

## FEDERAL LOBBYING ACTIVITIES WORKSHEET

The Federal Honest Leadership and Open Government Act (HLOGA) requires the University of California to report the federal lobbying contacts and lobbying activities for all UC employees. You will allow the university to meet this legal obligation by filling out this form. Reports of any activities must be sent to Kim S. Kovacs, Executive Director of Federal Relations, at [kkovacs@support.ucla.edu](mailto:kkovacs@support.ucla.edu).

### What Triggers the Need to Report?

If you are speaking for UCLA and you spend time or money trying to influence someone or something not yet law, that is considered a lobbying activity. This must be reported.

Certain kinds of contact with federal agencies and Congress now need to be reported. We suggest you keep a log of these types of contact with federal agencies such as NSF, NIH, the Department of Energy, Department of Education, etc. Plus, you must keep track of contact with Members of Congress and their staff. Keep in mind these are contacts initiated by you or UCLA, not in response to an agency or elected official.

The types of activities and contact that must be reported include any oral or written communication to a federal official or Member of Congress **if you are speaking for UCLA**.

Contact to be reported

- Letters and faxes
- E-mail messages
- Telephone calls
- Face-to-face meetings

The nature of the contact must also be considered. Any of the following activity prompts the need to report:

- Seeking any action on specific legislation such as co-sponsorship or support of a bill
- Suggesting changes or additions to language in legislation
- Asking for funding for a specific program, either funding directly for UCLA or for an established agency project
- Proposing or suggesting development of legislation
- Suggesting changes or development of policies at agencies
- Seeking changes in funding at an agency

Finally, you must consider who you are contacting. Because contact with numerous officials within an agency would trigger the need to report, the list is not exhaustive but more of a guideline.

- A Member of Congress - Senate or House
- Staff to a Member of Congress, including Committee staff
- The President, Vice President, and their staff
- Staff at the Office of Management and Budget (OMB), Domestic Policy Council, Office of Science and Technology Policy (OSTP)
- Cabinet level officials and senior staff at agencies
- Political appointees and certain senior members of the uniformed services

### **What Needs to be Reported**

Both direct and indirect expenses need to be reported. If your contact constitutes a lobbying activity, the following information needs to be captured:

#### Direct Expenses

- Travel (local or out-of-state)
- Proportion of your or any UCLA employee's salary spent on activity
- Printing costs of materials
- Delivery expenses

#### Indirect expenses

- Meetings or phone calls to discuss lobbying strategy
- Time spent by you or staff in preparation of materials or memorandum
- Research and planning in advance of the activity

### **Activities Exempt from Reporting**

Generally, exempt activities include responding to requests from agencies or Congress, inquiries regarding competitive grants, and contacts made as an individual.

#### Exempt activities:

- Testimony given before a committee of Congress (oral or written)
- Information given in response to a request by a federal official
- Communication required by subpoena or an investigation
- Speeches, articles, or communications in the mass media
- Information in response to a notice in the Federal Register
- Activity related to federal grant competition

## **Professional and Association Activity**

If you are in Washington, D.C., as part of a national meeting and participate in organized activities where you are in contact with federal officials or Congressional members and staff, you do not need to report the activity. You should be mindful of the fact you are involved as a representative of a larger group, not as a representative of UCLA.

For example, if you travel to Washington to attend the American Chemical Society annual meeting and participate in visits on Capitol Hill with a larger group, that does not have to be reported.

**However**, if you make separate appointments with an elected official, staff, an agency or agency staff to discuss funding for UCLA or funding for your particular research, that would trigger a reportable event.

Likewise, if you are in Washington to participate on an NSF or other peer-review panel, you do not need to report. **However**, if you make appointments outside of your responsibilities to NSF **and** they are on behalf of UCLA, you will need to report that activity.

Please keep in mind that if you travel to Washington using federal grant funds you may not participate in any lobbying activity.

These scenarios are provided to give you guidance on reporting obligations under the law. If you have any questions or concerns about your activity, please contact Kim S. Kovacs at 310/794-6808.

## Reporting Deadlines

The law requires that lobbying activity disclosures be reported 20 days after the end of each HLOGA quarter. The quarters are:

- January 1 – March 31
- April 1 – June 30
- July 1 – September 31
- October 1 – December 31

## Instructions

If you had lobbying contacts or engaged in lobbying activities, you must report the total number of hours spent on those activities. You must report the total direct expenses incurred as part of these activities. This report should be rounded to the nearest half hour. (For example, if you spent 2 hours and 20 minutes on lobbying activities, you should enter 2.5 hours). You must also report your gross monthly pay rate to permit UCLA to calculate and report the university expense associated with such activity.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Hours spent on lobbying activity (rounded to the nearest half hour):  
\_\_\_\_\_

Date(s) of contact: \_\_\_\_\_

Expenses (including travel, printing costs, etc.) \_\_\_\_\_

Monthly gross UCLA pay rate \_\_\_\_\_

(This information will be kept confidential but is required to be reported by federal law. If the activity does require reporting, the information will be provided to the Secretary of the U.S. Senate and Clerk of the U.S. House in a combined University of California report and becomes available to the general public)

*Please return this completed worksheet to Kim S. Kovacs, Executive Director of UCLA Federal Relations*

By email [kkovacs@support.ucla.edu](mailto:kkovacs@support.ucla.edu)

Fax:(310-794-6827).

Campus Mail: MC 138248

*If you have questions, please call Kim at 310-794-6808*