



## 2021-2022 Disbursement of Public Monies Bi-monthly and Bi-monthly Amendment Information

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Unlike Lobbyist and Public Corporation Bi-monthly Reports, **Disbursement of Public Monies (DPM) Bi-monthly Reports** are to be filed **only** if the Principal Lobbyist already has at least one active Registration for any Client on file; **and** if Attempts to Influence the DPM have occurred during the relevant DPM filing period.

### NEW FOR 2021 – 2022

- **Enhancements to the Lobbying Activities section** – Significant efforts have been made to enhance how Filers can enter information related to Parties Lobbied when disclosing Lobbying Activities. We have streamlined the process to help Filers identify government entities and people related to existing parties. Filers no longer have the option to manually enter their own Party Name. Refer to the ‘**How to Properly File Lobbying Activities 2021 Edition**’ for detailed information on how to disclose Lobbying Activities.
- **Changes for Entering Itemized Expense Purposes** – A more comprehensive selection of Expense Purposes has been added to the drop-down menu relating to Itemized Expenses. Therefore, Filers may no longer manually enter their own Expense Purposes.
- **Information for Paper Filers** – Due to enhancements and changes to our existing reporting requirements, new Lobbyist and Public Corporation Bi-monthly writable PDF forms are available on the JCOPE website.

### PURPOSE

The purpose of this document is to assist Filers with the submission of Disbursement of Public Monies (DPM) Bi-monthly Reports and DPM Bi-monthly Amendments in JCOPE’s Lobbying Application (LA).

**NOTE:** This document is **not** intended to assist Individuals/Organizations in determining whether their activities require registration and reporting to JCOPE.

- For assistance in determining whether your activities are considered Lobbying Activities which require Registration and, subsequently, DPM Bi-monthly reporting, please refer to the regulations available on the JCOPE website.
- For assistance with Filings themselves, please see the detailed step-by-step ‘click here’ instructions on how to file available on the JCOPE website.

*Revised 03/26/2021*

## THINGS TO KNOW

**Public Monies are funds that have been designated for programs, grants or discretionary funds, but which have *not* been allocated by law to specific recipients and are not part of a Governmental Procurement (as defined in subsection 943.8(a)(3) of the Commission’s regulations).**

The DPM Bi-monthly Report is only required of a Lobbyist who is otherwise already required to file a Statement of Registration *and* who in any calendar year reasonably anticipates that they will expend, incur or receive combined Reportable Compensation and Expenses in an amount **in excess of \$5,000 in connection with:**

- Any Attempts to Influence a determination by a Public Official, or by a person or entity working in cooperation with a Public Official, with respect to the solicitation, award or administration of a grant, loan or agreement involving the disbursement of Public Monies **in excess of \$15,000**, other than a governmental procurement as defined in Section 1-c of the Lobbying Act.
- The \$5,000 threshold relates only to Compensation and Expenses attributable to the activities described above, and is in addition to and separate from the similar threshold for Lobbyist registration.
- These separate reports are required to be filed in accordance with the same schedule applicable to the filing of Bi-monthly Reports; **and are in addition to** the Bi-monthly filing requirements specified in Sections 1-h and 1-I of the Lobbying Act.
- DPM Bi-monthly Reports require disclosure of the *actual* Lobbying Activities that occurred during the specific reporting period. Greater specificity is required, including the direct relationships that exist between Focus(es) and Party(ies) Lobbied.
- DPM Bi-monthly Reports are required regardless of whether the grant, loan or agreement payment is received.

## JCOPE LOBBYING APPLICATION

- A DPM Bi-monthly Report may be started, saved, and submitted beginning on the first day of the Bi-monthly’s reporting period (example – the March/April Bi-monthly can be started March 1); as long as an “active” Lobbying Agreement exists during the reporting period for which the DPM Bi-monthly Report is being filed.
- Once submitted, a DPM Bi-monthly Report cannot be deleted. The Filer must submit a Request to Withdraw to remove the Filing from public view.
- Once submitted, changes cannot be made to the original Report. A DPM Bi-monthly Amendment must be submitted.

