

Dane County Contract Cover Sheet

Res 003

Revised 01/2024

Dept./Division	Sheriff's Office Field Services Division		
Vendor Name	WI Department of Justice	MUNIS #	2155
Brief Contract Title/Description	The WI Department of Justice is providing grant funding to the Dane County Narcotics Task Force to support the Drug Trafficking Response Program.		
Contract Term	4/1/2024 - 3/31/2025		
Contract Amount	\$28,620		

Contract # Admin will assign	15454
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 Radivojevic	Name	Jannifer Ayers
Phone #	(608) 284-4801	Phone #	(608) 514-5623
Email	radivojevic@danesheriff.com	Email	ayersjl@doj.state.wi.us
Purchasing Officer	Megan Rogan		

Purchasing Authority	<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)	RFB/RFP #
	<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	

MUNIS Req.	Req #	Org: SHRFFLD	Obj: 47231	Proj:	\$ 28,620.00
	Year	Org: SHRFFLD	Obj: 85021	Proj:	\$ 28,620.00
		Org:	Obj:	Proj:	\$

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	<input type="checkbox"/> Contract does not exceed \$100,000	Res #	003
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.		Year
	<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 checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Nygaard, Christopher	Digitally signed by Nygaard, Christopher Date: 2024.04.09 07:40:54 -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: 4/9/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Friday, April 12, 2024 10:53 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15454
Attachments: 15454.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 4/12/2024 11:09 AM	Approve: 4/12/2024 11:09 AM
	Rogan, Megan	Read: 4/12/2024 10:59 AM	Approve: 4/12/2024 10:59 AM
	Gault, David	Read: 4/12/2024 11:05 AM	Approve: 4/12/2024 11:06 AM
	Cotillier, Joshua		Approve: 4/12/2024 1:24 PM
	Stavn, Stephanie	Read: 4/12/2024 1:36 PM	
	Oby, Joe		

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

Contract #15454
Department: Sheriff
Vendor: WI Dept of Justice
Contract Description: Accept grant for funding Narcotics Task Force (Res 003)
Contract Term: 4/1/24 – 3/31/25
Contract Amount: \$28,620

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.

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2024 RES-003

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

The Wisconsin Department of Justice, Division of Law Enforcement Services, 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, 2024-DT-01-18574, shall provide \$28,620 for the purchase of equipment for the DCNTF, funding is available April 1, 2024 through March 31, 2025.

The DCNTF is a multi-jurisdictional law enforcement collaboration consisting of Madison Police Department, Dane County Sheriff's Office, and University of Wisconsin-Madison Police Department personnel that work in conjunction with state and federal agencies to identify, disrupt, and dismantle drug trafficking organizations. Grant funding of \$28,620 will strengthen the ability of the DCNTF to combat drug trafficking throughout the County and State by providing funding for the purchase of TurNarc handheld narcotics analyzing equipment. Law enforcement officials need to quickly identify suspected narcotics in the field to help keep drugs, and drug dealers, off the streets. Handheld narcotics analyzing equipment enables officers to scan more than 530 suspected controlled substances in a single, definitive test.

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 \$28,620 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 \$28,620 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 FINALLY RESOLVED that grant funds not spent as of December 31, 2024 are carried forward to the 2025 budget period.

**WISCONSIN DEPARTMENT OF JUSTICE
Law Enforcement Drug Trafficking Response
Grant Summary Sheet**

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

Project Name: **LE Drug Trafficking Response 2024 DNCTF TruNarc**

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

Project Director: **Nicholas Skrepenski**

Phone number: **608-284-6100**

Signing Official: **County Executive Joe Parisi, Dane County, 210 Martin Luther
King Jr. Blvd., Madison, Wisconsin 53709-3340**

Amount of State Award: **\$28,620**

Amount of Match:

Amount of Total Award: **28,620**

SUMMARY OF GRANT:

The Dane County Narcotics Task Force will use funds to purchase a TruNarc drug testing unit.

Name of Program Manager: **Ryan Anderson**

Phone number: **608-419-3787**

Name of Grants Specialist: **Jannifer Ayers**

Phone number: **608-514-5623**



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

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

March 26, 2024

Sgt. Nicholas Skrepenski
Dane County Narcotics Task Force
211 S. Carroll Street
Madison, WI 53703-3400

Re: LE Drug Trafficking Response 2024 DNCTF TruNarc
Wisconsin Department of Justice Grant Number: 2024-DT-01-18574


Dear Sgt. Skrepenski:

The Wisconsin Department of Justice, Division of Law Enforcement Services has approved a grant award to Dane County in the amount of \$28,620. Funding is provided by the State of Wisconsin to support the investigation and response to drug trafficking within the state. This grant supports Dane County's LE Drug Trafficking Response 2024 DNCTF TruNarc Program.

To accept this award, please have the authorized official sign the *Signatory Page and Standard Terms and Conditions* in addition to initialing the bottom right corner of Attachments A and B, if enclosed. The project director should sign the acknowledgement notice. Please return the signed award document to the Wisconsin Department of Justice within 30 days. Please maintain a copy for your records. Funds cannot be released until all signed documents are received.

As project director, you will be responsible for all reporting requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please refer to the FAQ sheet enclosed for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,


Joshua L. Kaul
Attorney General

JLK:JLA
Enclosures



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

15454

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
LE Drug Trafficking Response 2024 DNCTF TruNarc
2024-DT-01-18574

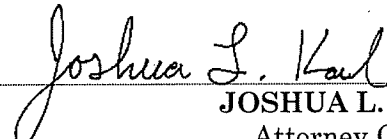
The Wisconsin Department of Justice (DOJ) hereby awards to **Dane County**, (hereinafter referred to as the **Grantee**), the amount of **\$28,620** for programs or projects pursuant to Wisconsin Statute S.165.986.

This grant may be used until **3/31/2025** 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
Attorney General
Wisconsin Department of Justice

03/26/2024

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: **Joe Parisi**
TITLE: **County Executive**

Date

**WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT A**

Grantee: Dane County
 Project Title: LE Drug Trafficking Response 2024 DNCTF TruNarc
 Grant Period: From 4/1/2024 To 3/31/2025
 Grant Number: 2024-DT-01-18574 Program Area: 1

**LAW ENFORCMENT DRUG TRAFFICKING RESPONSE
APPROVED BUDGET**

See your E-grants Application for details

	<u>State Funds</u>
Personnel	
Employee Benefits	
Travel (Including Training)	
Equipment	\$28,620
Supplies & Operating Expenses	
Consultants/Contractual	
Other	
Indirect	
STATE TOTAL	\$28,620
TOTAL APPROVED BUDGET	\$28,620

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. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.
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.
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).

ACKNOWLEDGEMENT NOTICE

Grantee: Dane County Date March 2024
Project Title: LE Drug Trafficking Response Grant No. 2024-DT-01-18574
2024 DNCTF TruNarc

The following reporting requirements apply to your grant award.

NOTE: Report due 04/12 includes January, February and March program activity.
Report due 07/12 includes April, May and June program activity.
Report due 10/12 includes July, August and September program activity.
Report due 01/30 includes October, November and December program activity.

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

07/12/24 10/12/24 01/12/25 04/30/25 FINAL

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

07/12/24 10/12/24 01/12/25 04/30/25 FINAL

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

4/30/25 _____ _____ _____

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.

04/02/24 Nicholas Skrepenski, Project Director
Date Nicholas Skrepenski

