

## Shields Gerald J

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**From:** Shields Gerald J  
**Sent:** Thursday, September 11, 2014 8:33 AM  
**To:** Duling Christopher M  
**Cc:** Durbala R Joseph  
**Subject:** RE: Supporting statement for the OMB control number for Pub 3319

Dear Chris,

The cost to the government is only the \$100,000 annual cost.

Thank you for your time and attention in this matter. I appreciate it.

My best regards,  
Gerald

Mr. Gerald J. Shields, LL.M.  
ID No. 1000437055  
Special Services Section  
SE:W:CAR:MP:T:M:S  
1111 Constitution Avenue, NW  
Room 6129  
Washington, DC 20224-0001  
office: 202-317-5756

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**From:** Duling Christopher M  
**Sent:** Wednesday, September 10, 2014 4:52 PM  
**To:** Shields Gerald J  
**Cc:** Durbala R Joseph  
**Subject:** RE: Supporting statement for the OMB control number for Pub 3319

Hi Gerald,

My office is nearly finished with the revisions to the OMB supporting statement for Publication 3319, OMB Approval No. 1545-1648. The only question with which I am still struggling is the cost to the Federal Government. The cost to produce and print Publication 3319 is easy to determine (approx. \$4,000), however our application and reporting process are now completed online using grants.gov and grantsolutions.gov. All guidance and instructions for applying and reporting are still contained in Publication 3319. The online systems do much more than allow applicants and grantees to submit documents to the LITC Program Office. The online systems also allow our staff to administer the grants and perform various other functions.

In prior years, before we used the online systems, applicants and grantees would mail in paper forms, rather than submitting them electronically, as is now required by presidential executive order. The online systems initially cost nearly \$700,000 to set up, and have annual costs approaching \$100,000.

When answering the question regarding cost to the Federal Government, should I include all or a portion of any of the costs for operating the websites, or only the cost of producing the paper Publication 3319? Please advise.

Respectfully,

-Chris

Christopher M. Duling  
TAS Attorney Advisor  
LITC Program Office  
Phone: 202-317-3056

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**From:** Shields Gerald J  
**Sent:** Thursday, July 10, 2014 8:19 AM  
**To:** Duling Christopher M  
**Cc:** Durbala R Joseph  
**Subject:** RE: Supporting statement for the OMB control number for Pub 3319

Dear Chris,

Yes, early September is fine. Thank you for your time and attention in this matter. I appreciate it.

My best regards,  
Gerald

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**From:** Duling Christopher M  
**Sent:** Wednesday, July 09, 2014 5:44 PM  
**To:** Shields Gerald J  
**Cc:** Durbala R Joseph  
**Subject:** RE: Supporting statement for the OMB control number for Pub 3319

Thank you for preparing the statement. I briefly reviewed it and noticed there are several areas that contain outdated information about the LITC program and will require editing and research. Specifically, the burden on respondents. Is September a reasonable timeframe to get the back to you or do you need it sooner? If so, when?

Thanks,

-Chris

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**From:** Shields Gerald J  
**Sent:** Wednesday, July 09, 2014 5:30 PM  
**To:** Duling Christopher M  
**Cc:** Durbala R Joseph  
**Subject:** RE: Supporting statement for the OMB control number for Pub 3319

Dear Chris,

I wrote a supporting statement for you. Please review the attached file and change what is necessary. Please use the track changes function in MSWord if you change anything.

Thank you for your time and attention in this matter. I appreciate it.

My best regards,  
Gerald

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**From:** Duling Christopher M  
**Sent:** Wednesday, July 09, 2014 5:22 PM  
**To:** Shields Gerald J  
**Cc:** Durbala R Joseph  
**Subject:** Supporting statement for the OMB control number for Pub 3319

Hello,

I've been assigned to review the supporting statement for the OMB control number assigned to IRS Publication 3319. Our current approval expires in December and we will need to apply for renewal prior to December. Can you please give me a timeframe for when you need a revised supporting

statement? I have a few pending assignments and scheduled leave upcoming. If I can give you a revised document by mid-September, will that leave enough time for the approval process?

Thanks,

-Chris

***Christopher M. Duling***

Attorney Advisor, LITC Program

National Taxpayer Advocate

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