

## LOBBYING DISCLOSURE ACT (LDA)

According to the Honest Leadership and Open Government Act of 2007, which became effective 1/1/08, the UW Office of Federal Relations is required to report their lobbying activities on behalf of the University of Washington to both the Senate and the House of Representatives on a quarterly basis. Registered lobbyists (in this case, the Director and Assistant Director) are those employees who have two or more lobbying contacts each quarter and spend over 20% of their time on lobbying activities.

The government requires specific information to be reported by the registered lobbyists, including:

- Names of the lobbyists
- Parts of the government lobbied
- Issues/legislation the lobbying was focused on
- Total amount spent on lobbying by the institution
- Any updates since last filing (staff changes, etc.)

UW faculty and staff are not considered lobbyists; however, some do spend time in Washington, DC lobbying Capitol Hill and the Administration for specific projects and funding. The Office of Federal Relations is required to report the total amount of money the University spends each quarter in support of those lobbying efforts, which is why UW staff and faculty are asked to supply that information to this office. ***Specific names and other information do not appear anywhere on the form that is submitted***—all that appears is a dollar figure. The information provided is kept on file to provide supporting documentation in case our records are ever audited by the General Accounting Office.

The paragraphs below detail who lobbying contacts are, and what activities are defined as lobbying. Please use the following criteria to determine what information to report to our office (in order to complete the form correctly):

### **Lobbying contacts includes communications about legislation, government policy, programs, contracts or nominations with:**

- Members of Congress
- Elected officers of either House of Congress
- Employees of a Member of Congress
- Employees of either House of Congress
- Leadership staff of either House of Congress
- Employees of a joint committee of Congress
- Employees of a working group or caucus organized to provide assistance to Congress
- Any other legislative branch employees/officers who occupy a position for at least 60 days for which the pay is 120 percent or more of the lower GS-15 level pay
- The President and Vice President
- Any officer or employee serving in a position in Level I-V of the Executive Schedule
- Any member of the uniformed services whose pay grade is at or above 0-7
- Schedule "C" employees (political appointees)

### **Federal lobbying activities you must report to our office includes:**

- The formulation, modification, or adoption of Federal legislation;
- The administration or execution of a Federal program or policy;
- The formulation, modification or adoption of a Federal rule, regulation, Executive order, policy or position of the United States government;
- The nomination or confirmation of a person subject to confirmation by the Senate.

Please do **NOT** include:

- Speeches or articles available to the public through the mass media;
- Request for a meeting or status information on an issue;
- Testimony given before Congress or submitted to be included in the public record;
- Information provided by a request from Congress or subpoena.

You must file your report with our office by **April 10** (for January 1 – March 31); **July 10** (for April 1 – June 30); **October 10** (for July 1 – September 30); and **January 10** (for October 1 – December 31). You will be sent a reminder request at the end of each quarter.

As always, our office is happy to help with any questions or concerns you may have.

## UW Federal Lobbying Activity Report

1. Was any federal lobbying done during the period \_\_\_\_\_ - \_\_\_\_\_?

**If NO federal lobbying was done by anyone in your department, stop here. You do not need to report anything to our office.**

**If the answer to question #1 is YES, please complete the rest of the form and either email it to [mountm@u.washington.edu](mailto:mountm@u.washington.edu) or fax it to 202-624-1429 NO LATER THAN the 10<sup>th</sup> of the month.**

1. Name and phone number of person completing this report:
2. Lobbying was done regarding: *(may include bill number, name, or subject area)*
3. Name and title of the government official or staff member who was lobbied:
4. Please provide a good faith estimate of the cost to the university for your lobbying efforts. *(Hourly salary x number of hours spent on lobbying activity. Include telephone calls, research, preparation of materials, time spent in meetings, follow-up)*

Questions? Call the Federal Relations Office at 202-624-1420.