FEDERAL LOBBYING DISCLOSURE ACT (LDA)

Background
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 lobbying activities on behalf of the University of Washington to both the Senate and the House of Representatives on a quarterly basis.

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 should our records be 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
- Schedule “C” employees (political appointees)
- 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

Federal lobbying activities you must report to UW Federal Relations 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 close of business (PDT) on WEDNESDAY, JANUARY 13. If there was no lobbying activity done for this period please disregard this notice.

In addition, the Office of Federal Relations reports the activities of its registered lobbyists (in this case, the Director and Associate Director), who 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 government lobbied, issues/legislation the lobbying focused on, total amount spent on lobbying by the institution, any updates since last filing.

More Questions?
Contact McKinzie Strait in UW Federal Relations
mckinzie@uw.edu / 202.624.1420
### UW Federal Lobbying Activity Report

Was any federal lobbying done during the period **October 1 to December 31st, 2015**?

If the answer to this question is **NO**, you do not need to complete this form and do not need to report anything to our office.

If the answer to the above question is YES, please complete the rest of the form and either email it to mckinzie@uw.edu or fax it to 202-624-1429 **NO LATER WEDNESDAY, JANUARY 13TH**.

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<thead>
<tr>
<th>Name &amp; Job Title</th>
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<tbody>
<tr>
<td>Phone Number</td>
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<tr>
<td>Date lobbying activity took place</td>
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<tr>
<td>Which member(s) of congress or their staff did you lobby?</td>
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<tr>
<td>What was the issue for which you lobbied? Please include a bill number, name, or subject area</td>
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<tr>
<td>In what form did the lobbying take place? (Meeting, phone call, letters, etc)</td>
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<td>Did this take place on campus/Seattle or in DC?</td>
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<td>If you visited DC, did you visit for the primary purpose of lobbying congress?</td>
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<td>If the answer to the above question is yes, please include your total travel costs (airfare, hotel, transportation, etc)</td>
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<tr>
<td>If you lobbied in DC but visited for another purpose, please include any extra costs you incurred to stay and lobby (i.e.: an extra night in a hotel, day of food, taxi, etc), but do not include airfare or hotel stay used for another business reason</td>
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<tr>
<td>Please include a good faith monetary estimate of the time you spent lobbying. To get this amount: Hourly salary x number of hours spent on lobbying (Your hourly salary can be determined by dividing your yearly salary by 2080)</td>
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Questions? Contact McKinzie Strait in the UW Federal Relations Office at 202-624-1420 or mckinzie@uw.edu.