### DPM BI-MONTHLY REPORTING PERIODS & DUE DATES

| BI-MONTHLY REPORTING PERIOD | PERIOD COVERED           | DUE DATE                           |
|-----------------------------|--------------------------|------------------------------------|
| January/February            | January 1 – February 28  | March 15                           |
| March/April                 | March 1 – April 30       | May 15                             |
| May/June                    | May 1 – June 30          | July 15                            |
| July/August                 | July 1 – August 31       | September 15                       |
| September/October           | September 1 – October 31 | November 15                        |
| November/December           | November 1 – December 31 | January 15 (of the following year) |

**NOTE:** There is a 7-day grace period from a Filing’s statutory due date to submit a required Statement and/or Report(s) before any potential late fees *may* be imposed.

### INFORMATION COLLECTED ON THE DPM BI-MONTHLY REPORT

The online Bi-monthly Report in the LA contains its own main navigation menu and can be viewed in a “tabbed format” or in “full view”, depending on Filer preference.

Online Filings will populate specific Information from existing Profiles, if available, and the most recently submitted Filing of the associated Lobbyist/Client pairing (Biennial Registration, Registration Amendment, Bi-monthly or Amendment), if applicable:

- Principal Lobbyist Information
- Contractual Client Information
- Beneficial Client Information
- Individual Lobbyist Information
- Co-Lobbyist Information
- Sub-Lobbyist Information

**NOTE:** You must have an existing (active) Registration (for any Client) on file before a DPM Bi-monthly Report can be submitted.

## INFORMATION CONTAINED IN A DPM BI-MONTHLY REPORT

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The DPM Bi-monthly Report contains the following fields. Items denoted with a red asterisk “\*” are required fields.

### Biennial Period\*

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Every two-year period commencing with the January 1, 2005 – December 31, 2006 period, and so on thereafter.

### Bi-monthly Reporting Period\*

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- January/February
- March/April
- May/June
- July/August
- September/October
- November/December

### Principal Lobbyist \*

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*The name and contact information of the Principal Lobbyist listed on either: (1) your corresponding Lobbyist Statement of Registration, or (2) your Organization Profile, will automatically populate this information on your Bi-monthly Report.*

### Client Information\*

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*The name and contact information of the Contractual and Beneficial Client by whom or on whose behalf you were retained, employed or designated on whose behalf the Lobbyist has engaged in Lobbying Activities involving the disbursement of Public Monies must be disclosed.*

**NOTE:** If you are already registered to lobby on behalf of the Contractual Client/Beneficial Client, the names disclosed on your corresponding Lobbyist Statement of Registration will automatically populate this information on your DPM Bi-monthly Report.

Each Client Organization should have an ‘Active, Verified’ Profile in LA BEFORE a DPM Bi-monthly Report is submitted so the correct **information is populated from their Organization Profile(s)**. If necessary, LA will allow a Lobbyist to create a ‘placeholder’ Organization Profile for a Client solely for the purposes of submitting a Filing.

**NOTE:** The **term Client** includes both *Contractual* and *Beneficial* Clients. The name(s) of both the *Contractual* and *Beneficial* Client(s) (BC) must be identified on every DPM Bi-monthly Report. The *Contractual* Client and *Beneficial* Client can be the same person or entity.

**PLEASE NOTE:** This information is **NOT** required if you are a Public Corporation.

### Beneficial Client Information\*

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You can add *new* Beneficial Client(s) directly to a DPM Bi-monthly Report **if** the Beneficial Client has an existing Profile established in the Lobby Application. Adding a new Beneficial Client to your DPM Bi-monthly Report does **NOT** create an Amendment to your original Registration. This change only applies to the Filing you are creating; it has no impact on the associated Registration Filing.

