

**Federal Lobbying Disclosure Act  
(LDA) Disclosure**

Compliance with the Federal Lobbying Disclosure Act (LDA) requires UMDNJ, each calendar quarter, to register certain employees as lobbyists and report expenditures on lobbying related activities. The University is required to report expenditures on lobbying related activities even if those activities are conducted by employees who do not meet the threshold to register as lobbyists. This analysis consists of three parts. Please complete each part of the attached form to help us determine our quarterly reporting obligations.

First we must quantify all University expenditures made on Federal lobbying activities. Second we must identify which employees have engaged in lobbying sufficient enough to warrant registration on the UMDNJ Federal lobbying report. Third, UMDNJ is required to report any proportional lobbying expenses incurred through professional associations or organizations with the dues paid by University funds.

**Please review the following three part analysis and fill out the corresponding portions of the form posted on this web page and Fax it to David Higham or Thaddaeus Diggs at the UMDNJ Government and Community Affairs Department (973) 972-7976. The background information provided in this document will assist you with the completion of the form and ensure UMDNJ is in compliance with the LDA.**

**Part I– Quantifying Lobbying Related Activities (LRA)**

**Regardless of your answer** to either question in Part II concerning lobbyist registration, UMDNJ is required by LDA to quantify all Federal lobbying related activities (LRA). LRA means lobbying contacts as described below AND any efforts in support of such contacts including preparation and planning activities, research and other background work that is intended, at the time it is performed, for use in contacts, and coordination with the lobbying activities of others.

1. Did you participate in any lobbying related activities on behalf of UMDNJ during the quarters listed below in the current calendar year?

<b>First Quarter</b>	<b>(January 1<sup>st</sup> to March 31<sup>st</sup>)</b>
<b>Second Quarter</b>	<b>(April 1<sup>st</sup> to June 30<sup>th</sup>)</b>
<b>Third Quarter</b>	<b>(July 1<sup>st</sup> to September 30<sup>th</sup>)</b>
<b>Fourth Quarter</b>	<b>(October 1<sup>st</sup> to December 31<sup>st</sup>)</b>

For example in the past three months did you:

- Participate in the research, creation or submission of an item for the UMDNJ Federal Agenda?
- Travel to Washington with an advocacy group on UMDNJ time to meet with a covered official?

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- Contact a covered official to advocate for a UMDNJ project, position or policy from work?
- Submit any reimbursements to UMDNJ for expenses incurred in pursuit of the above?

If yes, please total up all expenditures your department made on Lobbying Related Activities including travel, hotel, food, printing, etc.

To determine the cost of your time to UMDNJ spent on LRA please provide the following information for every employee in your unit that participated in the lobbying related activity including secretaries, administrative assistants, research assistants etc.

- Name of Employee
- Hourly Rate of Compensation
- Estimate of hours spent in the last quarter on LRA.

On the form you will note that we ask you to multiply the salary information by 1.3605. This multiplier takes into account the cost of the fringe benefits that are associated with the LRA.

For example, LRA expenditures include the cost of the train ticket to Washington where you met with a Member of Congress, a U.S. Senator, a Congressional staff assistant, or a senior federal agency official; the cost of printing copies of the position papers you prepared for the meeting, any related hotel costs, meals and local transportation costs; the cost to the University and the cost of your assistant's time typing the report.

**Part II – Lobbyist Registration**

The LDA sets forth a test to determine who must register as a lobbyist. This definition must be applied every calendar quarter. Please review these questions to help us determine whether UMDNJ must register you as a lobbyist on its Lobbying Disclosure Form. (Again, even if you do not meet the threshold to be registered as a lobbyist, you still need to report any LRA expenditures as explained above).

1. Have you made more than one lobbying contact with a covered official during any reporting quarter listed below during the calendar year?

<b>First Quarter</b>	<b>(January 1<sup>st</sup> to March 31<sup>st</sup>)</b>
<b>Second Quarter</b>	<b>(April 1<sup>st</sup> to June 30<sup>th</sup>)</b>
<b>Third Quarter</b>	<b>(July 1<sup>st</sup> to September 30<sup>th</sup>)</b>
<b>Fourth Quarter</b>	<b>(October 1<sup>st</sup> to December 31<sup>st</sup>)</b>

A covered official is:

- Members of Congress or an elected officer of either House of Congress;
- employees (staff) who works for a Member of Congress or Congressional Committee;
- Congressional leadership staff, joint committee, working group or caucus;

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- the President, the Vice President, or any officer or employee in the Executive Office of the President;
- any Executive Schedule level I – V officer or employee;
- any member of the armed services at or above pay grade O-7 & above;
- “Schedule C” political appointees.

A lobbying contact **is** an oral, written or electronic communication to a covered Legislative or Executive Branch Official regarding the:

- formulation, modification, or adoption of Federal legislation;
- the administration or execution of a Federal program or policy;
- 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.

A lobbying contact **is not**:

- a speech, article, publication or other material that is distributed and made available to the public through a medium of mass communication;
- a request for a meeting, a request for the status of an action, or other similar administrative request;
- testimony given before Congress or submitted for inclusion in the public record;
- information provided in writing in response to an oral or written request from a Member of Congress, congressional staff, or federal official, or in response to a request for public comments in the Federal Register;
- required by subpoena or civil investigative demand;
- written comment filed in the course of a public proceeding;
- made by the media if the purpose is gathering and disseminating news and information to the public.

2. Cumulatively did these “lobbying activities” constitute 20% or more of the services performed by you on behalf of UMDNJ during any quarter in the calendar year?

If you answer affirmatively to questions 1 and 2 you must be registered as a lobbyist for the specific quarter the lobbying activity occurred. Please fill out Part I of the form below listing the officials you contacted and briefly indicating the issues you lobbied. UMDNJ must file the report by issue or bill number. For example, if you met with Congressman Jones’ office to advocate passage of H.R. 1234 or to gain support for a more general issue like health care reform or funding stem cell research, you would list that in Part I. If you have any questions about lobbying registration, please contact the UMDNJ Department of Government and Community Affairs.

### **PART III – Dues Paid to Organizations/Associations that Lobby**

The LDA requires that UMDNJ quantify the amount of funds paid to third party organizations that lobby on behalf of professional, health care, or other interests. Each association or organization that lobbies the federal government must report its own expenditures on lobbying. If that organization uses a percentage of the dues paid by UMDNJ to lobby, we must record that percentage on our report.

1. Does your unit pay for your membership in an organization or association that lobbies the federal government?

If yes, you must provide the names, addresses and contact information for any organizations, associations, and/or coalitions that the University pays the dues for that lobby the federal government. One example of such an organization is the American Hospital Association (AHA). The AHA sponsors an annual lobby day in Washington, meets regularly with covered officials, takes positions on federal legislation, and plays an advocacy role in numerous federal issues for its members. We must report the percentage of UMDNJ's dues to any organization that are attributed to lobbying.

**Again, if the LDA is applicable to your activities, please fill out the form posted on this web page and Fax it to David Higham or Thaddaeus Diggs at the UMDNJ Government and Community Affairs Department (973) 972-7976.**

If you are reporting activity for multiple employees in your department, please use the LDA form #001 on our website.