



Travis County Commissioners Court Agenda Request

Meeting Date: November 12, 2013

Prepared By/Phone Number: Juanita Jackson/854-4467

Elected/Appointed Official/Dept. Head: Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on the Following Requests from Foundation Communities related to the Operation of its Tax Preparation Assistance Program for Eligible Residents during the 2014 Tax Season:

- A. Use of Space at Travis County's South Rural Community Center in Del Valle for the Operation of the Tax Preparation Assistance Program during the 2014 Tax Season;
- B. In-Kind Support in the Form of Printing Brochures, Fliers, Forms and Other Promotional Materials for the 2014 Tax Season; and
- C. In-Kind Support in the Form of American Sign Language Services (Services for the Deaf and Hard of Hearing) for the 2014 Tax Season.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached memo.

STAFF RECOMMENDATIONS:

Staff recommends approval of this request consistent with the Court's past commitment to support the Community Tax Centers.

ISSUES AND OPPORTUNITIES:

Please see attached memo.

FISCAL IMPACT AND SOURCE OF FUNDING:

Travis County's Print Shop reviewed the documents received from Foundation Communities and staff believes the estimate to provide the requested documents would not exceed \$8,500.00 in printing, materials and staff time.

Travis County HHS&VS Services for the Deaf and Hard of Hearing estimates providing American Sign Language Interpreter Services at the Community Tax Center per

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Foundation Communities request will not exceed \$15,000 (based on previous year's expenditures). As in past years, these services would be scheduled in advance.

REQUIRED AUTHORIZATIONS:

Mary Etta Gerhardt

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.



www.communitytaxcenters.org
www.foundcom.org

Request to Travis County For In-Kind Print Services and ASL Interpreters for Tax Season 2014

The Community Tax Centers

The Community Tax Centers Program provides free-income tax assistance, education and outreach to residents of Austin and the surrounding areas. Each year, volunteer income tax preparers receive IRS-based tax law training and must pass IRS certification exams in order to assist clients through this program. Volunteers help clients file federal income tax returns for the current and prior years and help clients prepare applications for Individuals Taxpayer Identification Numbers (ITIN) when required. During the 2013 filing season, 18,310 tax returns were prepared bringing in over \$32 million to the local economy in the form of refunds. Of the total refunds, over \$12 million was in the form of the Earned Income Tax Credit, our nation's largest anti-poverty program. The average income for our tax center clients in 2013 was \$21,950. Over 300 Deaf/HOH clients received tax preparation through appointments with ASL interpreters. Foundation Communities (a local non-profit) administers the tax center program in partnership with the Internal Revenue Service and receives federal, local and private funds to support the program.

In the 2014 tax season, we expect to serve over 18,500 clients with five tax centers which collectively will be open 240 hours per week from the end of January through the filing deadline of April 15, 2014. We anticipate bringing in over \$34 million to the local economy in the form of refunds. To be eligible for our services, clients must have a household income below \$50,000 and tax scenarios that our volunteer tax preparers are trained and certified to assist with.

The Community Tax Centers serve clients of all backgrounds and abilities. The Deaf/HOH population that we have been serving has been growing year-to-year due to increased outreach efforts to this population and increased awareness of our service. Deaf/HOH clients who would like to schedule an appointment with an ASL interpreter have the option of going online to schedule an appointment at www.communitytaxcenters.org, calling our appointment line number, or sending an email to appts@foundcom.org.

Proposal for 2014

Foundation Communities requests that Travis County Services for the Deaf/HOH provide 2 ASL interpreters at the Community Financial Center location (2600 W. Stassney Lane) from **January 20th to April 15, 2014.**

The proposed schedule is outlined below and will be adjusted according to what's approved by the County. **This schedule would allow us to provide tax preparation to 380 Deaf/HOH clients.**

Days	Proposed ASL Interpreter Schedule
Mondays, Tuesdays, and Wednesdays	2:00 p.m. to 7:00 p.m.