You can remove a Beneficial Client(s) directly from a DPM Bi-monthly Report. Removing a **Beneficial Client** from a DPM Bi-monthly Report does **NOT** create an Amendment and/or Termination; it has no impact on any Registration Filing. If your relationship has terminated, you must submit a Termination.

**NOTE:** If you are a Structured Coalition, you must identify yourself as BOTH the Contractual Client and Beneficial Client and Members of such Structured Coalition are NOT considered Beneficial Clients.

If you are a Member of an Unstructured Coalition and you meet the \$5,000 threshold for reportable Lobbying Activity, you must identify yourself as BOTH the Contractual and Beneficial Client.

### Co-Lobbyist(s) – AND – Sub-Lobbyist(s) Information (if applicable)

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*The name and contact information of any Co-Lobbyist or Sub-Lobbyist disclosed on your corresponding Lobbyist Statement of Registration will automatically populate this information on your DPM Bi-monthly Report.*

You can add *new* Co- and/or Sub-Lobbyist(s) directly to a DPM Bi-monthly Report **if** the Co-Lobbyist or Sub-Lobbyist has an existing Profile established in the Lobby Application. Adding a new Co – and/or Sub- Lobbyist to your DPM Bi-monthly Report does **NOT** create an Amendment to your original Registration. This change only applies to the Filing you are creating; it has no impact on the associated Registration Filing.

If applicable, you must submit a Registration Amendment to add a *new* Co – and/or Sub- Lobbyist(s) not disclosed on your original Registration, **as long as** the Co – and/or Sub- Lobbyist has an existing Profile established in the Lobby Application.

**If you have an active Registration with multiple Co – and/or Sub- Lobbyists**, you can remove a Co – and/or Sub-Lobbyist directly from a DPM Bi-monthly Report. Removing a Co – and/or Sub- Lobbyist from a DPM Bi-monthly Report does **NOT** create an Amendment and/or Termination; it has no impact on the associated Registration Filing. If your relationship has terminated, you must submit a Termination.

**NOTE:** Co- and Sub-Lobbyists are **NOT** considered Designated Lobbyists, Individual Lobbyists, Employee ('in-house') Lobbyists, or Retained Lobbyists by the Principal Lobbyist responsible for submitting this Filing.

## Individual Lobbyist(s) Information

Your DPM Bi-monthly Report must disclose the name(s) of any Individual Lobbyist that engaged in Lobbying Activities *involving the disbursement of Public Monies* on behalf of the Principal Lobbyist for the benefit of the Client during the specific Bi-monthly reporting period. If the Individual Lobbyist is lobbying as a board member, director or officer for the Lobbying Organization or the person lobbies on behalf of themselves, select the ‘**Designated Lobbyist**’ check-box.

Individual Lobbyist(s) included in your Organization Profile (or corresponding Registration) do **NOT** automatically populate to your DPM Bi-monthly Report; only Individual Lobbyists disclosed on previous DPM Bi-monthly Reports populate to your new DPM Bi-monthly Report. However, all Individuals included in your Organization Profile are available to add to any Filing.

You can add *new* Individual Lobbyists directly to a DPM Bi-monthly Report (*Individuals who were **NOT** previously listed on the Organization’s Profile or a previous DPM Bi-monthly Report*). However, if you would like this Individual Lobbyist to be available for selection on other Filings, you must add them directly to the list of Individual Lobbyists contained in your Organization’s Profile.

