**Questionaire for LITC Report, Interim 2024,**

(**2024 Grant Year**)

**Please complete the below by 7/12/2024**

**First**, print a list of all cases you worked in the grant period (if you are unsure how to do this, ask me). Then, complete the LITC info (Case > Actions > Special Programs > LITC Information) for each case worked. Remember the information entered in the LITC info page in LS applies to the current reporting period only. For example, if a 911 was submitted in the prior reporting period but not in the current one, the “TAS assistance” box should be un-checked. Likewise, ‘functions’ and ‘issues’ worked in previous periods but not the current period should be un-selected.

**Second, for the time period 1/01/2024 to 6/30/2024, please provide responses below:**

(\*Except, if the information requested is already contained in the applicable case list tab, please just state this instead of re-entering the info here.)

|  |  |
| --- | --- |
| **Questions:** | **Responses:** |
|  |  |
| 1. Your Name: |  |
| 1. Have you updated LITC special project report pages for all cases worked in the grant period? (Y/N) (If “No”, please complete this by requested date: **7/12/2024**) |  |
| [13424-A] |  |
| 1. Brief description of each outreach activity you participated in presenting: |  |
| 1. Brief description of each educational activity that you participated in presenting: |  |
| 1. Number of (non-case) consultations conducted with non-ESL taxpayers\*: |  |
| 1. Number of (non-case) consultations conducted with ESL taxpayers\*: |  |
| 1. Students that worked with you for academic credit: |  |
| 1. Volunteers (providers of in-kind services) you worked with (include names of all attorneys, CPAs, EAs, interpreters, translators, students, other): |  |
| [13424-C] |  |
| 1. SAMS submissions\*: (for each, Issue #, date submitted, brief description of the issue) |  |
| 1. Published materials: (for each, source, date published, title, publication or website) |  |
| 1. TV or radio appearances: (for each, Air dates, # potential listeners/viewers, discussion topic, presenter, brief description) |  |
| 1. PSAs: (for each, # times aired, # potential listeners/viewers, discussion topic, presenter, brief description) |  |
| [13424-N] |  |
| 1. List/describe trainings you participated in (as an attendee) (aside from LITC annual conference sessions)? |  |
| 1. List/describe Mentoring and Networking activities? |  |
| 1. Which network (if any) are you in, and how often does it meet? |  |
| 1. Briefly describe each technical assistance consultation you provided (OR, add/supplement description on *LITC Case List*, Consults tab) |  |
| 1. Referrals to TAS this period: Names and brief descriptions of each – reasons for referral and types of cases? |  |
| 1. Good stories\*: provide client name and brief narrative for each. |  |

\* if the information requested is already contained in the applicable case list tab, please just state this instead of re-entering the info here; OR, please enter the information in the case list and state that here.