



How to Properly Disclose Lobbying Activities

A resource for Principal Lobbyists, Contractual Clients and Public Corporations

Lobbying Activities are required to be disclosed when activity included in Section 1-c(c) of the Lobbying Act is met. Lobbying Activities include the Focus Type, the Focus (including the specific Bill, Resolution, Executive Order, etc.), the Identifying Number, if known, or Description of the Focus, the Type of Lobbying Communication, and the names of the Party(ies) Lobbied on the specific Focus. Proper disclosure of these Lobbying Activities necessitates a level of specificity that makes clear to the public exactly *what* and *who* is being lobbied.

JCOPE has created the following guidelines to assist you in ensuring your Lobbying Activity information is correctly disclosed with the required specificity. JCOPE recommends you review these guidelines and the information disclosed in your previously submitted 2019 Bi-monthly Report(s) (including Public Corporation and Disbursement of Public Monies Filings) to ensure your Lobbying Activities have been properly disclosed and sufficiently identified. Upon review, if information has not been correctly disclosed with sufficient specificity, an amended filing should be submitted.

How to disclose Lobbying Focus Information when an Identifying Focus Number is Known

If an Identifying Focus Number *is known* - the identifying Focus number (such as a State and/or Municipal Bill, Rule, Regulation, Procurement Contract, Executive Order number, etc.) must be disclosed.

Identify Senate and Assembly Bills by entering a capital 'S' for a Senate Bill number, or a capital 'A' for an Assembly Bill number. *Do not add a space, hyphen, period, or other character between the capital letter and the bill number.*

- **Correct:** A1234
- **Incorrect:** a1234; or a 1234; or A 1234; or A_1234

Identifying Amended Senate and Assembly Bills If a State bill is amended, versions are denoted by a letter suffix A, B, C, D and so on for each time the bill is altered. Please ensure the letter at the end of the amended Bill number includes a dash before it.

- **Correct:** A1345-A
- **Incorrect:** a1234A; or a 1234a; or A 1234a; or A_1234A

Identify a Chapter Law by providing the complete title.

- **Correct:** Chapter 16 of the laws of 1971
- **Incorrect:** Chapter 16; or Laws of 1971

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Identify a Procurement Contract by identifying the number.

- **Correct:** OER01-C11006MWBE-1120000

NOTE: When disclosing information on a State Procurement, when reporting 'Parties Lobbied' select the State agency related to the Procurement from the 'Party' search box in the Lobbying Application. If disclosing the name of an Individual who works at the State Agency:

1. Select the '**Click here to add Party Name if not found**' hyperlink
2. Select '**State Agency**' from the '**Government Body**' drop-down menu
3. Enter '**[State Agency name], XXX (unit or department within the agency the staff member represents)**' in the '**Party Name**' field; **OR**
4. Enter '**[State Agency name], XXX (unit or department within the agency the staff member represents), staff person (Jane Doe)**' in the '**Party Name**' field
 - *New York State Department of Health, Purchasing Department, Jane Doe*

How to disclose Lobbying Focus Information when an Identifying Focus Number is NOT Known

If an Identifying Focus Number is **NOT** known – a description of the Focus must be disclosed. The description must clearly communicate the Focus of the lobbying effort.

- **Correct:** Transportation Regulations that Impact Farmers Transporting Fresh Produce
- **Incorrect:** Transportation; or Transportation Regulations

Identify Municipal Level Focuses by providing the description and the specific municipality the Lobbying Activity is intended to impact.

- **Correct:** Municipal Bill regarding single stream recycling in the Town of Delmar, New York.
- **Incorrect:** Single stream recycling

(SEE "How to File a Bi-monthly Report and Amendment in LA" OR "How to File a CSA and CSA Amendment" for detailed information)

Parties Lobbied Information

The direct connection (one-to-one relationship) between the Focus and the target(s) (referred to as 'Parties Lobbied') of any reportable "**Lobbying Activity**" must be identified.

IF you sent a communication to either or both **of the entire** Houses of the Legislature regarding a specific Focus, the following options are available on a Bi-monthly Report in the '**Party**' field (so you do not have to select every Senator/Assembly person):

- A communication sent to entire Senate
- A communication sent to entire Assembly

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- A communication sent to entire Legislature

Otherwise, you must identify the name(s) of the specific Senator/Assembly person you directly lobbied. For your convenience, every State Legislator's name is included in the **'Party Name'** field. (see below)

Identify and select Senate and Assembly members by:

- entering the first few characters of the **'Party Name'** in the text search box
- or
- by typing the asterisk symbol (*) in the search field to view JCOPE's comprehensive list

NOTES:

- **DO NOT** use the 'Click here to add Party Name if not found' hyperlink to add the name of a Senate or Assembly Member.
- If you do not identify the name(s) of specific Senator/Assembly members, a Ticket will be created and JCOPE may request you amend your Filing.

If a specific **'Party Name'** is not found in JCOPE's comprehensive list, you can identify the individual by:

1. Selecting the **'Click here to add Party Name if not found'** hyperlink

Government Body	Name
County Special District	BAGS SOLID WASTE MANAGEMENT DISTRICT (REFUSE)
City	CityOne!