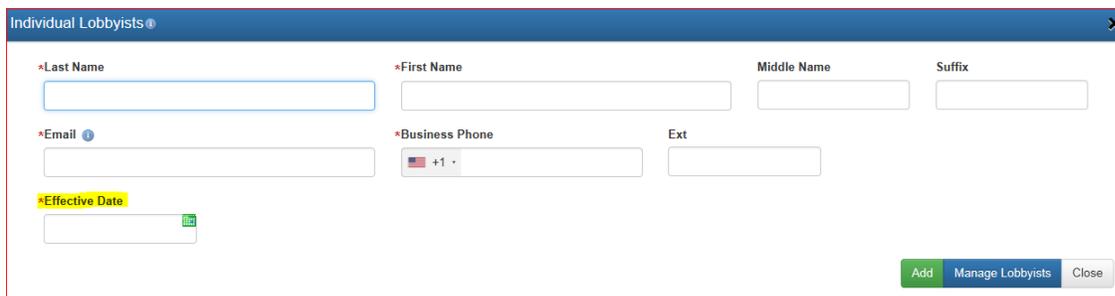
Whether you add a *new* Individual in your DPM Bi-monthly Report or through your Organization Profile, LA will also ask you to identify any other Filings you would like to add the *new* Individual(s) to; which will also create system-generated Amendments to those Filings. (NOTE: System-generated **Registration Amendments** may require a new lobbying agreement/authorization.)

**\* Adding a ‘new’ Individual Lobbyist requires an “Effective Date”.**

Removal of an Individual Lobbyist does **NOT** create an Amendment and/or Termination. Removing an Individual Lobbyist from a DPM Bi-monthly Report has no impact on the associated Registration Filing. Individuals removed from a DPM Bi-monthly Report will still be available through the list of the Individual Lobbyists contained in your Organization’s Profile (if they were previously listed there).

### Individual Lobbyist Effective Date\*

The Individual Lobbyist’s “**Effective Date**” is the earliest date that Individual was authorized to engage in Lobbying Activities *involving the disbursement of Public Monies* on behalf of the Principal Lobbyist for the benefit of the Client.



The screenshot shows a web form titled "Individual Lobbyists" with a close button in the top right corner. The form contains several input fields: "Last Name", "First Name", "Middle Name", "Suffix", "Email" (with a help icon), "Business Phone" (with a country code dropdown set to "+1"), "Ext", and "Effective Date" (with a calendar icon). The "Effective Date" field is highlighted in yellow. At the bottom right, there are three buttons: "Add" (green), "Manage Lobbyists" (blue), and "Close" (grey).

## Compensation and Expense Amounts for DPM Bi-monthly Reporting Period\*

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Compensation and Expenses must be disclosed during the reporting period in which they are expended, received or incurred.

All Compensation and Expenses associated with Lobbying Activity should be accounted for using accrual basis accounting, i.e., *costs are reported* in the period in which *they are incurred*.

The 'Compensation and Expenses' section of the DPM Bi-Monthly Report is comprised of two different reporting sub-categories: '*Compensation and Reimbursed Expenses*' and '*Expenses*'.

### 1. Compensation and Reimbursed Expenses sub-tab

#### Compensation

Compensation is all direct or indirect payments of salaries or other things of value provided to a Lobbyist in exchange for Lobbying or services that are otherwise for the purpose of Lobbying Activities related to disbursements of public monies, including year-end or other bonuses but not fringe benefits.

#### Reimbursed Expense(s)

The dollar amount reimbursed to the Lobbyist in connection with Lobbying Activities related to disbursements of public monies, excluding Lobbyist Compensation.

**NOTE:** The Reimbursed Expense Total must be \$0 if there are no Lobbying Expenses disclosed in the Expense Section.

### 2. Expenses sub-tab

Information contained in the '**Expenses**' section includes expenses in connection with Lobbying Activities related to Disbursements of Public Monies.

#### (a) Expenses

An expense is any cost of Lobbying Activity that is **not** Compensation paid to a Lobbyist and that is incurred by or reimbursed in connection with Lobbying Activities related to disbursements of public monies.