We also request that the County continue to provide pro-bono print services to support our volunteer training, community outreach, and program administration needs. The attachment includes an itemized list of all selected print items, general specifications, and target deadlines for your consideration. In total, the County would support the printing and delivery of over 111,560 print materials to the Community Tax Centers.

With the County's continued support we will be able to increase the number of eligible households served, ensuring that more refunds and credits are delivered to working individuals and families in Central Texas. Helping families save money on exorbitant commercial tax preparation fees is particularly important in these trying economic times.

Thank you in advance for your consideration!

2014 Travis County Itemized Print Schedule for Community Tax Centers

Item #	Category	Dimensions	Pages of Text	Double-Sided?	Paper color	Qty	Target Rcvd Deadlines	
Volunteer Training Materials								
1	New Volunteer Training Packet	8 1/2" x 11"	25	YES	pastel yellow	200	11/15/2013	5000
2	Returning Volunteer Training Packet	8 1/2" x 11"	18	YES	pastel blue	100	11/15/2013	1800
3	Schedule C Training PPT Handouts (black & white)	8/12" X 11"	4	YES	white	50	11/15/2013	200
4	ITIN Training Materials	8 1/2" x 11"	10	YES	white	300	11/15/2013	3000
5	ITIN Training W-7	8 1/2" x 11"	1	NO	white	300	11/15/2013	300
6	ITIN Resource Guide for Volunteers 2014	8 1/2" x 11"	16	YES	white	30	11/15/2013	480
7	Volunteer Scheduling Software Instruction Guide	8 1/2" x 11"	1	NO	fluorescent orange	1,000	11/15/2013	1000
8	Volunteer Certification Instruction guide	8 1/2" x 11"	2	YES	fluorescent orange	1,000	11/15/2013	2000
9	New Volunteer Take-Home Handouts	8 1/2" x 11"	11	YES	white	700	11/15/2013	7700
10	Returning Volunteer Take-Home Handouts	8 1/2" x 11"	13	YES	white	200	11/15/2013	2600
11	Volunteer Philosophy, Bill of rights, Job Description	8 1/2" x 11"	2	YES	white	1,000	11/15/2013	2000
12	Intake Volunteer Training Guide	8 1/2" x 11"	4	YES	white	100	11/15/2013	400
13	It's My First Day Checklist	8 1/2" x 11"	1	NO	white	1,000	1/3/2014	1000
14	Volunteer Sign-In Sheet 2014	8 1/2" x 11"	1	NO	white	500	1/3/2014	500
15	Income Expense Sheets (Bilingual)	8 1/2" x 11"	2	YES	white	2,000	11/15/2013	4000
Community Outreach Materials								
16	CTC General Flyer	8 1/2" x 11"	2	YES	pastel yellow	30,000	11/15/2013	60000
17	ITIN Brochure - English	8 1/2" x 11", tri-fold	2	YES	pastel green	500	1/3/2014	1000
18	ITIN Brochure - Spanish	8 1/2" x 11", tri-fold	2	YES	pastel green	1,500	11/15/2013	3000
19	ITIN Flyer	8 1/2" x 11"	2	YES	pastel green	2,000	1/3/2014	4000
20	ASL Flyer	8 1/2" x 11"	1	NO	pastel blue	3,000	1/3/2014	3000
21	FAFSA Flyers	8 1/2" x 11", cut in 1/2	2	YES	dark green	2,000	11/15/2013	4000
Administrative Materials								
22	Client Sign-In Sheet 2014	8 1/2" x 11"	1	NO	white	2,500	1/3/2014	2500
23	Processing and Tracking Envelope	(Manila (12 X 9 inches) , front side, Open Top Flap	1	NO	manila	22,000	1/3/2014	22000
24	Taxpayer Take-home envelope	(White- 12 X 9 inches), Open Top Flap	2	YES	white	22,000	1/3/2014	44000
25	Customer Satisfaction Survey	8 1/2 "x 11", cut in 1/2	2	YES	white	15,000	1/3/2014	30000
26	Client Drop-Off Agreement	8 1/2" x 11"	2	YES	white	500	1/3/2014	1000
27	Make an Appointment Cards	Business card size, card stock, cut	2	YES	white	1,000	1/3/2014	2000
28	FAFSA Intake forms	8 1/2" x 11"	2	YES	white	1,000	1/3/2014	2000
29	Most Used 4012	8 1/2" x 11"	72	YES	white	80	11/15/2013	5760
30	Online Self-Prep Business Cards	Business card size, card stock, cut	1	NO	White	2,000	1/3/2014	
31	Options for filing a the tax center	8 1/2" x 11"	2	YES	Ivory	5,000	1/3/2014	
32	What you need to know MFS	8 1/2" x 11"	2	YES	Gray	800	1/3/2014	
33	What you need to know out-of-scope	8 1/2" x 11"	2	YES	Gray	800	1/3/2014	
34	Savings bond promotion	8 1/2" x 11", cut in 1/4 (black & white)	2	YES	Red	2,000	1/3/2014	
Total Quantity:						111,560		216240