2. Selecting the **'Government Body'** from the drop-down menu
3. Entering the **'Party Name'** in the text box
4. Clicking **'Add'** to add one **'Party Name'** (see **EXAMPLES below**)
5. You may click **'Add Another'** to select another **'Government Body'** and add another **'Party Name'**
6. Repeat until all **'Parties'** have been added
7. Click **'Back'** to return to the main **'Lobbying Parties'** pop-up window

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The screenshot shows a web form titled "New Party Lobbied". It contains a "Government Body" dropdown menu with "Assembly Committee" selected. Below it is a required field for "*Party Name" with a hand cursor icon. At the bottom right, there are three buttons: "Add", "Add Another", and "Back". Red boxes highlight the dropdown arrow, the "Add" button, and the "Party Name" field.

Disclosing State and Municipal Level Parties Lobbied for the SAME Focus

You do not need to list a Focus more than once in order to disclose that you lobbied multiple Parties (Municipal and/or State). A combination of State and Municipal Level parties may be included on any State or Municipal level Focus (Bill, Resolution, Procurement, etc.).

1. Identify the Focus Number or Description

The identifying Focus number (such as a State and/or Municipal Bill, Rule, Regulation or Rate or Procurement Contract, Executive Order number, etc.) must be disclosed. If a Focus Number (identifying number) is **unknown**, a description of the Focus must be disclosed. The description must clearly communicate the Focus of the lobbying effort.

2. Identify the name(s) of the specific person(s) you directly lobbied

For your convenience, every State Legislator's name is included in the 'Party Name' field.

EXAMPLE: If you performed Lobbying Activities on **both** a State and Municipal level on a Municipal Bill regarding single stream recycling in the Town of Delmar, New York, you would disclose the Focus **ONCE**, and disclose all the Parties lobbied for that Focus.

1. **Focus Type** = Municipal Bill
2. **Focus Number or Description** = single stream recycling in the Town of Delmar, New York
3. **Parties Lobbied** = Mayor of Town of Delmar; Assemblyman John Doe; Senator Jane Smith; Mayor City of Albany, staff person (Jane Doe)

NOTE: If you do not identify the name(s) of specific Senator/Assembly members, a Ticket will be created and JCOPE may request you amend your Filing.

- enter the first few characters of the 'Party Name' in the text search box; **OR**
- type the asterisk symbol (*) in the search field to view JCOPE's comprehensive list

Please see **EXAMPLES** below of 'how' to disclose a Party **IF** a specific title and/or name of a Public Official, Public Official's office, or unit/department within an agency is **not found** in JCOPE's list:

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Example A: If you met with a staff member of a State Senator, or staff member of a legislative committee, you would:

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'Senate'** from the **'Government Body'** drop-down menu
3. Enter **'Senator Smith, staff member'** or **'Senate Rules Committee, staff member' (as applicable)** in the **'Party Name'** field; **OR**
4. Enter **'Senator Smith, staff member (Jane Doe)'** or **'Senate Rules Committee, staff member (Jane Doe)'** (as applicable) in the **'Party Name'** field

Example B: If you met with the Commissioner of Taxation and Finance, you would:

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'State Agency'** from the **'Government Body'** drop-down menu
3. Enter **'Taxation and Finance, Commissioner'** in the **'Party Name'** field; **OR**
4. Enter **'Taxation and Finance, Commissioner Jane Doe'** in the **'Party Name'** field

Example C: If you met with a staff member of the Office of Real Property Tax Services, you would:

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'State Agency'** from the **'Government Body'** drop-down menu
3. Enter **'Office of Real Property Tax Services, XXX' (unit or department within the agency the staff member represents)** in the **'Party Name'** field; **OR**
4. Enter **'Office of Real Property Tax Services, XXX (unit or department within the agency the staff member represents), staff person (Jane Doe)'** in the **'Party Name'** field

Example D: If you met with a staff member of a local Mayor's office, you would:

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select **'City'** from the **'Government Body'** drop-down menu
3. Enter **'Mayor of (Insert City Name), staff person' (or unit or department within the City the staff member represents)** in the **'Party Name'** field; **OR**
4. Enter **'Mayor of (Insert City Name), staff person (Jane Doe)'** (or unit or department within the City the staff member represents) in the **'Party Name'** field

Other Best Practices:

Do not abbreviate Lobbying Activity information

- **Correct:** Brooklyn Community Board 4
- **Incorrect:** Brooklyn CB4

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Always include the full State Agency Name

- **Correct:** NYS Office of General Services
- **Incorrect:** OGS

QUESTIONS? Contact the JCOPE Helpdesk at helpdesk@jcope.ny.gov or by phone at 518-474-3973 for technical assistance on how to either disclose a Lobbying Activity or amend your filing in the JCOPE Lobbying Application.

To speak to the JCOPE Attorney of the Day for guidance on whether a specific lobbying activity needs to be disclosed on a filing email them at legal@jcope.ny.gov or call the JCOPE Hotline at phone at 1-800-87-ETHICS (873-8442) and press '2'.