**Expense Information required to be reported on a DPM Bi-monthly Report include:**

1. **Name of Organization or Individual the Expense was paid to**
2. **Date of the Expense (any date within the DPM Bi-monthly reporting period)**
3. **Total (Dollar amount) of the Expense**
4. **Expense Purpose**

**(b) Expense Purposes – when to use**

- 1. Advertising – Billboards**  
Expenses related to purchasing and maintaining a billboard advertisement.
- 2. Advertising – Consulting**  
Expenses related to hiring a consultant for the purpose of using their expertise in evaluating advertising, public relations, communications and/or marketing goals.
- 3. Advertising – Design Services for Media Buy**  
Expenses related to hiring and utilizing the services of a graphic designer.
- 4. Advertising – Flyers/Posters**  
Expenses related to staff time spent creating, designing, purchasing, and printing flyers and posters.
- 5. Advertising – Media Relations and Strategy**  
Expenses related to the analysis of specific advertising goals for the purpose of developing a targeted media relations strategy related to Lobbying or advocacy efforts.
- 6. Advertising – Multi-Platform Media Buy (Print, Online, TV, Web)**  
Expenses related to purchasing advertisements that include multiple platforms such as print, television, and online advertising. (i.e. purchasing an advertisement in the Times Union print newspaper and online web edition).
- 7. Advertising – Newspaper Inserts**  
Expenses related to the design, development (including staff time), and market research related to the purchase and distribution of newspaper inserts.
- 8. Advertising – Print Media/Publishing fees over \$500**  
Expenses related to printing and publishing materials for advertising that is more than \$500.
- 9. Advertising – Social Media Platforms (Facebook, Twitter, Instagram, etc.)**  
Expenses related to the design and execution of advertisements posted to Social Media accounts including but not limited to Facebook, Twitter, Instagram, etc.
- 10. Advertising – Television**  
Expenses related to airing advertisements on television stations/channels.
- 11. Advocacy – Civic Engagement/Community Organizing**  
Expenses related to staff time preparing a Community event where lobbying activity will occur.
- 12. Advocacy – Email marketing/Email blasts**  
Expenses related to the design, purchase of software applications/licenses, development and target audience research related to email marketing and mass emails.
- 13. Advocacy – Legislative Bill Tracking**  
Expenses related to subscriptions fees or hiring law firms to track legislative bills on search engines such as: Legislative Retrieval System (LRS), and State Watch.

**14. Advocacy – Legislative Research**

Expenses related to subscriptions to legal search engines such as West Group or Lexis, POLITICO or hiring law firms to conduct Legislative Research.

**15. Advocacy – Mass Mailings/Bulk Mailing**

Expenses related to the purchase of supplies and staff time spent developing and preparing mass/bulk mailings.

**16. Advocacy – Phone Advocacy**

Expenses related to organizing, paying staff/volunteers, phone equipment and service fees related to phone advocacy efforts.

**17. Advocacy – Postage over \$500**

Expenses related to postage and mailing items valued more than \$500.

**18. Advocacy – Technology (cellphones, iPad, hotspots)**

Expenses related to purchasing devices, data plans, and internet services/personal hotspots to be used specifically for Lobbying Activities.

**19. Social Event – Booth Rentals/Meeting Space Fees**

Expenses related to renting a conference space and/or booth table for a Lobby Day or other social event.

**20. Social Event – Buses/transportation for Lobby Day**

Expenses related to transportation (bus, train, rental cars) of volunteers and staff members but NOT LOBBYISTS to a Lobby Day or other social event.

**21. Social Event – Catering/Meals for Lobby Day**

Expenses related to supplying food for attendees of a Lobby Day.

**22. Social Event – Civic Engagement/Community Organizing**

Expenses related to staff time planning and preparing for a Lobby Day or other social event.

**23. Social Event – Consulting**

Expenses related to hiring an event planner or organizer for Lobby Day or other social event.

**24. Social Event – Equipment and A/V Rentals**

Expenses related to the rental and usage of technology and audio-visual equipment for a Lobby Day or other social event.

**25. Social Event – Event Sponsorship**

Expenses related to the act of supporting an individual, organization or event financially for the purpose of creating exposure to a brand or set of issues, access to attendee information, and/or speaking opportunities.

**26. Social Event – Lodging**

Expenses related to hotel reservations and accommodations for staff and volunteers who attend a Lobby Day or other social event.