2014 Travis County Itemized Print Schedule for Community Tax Centers

Item #	Category	Dimensions	Pages of Text	Double-Sided?	Paper color	Qty	Target Rcvd Deadlines	TTL Pg Count	Cost
Volunteer Training Materials									
1	New Volunteer Training Packet	8 1/2" x 11"	25	YES	pastel yellow	200	11/15/2013	5000	\$189.00
2	Returning Volunteer Training Packet	8 1/2" x 11"	18	YES	pastel blue	100	11/15/2013	1800	\$82.43
3	Schedule C Training PPT Handouts (black & white)	8/12 " X 11"	4	YES	white	50	11/15/2013	200	\$18.50
4	ITIN Training Materials	8 1/2" x 11"	10	YES	white	300	11/15/2013	3000	\$121.38
5	ITIN Training W-7	8 1/2" x 11"	1	NO	white	300	11/15/2013	300	\$19.64
6	ITIN Resource Guide for Volunteers 2014	8 1/2" x 11"	16	YES	white	30	11/15/2013	480	\$27.86
7	Volunteer Scheduling Software Instruction Guide	8 1/2" x 11"	1	NO	florescent orange	1,000	11/15/2013	1000	\$49.46
8	Volunteer Certification Instruction guide	8 1/2" x 11"	2	YES	florescent orange	1,000	11/15/2013	2000	\$88.92
9	New Volunteer Take-Home Handouts	8 1/2" x 11"	11	YES	white	700	11/15/2013	7700	\$214.54
10	Returning Volunteer Take-Home Handouts	8 1/2" x 11"	13	YES	white	200	11/15/2013	2600	\$108.40
11	Volunteer Philosophy, Bill of rights, Job Description	8 1/2" x 11"	2	YES	white	1,000	11/15/2013	2000	\$88.92
12	Intake Volunteer Training Guide	8 1/2" x 11"	4	YES	white	100	11/15/2013	400	\$24.98
13	It's My First Day Checklist	8 1/2" x 11"	1	NO	white	1,000	1/3/2014	1000	\$37.46
14	Volunteer Sign-In Sheet 2014	8 1/2" x 11"	1	NO	white	500	1/3/2014	500	\$24.73
15	Income Expense Sheets (Bilingual)	8 1/2" x 11"	2	YES	white	2,000	11/15/2013	4000	\$145.84
Community Outreach Materials									
16	CTC General Flyer	8 1/2" x 11"	2	YES	pastel yellow	30,000	11/15/2013	60000	\$1,539.60
17	ITIN Brochure - English	8 1/2" x 11", tri-fold	2	YES	pastel green	500	1/3/2014	1000	\$44.46
18	ITIN Brochure - Spanish	8 1/2" x 11", tri-fold	2	YES	pastel green	1,500	11/15/2013	3000	\$117.38
19	ITIN Flyer	8 1/2" x 11"	2	YES	pastel green	2,000	1/3/2014	4000	\$138.84
20	ASL Flyer	8 1/2" x 11"	1	NO	pastel blue	3,000	1/3/2014	3000	\$89.38
21	FAFSA Flyers	8 1/2" x 11", cut in 1/2	2	YES	dark green	2,000	11/15/2013	4000	\$138.84
Administrative Materials									
22	Client Sign-In Sheet 2014	8 1/2" x 11"	1	NO	white	2,500	1/3/2014	2500	\$86.65
23	Processing and Tracking Envelope	(Manila (12 X 9 inches) , front side, Open Top Flap	1	NO	manila	22,000	1/3/2014	22000	\$1,470.00
24	Taxpayer Take-home envelope	(White- 12 X 9 inches), Open Top Flap	2	YES	white	22,000	1/3/2014	44000	\$1,686.00
25	Customer Satisfaction Survey	8 1/2 "x 11", cut in 1/2	2	YES	white	15,000	1/3/2014	30000	\$697.80
26	Client Drop-Off Agreement	8 1/2" x 11"	2	YES	white	500	1/3/2014	1000	\$44.46
27	Make an Appointment Cards	Business card size, card stock, cut	2	YES	white	1,000	1/3/2014	2000	\$56.00
28	FAFSA Intake forms	8 1/2" x 11"	2	YES	white	1,000	1/3/2014	2000	\$84.92
29	Most Used 4012	8 1/2" x 11"	72	YES	white	80	11/15/2013	5760	\$218.76
30	Online Self-Prep Business Cards	Business card size, card stock, cut	1	NO	White	2,000	1/3/2014		\$64.00
31	Options for filing a the tax center	8 1/2" x 11"	2	YES	Ivory	5,000	1/3/2014		\$232.60
32	What you need to know MFS	8 1/2" x 11"	2	YES	Gray	800	1/3/2014		\$63.94
33	What you need to know out-of-scope	8 1/2" x 11"	2	YES	Gray	800	1/3/2014		\$63.94
34	Savings bond promotion	8 1/2" x 11", cut in 1/4 (black & white)	2	YES	Red	2,000	1/3/2014		\$145.84
						Total Quantity:		111,560	\$8,225.47
								216240	

