbursements related to contractual expenses will be held until this condition is fulfilled.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for

providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including, but not limited to: withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or terminate of an award(s).

  
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**ACKNOWLEDGEMENT NOTICE**

Grantee: Dane County Date: February 2026  
Project Title: Dane County Narcotics Task Force Grant No. 2026-DT-01-20201

The following regulations and obligations (referenced below) apply to your grant award.

**Note:** Reports due 04/12 include January, February, and March program activity  
Reports due 07/12 include April, May, and June program activity  
Reports due 10/12 include July, August, and September program activity  
Reports due 01/12 include October, November, and December program activity

**QUARTERLY PROGRAM REPORTS** must be submitted on a scheduled basis and must be completed in Egrants. Narrative reports on the status of your project and are due to DOJ on:

<u>04/12/26</u>	<u>07/12/26</u>	<u>10/12/26</u>	<u>01/12/27</u>
<u>04/12/27</u>	<u>07/30/27 FINAL</u>		

**QUARTERLY FINANCIAL REPORTS** must be submitted on a scheduled basis and must be completed and certified in Egrants. Supporting documentation must be attached to the Egrants Fiscal Report and are due to DOJ on:

<u>04/12/26</u>	<u>07/12/26</u>	<u>10/12/26</u>	<u>01/12/27</u>
<u>04/12/27</u>	<u>07/30/27 FINAL</u>		

**INVENTORY REPORTS** must be submitted in Egrants for all equipment purchases and are due to DOJ on:

7/30/2027 FINAL

**ACKNOWLEDGEMENT**

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

2/24/26 Date  
Brad Lindsley Brad Lindsley, Project Director