**27. Social Event – Parking fees**

Expenses related to fees for parking for a Lobby Day or other social event.

**28. Social Event – Print fees over \$500**

Expenses related to printing of name badges, and informational materials/pamphlets distributed at a Lobby Day or other social event.

**29. Social Event – Promotional Materials**

Expenses related to the creation and purchase of materials used to promote an Organizations message during a Lobby Day or other social event, such as shirts, hats, mugs, pencils and stress balls.

**30. Social Event – Rallies**

Expenses related to staff time for setting up and organizing a Rally.

**31. Social Event – Reception/Banquet**

Expenses related to staff time organizing a reception, renting out the banquet space, and catering/food expenses.

**32. Social Event – Rental Fees**

Expenses related to renting equipment such as microphones and tables for events such as a Lobby Day or other social event.

**33. Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)**

Expenses related to reimbursing staff and or volunteers for travel expenses they paid for themselves.

**34. Social Event – Volunteer Training**

Expenses related to organizing and holding training events for volunteers prior to an event, such as a Lobby Day or other social event.

**35. Social Media – Media Relations and Strategy**

Expenses related to hiring an individual or company to establish and/or oversee an Organization’s social media presence.

**36. Social Media – Online Advocacy (sponsored posts)**

Expenses related to search engine optimization and sponsoring, such as expenses incurred to create, or promote or place content on Social Media. This would also include the cost of hiring an individual to place content related to the Organization on the individual’s own Social Media accounts based on the individual’s popularity on Social Media (i.e. an “influencer”).

### **Lobbying Activities for DPM Bi-monthly Reporting Period\***

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Unlike Lobbyist and Public Corporation Bi-monthly Reports, **Disbursement of Public Monies (DPM) Bi-monthly Reports** are to be filed **only** if the Principal Lobbyist already has at least one an active Registration for any Client on file; **and if Attempts to Influence the DPM have occurred during the relevant DPM filing period.**

If in fact you did **NOT** Attempt to Influence a determination by a Public Official, or by a person or entity working in cooperation with a Public Official, with respect to the solicitation, award or administration of a grant, loan or agreement involving the disbursement of Public Monies during the specified reporting period, **you are NOT required to file a DPM Bi-monthly Report.**

If you did conduct public monies Lobbying Activities, you must disclose the **actual** Lobbying Activities that occurred during the specific reporting period by identifying the Type of Lobbying Relationship, the Level of Government, the Focus (Identifying Number or Description), and the Party(ies) Lobbied.

1. **Type of Lobbying Relationship between the Lobbyist and the Contractual Client**

(a) **Employed** - If you or your Organization uses employee(s) to lobby on behalf of that Organization

➤ Select **'Employed'**

(b) **Retained** - If you are a person or Organization engaged to lobby for the benefit of an unaffiliated Client

➤ Select **'Retained'**

**NOTE:** Public Corporations are **not required** to make this selection. Their 'relationship' is already determined to be a "Public Corporation".

2. **Level of Government**

Filers are required to indicate the **'Level of Government'** lobbied – State Lobbying, Municipal ("local") Lobbying or Both (State and Municipal).

3. **Focuses**

Filers are required to provide the government activity on which Reportable "**Lobbying Activity**" occurred, which shall include a description of the grant, loan, or agreement involving the disbursement of Public Monies on which the Lobbyist has lobbied.

4. **Parties Lobbied\***

The target(s) of the Reportable "**Lobbying Activity**", including the person, organization, entity, or legislative body before which the Lobbyist Lobbied.

The direct connection (one-to-one relationship) between the Focus and the target(s) (referred to as "**Party(ies) Lobbied'**") of any reportable "**Lobbying Activity**" must be identified. For the 2021 biennial period, **you can no longer create a new Party Name in LA.**

Please see JCOPE's updated document, *How to Properly File Lobbying Activities 2021 Edition*, for [EXAMPLES](#) of 'how' to disclose additional information related to an EXISTING Party Name in LA.

