

## 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 O-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 close of business (PDT) on **Fri. October 15<sup>th</sup>** (for Jul. 1-Sep. 30). **If there was no lobbying activity done for this period please disregard this notice.**

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

## UW Federal Lobbying Activity Report

Was any federal lobbying done during the period **Jul. 1 – Sep. 30?**

**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 scan and email it to [bcfields@uw.edu](mailto:bcfields@uw.edu) or fax it to 202-624-1429 NO LATER THAN OCT 15th.**

Name & Job Title	
Phone Number	
Date lobbying activity took place	
Which member(s) of congress or their staff did you lobby?	
What was the issue for which you lobbied? Please include a bill number, name, or subject area	
In what form did the lobbying take place? (Meeting, phone call, letters, etc)	
Did this take place on campus/Seattle or in DC?	
If you visited DC, did you visit for the primary purpose of lobbying congress?	
If the answer to the above question is yes, please include your total travel costs (airfare, hotel, transportation, etc)	
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 <b>do not</b> include airfare or hotel stay used for another business reason	
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)	

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