David Salazar

From: Juanita Jackson
Sent: Thursday, November 07, 2013 9:52 AM
To: Agenda
Subject: FW: In Kind Services Printing Quote
Attachments: Itemized Print Request Tax Season 2014.docx; HHS-Quote.docx

Juanita Jackson

Executive Assistant

PH: 512-854-4467 Cell: 512-541-6633 Fax: 512-279-2197

juanita.jackson@co.travis.tx.us

From: Taylor Masters
Sent: Thursday, October 31, 2013 2:15 PM
To: Juanita Jackson
Cc: Keven Norris
Subject: In Kind Services Printing Quote

Ms. Juanita Jackson

Attached is a quote for each individual job as well as a total for the entire request. Don't hesitate to contact me if you have any questions or concerns.

Taylor Masters

Travis County Print Shop

Taylor.Masters@co.travis.tx.us

PrintShop@co.travis.tx.us

512-854-9104

From: PrintShop
Sent: Monday, October 28, 2013 11:53 AM
To: Taylor Masters
Subject: FW: Printing Quote Requested
Importance: High

From: Juanita Jackson
Sent: Monday, October 28, 2013 10:48 AM
To: PrintShop
Subject: Printing Quote Requested
Importance: High

Please see attached work order for details and specific instructions.

Juanita Jackson

Executive Assistant

County Executive for

Travis County Health & Human Services and Veterans Services

502 E. Highland Mall Blvd. Austin, TX 78752

PH: 512-854-4467 Cell: 512-541-6633 Fax: 512-279-2197

juanita.jackson@co.travis.tx.us

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