### Government Bodies associated to Parties Lobbied

Every 'Party' listed in the LA Database contains two components: the 'Government Body' and the main 'Party' name. Every 'Party' name is categorized into specific Government Bodies. Below is a list of all government bodies represented in LA.

- Senate Committee
- Assembly Committee
- State Agency
- NYS Assembly
- NYS Senate
- Executive Chamber
- NYS School Districts
- State and Local Public Authorities and Local Development Corporations
- NYC Council Members and 'Communications sent to all [specific County] Legislators' (**NEW for 2021**)
- Industrial Development Agency
- Village
- Town
- City
- County
- Improvement/Special Districts
  - County Special District
  - Town Special District
  - Consolidated Health District
  - Fire District
  - Independent Special District

### Identifying a Specific Group of Parties related to a Focus

If you sent a communication to a specific *group* regarding a specific Focus, the following options are available on a DPM Bi-monthly Report in the 'Party' field (so you do not have to select every Individual):

- A communication sent to entire Senate
- A communication sent to entire Assembly
- A communication sent to entire Legislature
- A communication sent to all NYC Council Members
- A communication sent to all [Specific County] Legislators

**NOTE:** For detailed instructions, see 'How to File: Lobbyist Disbursement of Public Monies Bi-monthly Report Online Instruction'.

### **Attestation Information\***

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An Attestation is required before any Filing can be submitted. By attesting, the Filer acknowledges that the information (provided by the Filer) in all statements and reports required under Legislative Law Article 1-A is true, correct and complete to the best knowledge and belief of the signor under penalty of perjury. (See Section 1-p of the Lobbying Act)

### **DPM BI-MONTHLY AMENDMENTS — WHEN TO FILE**

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Lobbyists are required to submit an Amended DPM Bi-monthly Report for any change, permanent or temporary, to the following information during the specified reporting period, which should be completed and submitted to the Commission **within 10 days of such change**.

Each Amended DPM Bi-monthly Report requires the Filer to provide a specific date the change(s) are (or will be) effective; known as an “**Effective Date of Change**”. Multiple changes can be made on an Amended Bi-monthly Report **as long as all the changes being made on the Filing have the same Effective Date of Change**. Otherwise, separate Amendments are required for each Effective Date of Change.

Amended DPM Bi-monthly Reports can be submitted at any time during the biennial period regardless of whether the original DPM Bi-monthly Report or other Amended DPM Bi-monthly Reports are pending, as long as the “**Effective Date of Change**” is within the same biennial period as the Bi-monthly Report being amended.

### **Amended DPM Bi-monthly Report Effective Date\***

An Amended DPM Bi-monthly Report “**Effective Date of Change**” is the date a specific change (or changes) takes effect; **not the date the Amendment is submitted**.

If you were registered to lobby on behalf of the Contractual Client/Beneficial Client, an Amended DPM Bi-monthly Report can be completed and filed *after* a **Termination End Date**, as long as the Lobbying Agreement was “active” during the reporting period for which the DPM Bi-monthly Report is being filed.

All information will pre-populate from your Profile and most recently submitted DPM Bi-monthly Report and Amended DPM Bi-monthly Report.

### **An Amended DPM Bi-monthly Report is required to reflect any changes to:**

#### **1. Individual Lobbyists**

You are required to submit an Amended DPM Bi-monthly Report if the name(s) of any Individual Lobbyist(s) that performed public monies Lobbying Activities on behalf of the Principal Lobbyist for the benefit of the Client changes during the specific DPM Bi-monthly reporting period.

You can add *new* Individual Lobbyists directly to an Amended DPM Bi-monthly Report (***Individuals who were NOT previously listed on the Organization’s Profile or a previous DPM Bi-monthly Report***). However, adding a *new* Individual Lobbyist directly to an amended DPM Bi-monthly Report will **NOT** add the Individual to the

list of Individual Lobbyists contained in your Organization's Profile. To make than Individual available for selection on other Filings as a "lobbying" Individual Lobbyist, you must add the Individual directly to the list of Individual Lobbyists contained in your Organization Profile.

