

Dane County Contract Cover Sheet

Revised 01/2025

Res 217

Dept./Division	Extension		
Vendor Name	Internal Revenue Service	MUNIS #	3554
Brief Contract Title/Description	Accept grant for Volunteer Income Tax Assistance (VITA) program		
Contract Term	10/1/25 to 9/30/26		
Contract Amount	75,000		

Contract # Admin will assign	15990
Type of Contract	
☐	Dane County Contract
☐	Intergovernmental
☐	County Lessee
☐	County Lessor
☐	Purchase of Property
☐	Property Sale
☒	Grant
☐	Other

Department Contact Information		Vendor Contact Information	
Name	Claire Strader	Name	Tanya Abrams
Phone #	608-224-3707	Phone #	470-639-2008
Email	strader.claire@danecounty.gov	Email	tanya.abrams@irs.gov
Purchasing Officer			

Purchasing Authority	☐ \$13,000 or under – Best Judgment (1 quote required)		
	☐ Between \$13,000 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	☐ Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	☐ Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)		
	☐ Bid Waiver – Over \$45,000 (N/A to Public Works)		
	☐ Cooperative Contract	Contract Name & #	
	☒ N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

MUNIS Req.	Req #	Org:	Obj:	Proj:	\$
	Year	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$

Budget Amendment	
☐	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	☐ Contract does not exceed \$100,000		
	☐ Contract exceeds \$100,000 – resolution required.	Res #	217
	☒ A copy of the Resolution is attached to the contract cover sheet.	Year	2025

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
☒ No modifications.	☐ Modifications and reviewed by:	☐ Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Edgar, Carrie	Digitally signed by Edgar, Carrie Date: 2025.11.03 15:05:13 -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: 11/3/25	Date Out: _____	☒ Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, November 4, 2025 9:24 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15990
Attachments: 15990.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles		
	Rogan, Megan		
	Gault, David		
	Cotillier, Joshua	Read: 11/4/2025 10:51 AM	Approve: 11/4/2025 10:54 AM
	Stavn, Stephanie		
	Oby, Joe		

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

Contract #15990
Department: Extension
Vendor: Internal Revenue Service
Contract Description: Accept grant for volunteer income tax assistance (Res 217)
Contract Term: 10/1/25 – 9/30/26
Contract Amount: \$75,000.00

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.

Goldade, Michelle

From: Rogan, Megan
Sent: Tuesday, November 4, 2025 9:44 AM
To: Goldade, Michelle
Subject: Approve: Contract #15990

Goldade, Michelle

From: Gault, David
Sent: Tuesday, November 4, 2025 10:45 AM
To: Goldade, Michelle
Subject: Approve: Contract #15990

Goldade, Michelle

From: Hicklin, Charles
Sent: Tuesday, November 4, 2025 11:32 AM
To: Goldade, Michelle
Subject: Approve: Contract #15990

1 DRAFT

2
3 2025 RES-217

4
5 **AUTHORIZING ACCEPTANCE OF AN IRS VOLUNTEER INCOME TAX ASSISTANCE (VITA) GRANT**
6 **TO SUPPORT THE RICHARD DILLEY TAX CENTER AND AMENDING THE 2025 OPERATING BUDGET**
7

8 The Dane County UW-Extension Department is the lead partner providing coordination for the Richard
9 Dilley Tax Center (RDTC) and has been awarded the third year of a multi-year grant for \$75,000 for the
10 2026 tax season from the Internal Revenue Service.

11
12 Grant funds will be used to cover expenses related to the VITA site. The RDTC has been in existence for 25
13 years providing free tax preparation services for thousands of tax filers each year including low-income
14 families, seniors and those with disabilities. The matching funds are provided in kind through RDTC
15 volunteer hours.

16
17 This resolution amends the 2025 Operating Budget to recognize the grant revenue and expense.

18
19 THEREFORE BE IT RESOLVED that Dane County UW-Extension is authorized to accept the funds and that
20 account EXTENSN NEW "IRS VITA 2025 Grant Revenue" be established with a budget amount of \$75,000
21 and account EXTENSN NEW "IRS 2025 VITA Grant Expense" be established with a budget amount of
22 \$75,000; and

23
24 BE IT FURTHER RESOLVED that all unexpended funds and unrecognized revenues from this account be
25 carried forward from the 2025 to the 2026 budget period.
26

Form 13981 (June 2025)	Department of the Treasury - Internal Revenue Service Grant Agreement	VITA OMB Number 1545-2222
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General Federal Award Information

Recipient name	County of Dane	Federal Award Identifier Number (FAIN)	26VITA0037
Recipient address	210 Martin Luther King Jr BLVD RM 425 Madison, WI 537188827	Federal award date	10/01/2025
		Period of performance	October 1, 2025 to September 30, 2026
		Amount of federal funds obligated	\$75,000.00
UEI	M7DYJMKQ9MH7	Total amount of federal funds obligated	\$75,000.00
Indirect cost rate	15.00%	Total cost sharing or match required	\$75,000.00
Budget approved	\$75,000.00	Total amount of federal award + Total cost sharing or match	\$150,000.00
Minimum federal returns to be accomplished by your program	3,163	Multi-year period	☐ 1 ☐ 2 ☒ 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 Approved for the Internal Revenue Service by

Name (Print)

Richard L. Rodriguez

Name (Print)

Acting Director, SPEC

Title (Print)

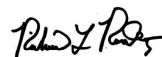
Title (Print)

Signature

Date

Signature

Date



10/01/2025

Privacy Act and Paperwork Reduction Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301. The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-2222. The time estimated for participation is 30 minutes. We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.