

# Dane County Contract Cover Sheet

Res 199

Revised 01/2023

<b>Dept./Division</b>	Extension		
<b>Vendor Name</b>	Internal Revenue Service	<b>MUNIS #</b>	
<b>Brief Contract Title/Description</b>	Accept grant for Volunteer Income Tax Assistance (VITA) program		
<b>Contract Term</b>	10/01/2023 to 9/30/2024		
<b>Contract Amount</b>	\$55,000		

<b>Contract #</b> Admin will assign	15228
<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>	Claire Strader	<b>Name</b>	Tanya Abrams
<b>Phone #</b>	608-224-3707	<b>Phone #</b>	470-639-2008
<b>Email</b>	strader.claire@countyofdane.com	<b>Email</b>	tanya.abrams@irs.gov
<b>Purchasing Officer</b>			

<b>Purchasing Authority</b>	<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)	<b>RFB/RFP #</b>
	<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	

<b>MUNIS Req.</b>	<b>Req #</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	<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 Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	199
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – 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 checked="" type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
<b>Dept. Head / Authorized Designee</b>	
Edgar, Carrie	Digitally signed by Edgar, Carrie Date: 2023.10.13 11:12:34 -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> 10/13/23	<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 17, 2023 2:57 PM  
**To:** Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15228  
**Attachments:** 15228.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 10/17/2023 2:57 PM	Approve: 10/17/2023 2:57 PM
	Rogan, Megan	Read: 10/17/2023 2:58 PM	Approve: 10/17/2023 2:58 PM
	Gault, David	Read: 10/17/2023 3:21 PM	Approve: 10/17/2023 3:22 PM
	Lowndes, Daniel	Read: 10/17/2023 3:42 PM	Approve: 10/17/2023 3:42 PM
	Stavn, Stephanie		
	Oby, Joe		

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

Contract #15228  
Department: Extension  
Vendor: Internal Revenue Service  
Contract Description: Accept grant for Volunteer Income Tax Assistance (VITA) Program (Res 199)  
Contract Term: 10/1/23 – 9/30/24  
Contract Amount: \$55,000

### *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.



Form **13981**  
(April 2023)

Department of the Treasury - Internal Revenue Service

**Grant Agreement****VITA****General Federal Award Information**

Recipient name	Dane, County of	Federal Award Identifier Number (FAIN)	24VITA0034
Recipient address	210 Martin Luther King Jr Blvd Room 426 Madison, WI 537188827	Federal award date	10/01/2023
		Period of performance	October 1, 2023 to September 30, 2024
		Amount of federal funds obligated	\$55,000.00
UEI	M7DYJMKQ9MH7	Total amount of federal funds obligated	\$55,000.00
Indirect cost rate	10%	Total cost sharing or match required	\$55,000.00
Budget approved	\$55,000.00	Total amount of federal award + Total cost sharing or match	\$110,000.00
Minimum federal returns to be accomplished by your program	2,500	Multi-year period	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

**General Program Information**

CFDA number and name	21.009 Volunteer Income Tax Assistance (VITA) Matching Grant Program
Program source	20-2009
Federal award project description	This project enables the Volunteer Income Tax Assistance (VITA) program to extend services to underserved populations in hardest-to-reach areas, both urban and non-urban; increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve significantly the accuracy rate of returns prepared at VITA sites.

**Contact Information for IRS Grant Officer**

Name	Tanya Abrams		
Address	Internal Revenue Service	Email address	Tanya.Abrams@irs.gov
	401 W. Peachtree St. Stop 420-D	Email grant acceptance	Grant.Program.Office@irs.gov
	Atlanta, Georgia 30308	Email questions	Grant.Program.Office@irs.gov

This **Grant Agreement** is entered into by the Internal Revenue Service, Department of the Treasury, United States of America, hereinafter referred to as IRS, and the recipient shown above and hereinafter referred to as recipient.

**Period of Performance:** The Grant Agreement covers the grant period shown above and is conditional on compliance with terms and conditions in [Publication 5247](#) on [IRS.gov](#). Recipients are cautioned to review the terms and conditions specific to this agreement in its entirety prior to signing. Expenses incurred before or after this period are not covered by this grant.

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing.

Your organization is an approved multi-year grant recipient. Your grant will be renewed in year two or year three, provided your organization meets the multi-year grant criteria as outlined in the application package for your initial multi-year award. Funding for the subsequent grant cycle may be increased or decreased, depending on the Congressional appropriation for the VITA Grant Program and your organization's performance during the grant cycle covered by this award.

Approved by an Authorized Representative of the Recipient

Name (Print)

Title (Print)

Signature

Date

Approved for the Internal Revenue Service by

Tracey Walker-Carter

Name (Print)

Director, Stakeholder Partnerships, Education &amp; Communication

Title (Print)

Signature

10/01/2023

Date