Whether you add the *new* Individual in your Amended DPM Bi-monthly Report or through your Organization Profile, LA will also ask you to identify any other Filings you would like to add the *new* Individual(s) to; which will also create system-generated Amendments to those Filings. (**NOTE:** System-generated **Registration Amendments** may require a new lobbying agreement/authorization.)

**NOTE:** An Amendment to add a *new* Individual Lobbyist requires **two** Effective Dates.

### **Individual Lobbyist Effective Date**

The Individual Lobbyist's "**Effective Date**" is the earliest date that Individual was authorized to engage in public monies Lobbying Activities for the Principal Lobbyist on behalf of the Contractual Client/ Beneficial Client pairing.

### **Amendment Effective Date of Change**

The Amendment "**Effective Date of Change**" is the date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of the Contractual Client/Beneficial Client pairing.

If the *new* Individual Lobbyist is lobbying as a board member, director or officer of the Principal Lobbyist, select the '**Designated Lobbyist**' check-box.

You can remove an Individual Lobbyist inadvertently listed on your Amended DPM Bi-monthly Report.

## **2. Identities of other 'Parties' to the Lobbying Activity**

Certain changes (additions/deletions) of Co-Lobbyists, or Sub-Lobbyists, or Beneficial Clients are permitted on an Amended DPM Bi-monthly Report.

- You can add *new* Co- and/or Sub-Lobbyist(s) directly to an Amended DPM Bi-monthly Report, which will create a system-generated Registration Amendment adding the new Co- and/or Sub-Lobbyist(s) IF an associated Registration Filing exists. LA will also ask you to identify any other Filings you would like to add the *new* Co- and/or Sub-Lobbyist(s) to; which will also create system-generated Amendments to those Filings. (**NOTE:** System-generated **Registration Amendments** may require a new lobbying agreement/authorization.)
- Removal of either a Co- and/or Sub-Lobbyist does **NOT** create an Amendment and/or Termination. This change only applies to the Filing you are creating; it has no impact on the associated Registration Filing. If your relationship has terminated, you must submit a Termination.
- You **can** add a *new* Beneficial Client(s) directly to a Lobbyist DPM Bi-monthly Report. IF an associated Registration Filing exists, you must submit a Registration Amendment to add any Beneficial Client(s)

not disclosed on your original Registration.

- **If you have an active Registration with multiple Beneficial Clients**, you can remove a Beneficial Client(s) directly from an Amended Lobbyist DPM Bi-monthly Report. Removing a **Beneficial Client** from an Amended Lobbyist DPM Bi-monthly Report does **NOT** create another Amendment and/or Termination; it has no impact on the associated Registration Filing. If your relationship has terminated, you must submit a Termination.

**3. Amounts and/or information relating to:**

- Compensation
- Expenses
- Reimbursed Expenses

**NOTE:** Any decision to waive, write down or otherwise reduce Compensation and Expenses owed to the Lobbyist by the Client after the Contract Termination of the Lobbying Agreement does **not** require an Amendment.

**4. Lobbying Activities**

Since the DPM Bi-monthly Report requires disclosure of the **actual** Lobbying Activities that occurred during the specific reporting period – including the direct relationships that exist between a Focus and Party(ies) Lobbied, **an Amended DPM Bi-monthly Report is required if any of the information reported in the original DPM Bi-monthly Report was inaccurate or changes.**

**TICKETING IN THE LOBBYING APPLICATION**

The Lobbying Application provides for a mechanism of communication between the Filer and JCOPE staff, facilitating filing issue awareness and deficiency resolution through a system of Ticketing. Tickets may be generated by Staff to address a specific issue, or in some cases, auto-generated by the Lobbying Application. Tickets will appear on your dashboard in the LA and within the associated filing.