

# Dane County Contract Cover Sheet

Res 162

Revised 01/2024

<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>	10/1/2024 - 9/30/2025		
<b>Contract Amount</b>	\$73,981		

<b>Contract #</b> Admin will assign	15631
<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@danecounty.gov	<b>Email</b>	tanya.abrams@irs.gov
<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	

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

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 type="checkbox"/> Contract does not exceed \$100,000	<b>Res #</b>	162
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.		<b>Year</b>
	<input 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: 2024.10.28 11:13:50 -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> 10/28/24	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Wednesday, October 30, 2024 10:36 AM  
**To:** Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15631  
**Attachments:** 15631.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 10/30/2024 3:15 PM	Approve: 10/30/2024 3:15 PM
	Rogan, Megan	Read: 10/30/2024 10:49 AM	Approve: 10/30/2024 10:50 AM
	Gault, David	Read: 10/30/2024 10:41 AM	Approve: 10/30/2024 10:43 AM
	Cotillier, Joshua		Approve: 10/30/2024 10:41 AM
	Stavn, Stephanie	Read: 10/30/2024 1:34 PM	
	Oby, Joe		

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

Contract #15631  
Department: Extension  
Vendor: Internal Revenue Service  
Contract Description: Accept grant for Volunteer Income Tax Assistance (VITA) Program (Res 162)  
Contract Term: 10/1/24 – 9/30/25  
Contract Amount: \$73,981.00

Thanks much,  
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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

1 DRAFT

2  
3 2024 RES-162

4  
5 **AUTHORIZING ACCEPTANCE OF AN IRS VOLUNTEER INCOME TAX ASSISTANCE (VITA) GRANT**  
6 **TO SUPPORT THE RICHARD DILLEY TAX CENTER AND AMENDING THE 2024 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 second year of a multi-year grant for \$73,981 for the  
10 2025 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  
13 23 years providing free tax preparation services for thousands of tax filers each year including low-  
14 income families, seniors and those with disabilities. The matching funds are provided in kind through  
15 RDTC volunteer hours.

16  
17 This resolution amends the 2024 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 2024 Grant Revenue" be established with a budget amount of \$73,981  
21 and account EXTENSN NEW "IRS 2024 VITA Grant Expense" be established with a budget amount of  
22 \$73,981; and

23  
24 BE IT FURTHER RESOLVED that all unexpended funds and unrecognized revenues from this account be  
25 carried forward from the 2024 to the 2025 budget period.  
26

**General Federal Award Information**

Recipient name County of Dane	Federal Award Identifier Number (FAIN) 25VITA0050
Recipient address 5201 Fen Oak Drive Ste 138 Madison, WI 537188827	Federal award date 10/01/2024
UEI M7DYJMKQ9MH7	Period of performance October 1, 2024 to September 30, 2025
Indirect cost rate 15.00%	Amount of federal funds obligated \$73,981.00
Budget approved \$73,981.00	Total amount of federal funds obligated \$73,981.00
Minimum federal returns to be accomplished by your program 2,895	Total cost sharing or match required \$73,981.00
	Total amount of federal award + Total cost sharing or match \$147,962.00
	Multi-year period <input type="checkbox"/> 1 <input checked="" 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 401 W. Peachtree St. Stop 420-D Atlanta, Georgia 30308	Email address Tanya.Abrams@irs.gov
	Email grant acceptance Grant.Program.Office@irs.gov
	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

Jamie Kuhn

Name (Print)

Dane County Executive

Title (Print)

Signature

Date

Approved for the Internal Revenue Service by

Gwen Garren

Name (Print)

Director, Stakeholder Partnership, Education and Communications (SPEC)

Title (Print)

Signature

10/01/2024

Date