Campus Administrative Training Series
Federal Lobby Disclosure

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Office Structure

Vice President for Government Relations and Economic Engagement

Office of Federal Relations

Office of State Relations
Office of Federal Relations

The Office of Federal Relations serves as IU’s primary link to the federal government, working regularly with Congress, the White House, and federal agencies on matters that affect Indiana University and higher education.
Lobby Disclosure Act

- The LDA is intended to provide broad disclosure of both Legislative and Executive Branch lobbying activities
- Signed into law by President Clinton in 1995, updating prior Act
- Major changes were made by the Honest Leadership and Open Government Act of 2007 (HLOGA)
Lobby Disclosure Framework

• The LDA is built around the set of definitions
  – lobbyist
  – covered legislative & executive branch officials
  – lobbying activities
  – Exceptions

• IRS regulations, FAR and Byrd Amendment contain other definitions
Covered Individuals (LDA Definition)

• A “Covered Legislative Branch Official” includes
  — Members of Congress
  — an elected officer of either House of Congress
  — employees of a Member, Committee, leadership staff, joint committee, working group or caucus
Covered Individuals (LDA Definition)

- A “Covered Executive Branch Official” includes
  - the President
  - the Vice President
  - 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
Categories of Lobbying Expenses

• Calculation of time, overhead for all employees engaged in lobbying activities;
• Hard costs (travel, hotels, conference fees, meals)
• Payments to outside lobbying firms, vendors, consultants, coalitions
• Percentage of association dues for lobbying (ACE, AAU, APLU, AAMC, etc.)
Permitted Gifts

- Books or other informational material
- Special plaques or awards
- Gifts provided by state or local government including public universities
Executive Branch Ethics Rules

• Generally, an Executive Branch employee may not accept gifts from “prohibited sources” (those seeking official action, doing business with the government or have interests that may be substantially affected by performance or nonperformance of the employee’s official duties) or given because of the employee’s official position.
Executive Branch Exceptions

- a gift valued at $20 or less, provided that the total value of gifts from the same person is not more than $50 in a calendar year (employees of the same company are considered the same source).
- a gift based on family relationship or personal friendship
- gifts of free attendance at certain widely attended gatherings, provided the agency has determined in advance the attendance is in the interest of the agency
- modest refreshments
What can I do to help?
AS SOON AS YOU LEARN ABOUT CONTACT WITH A FEDERAL OFFICIAL…
CONTACT THE IU
OFFICE OF
GOVERNMENT
RELATIONS
HOW?

- Use the Government Guest list form to help track, notify and report
Why are we so persistent about this?

Penalty for noncompliance: Civil fine for up to $200,000 for knowingly failing to comply and up to 5 years imprisonment for knowingly and corruptly failing to comply.
IU Policy Related to Contact with Federal Officials

- IU Policy GR-01
  - requires coordination with Office of Federal Relations
What is reportable

• For contacts with covered Federal officials:
  – Hospitality
  – Monetary value of time spent during and in preparation of the contact
  – Travel
  – Research support
  – Document/material preparation
  – Staff time for scheduling, travel arrangements, letter preparations
Paying for Lobby Expenses

Please contact the Office of Government Relations prior to incurring expenses related to any federal official to ensure all expenditures are compliant with both university and IU Foundation policy.
IU Policies Related to Paying for Lobby

• Allowable Hospitality Expenses FIN-ACC-I-50
  – IU Office of Federal Relations must approve all expenses in advance
  – IU Policy prohibits direct reimbursement to a Covered Federal Official
    • For example: Can buy an airline ticket, but not reimburse an official for the cost of the ticket
  – May NOT provide Covered Federal Officials stipends or honorariums
Semiannual LDA (LD-203) Reports

- Filed by Registrants and individual Lobbyists (1/30 and 7/30)
- Must disclose campaign contributions or donations to presidential libraries/inaugural committees >$200
- Also expenditures with respect to legislative & executive branch officials:
  - For events honoring covered officials
  - to an entity named after or in recognition of such official
  - to an entity “established, financed, maintained or controlled” or an entity designated by such official
  - to pay for a meeting, retreat or conference held by or in the name of one or more officials
Questions??

Comments?

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