How to File a Disbursement of Public Monies Bi-monthly Report in the JCOPE Online Lobbying Application ('LA')

Please refer to the Tool Tip icons ⓘ *located throughout the Filing for more detailed information.*

There are two different options available on a Filer's Dashboard to create a Disbursement of Public Monies ('DPM') Report:
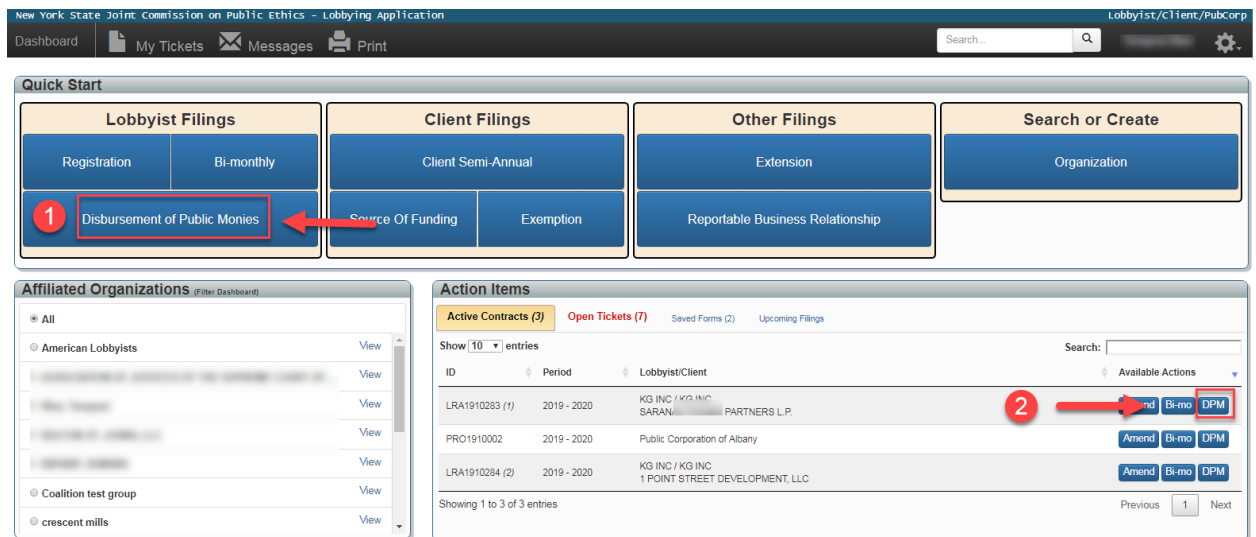
1. From the **'Action Items'** window, select the **'DPM'** button that corresponds to the applicable Lobbyist/Client relationship you wish to file a Disbursement of Public Monies for. This method avoids having to manually select the Principal Lobbyist, Contractual and Beneficial Client information.

   ➢ This method avoids having to manually select the Lobbyist/Contractual Client/Beneficial Client information. *(JCOPE preferred method.)*

   OR

2. Click the **'Disbursements of Public Monies'** button from the **'Lobbyist Filings'** quick start menu;

   ➢ This method requires you manually select the Principal Lobbyist, Contractual Client and Beneficial Client(s).

3. Review the Principal Lobbyist, Contractual Client, and Beneficial Client names are all correct. You will not be able to change them once you begin the Filing. If you need to add additional Beneficial Client names, you may do so by entering the first few characters of the Beneficial Client in the search text field.

4. Select the appropriate **'biennial filing year'** from the drop-down menu.

5. Click the **'Start'** button for the applicable filing year and reporting period. ***Example:*** '2019 January – February'

CO/SUB-LOBBYIST(S) INFORMATION (IF APPLICABLE)

If applicable, enter the names of a **'Co-Lobbyist'** or **'Sub-Lobbyist'** by typing the first few characters of the name in the respective search text field. Otherwise, continue to the Beneficial Client(s) tab.

> ➢ A Co-Lobbyist and/or Sub-Lobbyist is NOT a Designated Lobbyist, Individual Lobbyist, Employee ('in-house') Lobbyist, or Retained Lobbyist.

BENEFICIAL CLIENT(S) TAB

To add a new Beneficial Client, enter the first few characters of the **'Beneficial Client'** name in the text search box. To remove a Beneficial Client, click the red and white circle **'X'**. Please note that at least one Beneficial Client must be listed on a Disbursement of Public Monies filing.

INDIVIDUAL LOBBYIST(S) INFORMATION

List the name(s) of any Individual Lobbyist that performed Public Monies Lobbying Activities on behalf of the Principal Lobbyist for the benefit of the Client during the specific DPM Bi-monthly reporting period. The names of Individual Lobbyists included in your Organization Profile will be available for selection. An Individual Lobbyist that has not already been included on the Organization Profile of the Principal Lobbyist may also be added directly to the Bi-Monthly.

> ➤ **To add an 'Individual Lobbyist' from the names of** Individual Lobbyists already listed in your Organization Profile

1. On the *Individual Lobbyist(s)* tab, select the **'Modify'** button.

2. Individual Lobbyist(s) added through your Organization Profile will display on the left-side of your screen – labeled '**Lobbyists listed on Organization Profile**'.

3. Click the **name of the Individual** you want to add to your DPM Bi-monthly Report. Once selected, the Individual Lobbyist(s) will be added to the right-side of your screen – labeled '**Lobbyists authorized on DPM**'.

4. Select the **'Save Changes'** button to return to the previous screen.

5. For every Individual Lobbyist listed, indicate if they are a 'Designated Lobbyist' by clicking on the **'Designated'** checkbox.

➢ **To add a NEW Individual Lobbyist NOT listed in your Organization Profile**

The names of any Individual Lobbyist added within the DPM Bi-Monthly filing *will NOT copy over to the Organization profile*. The preferred method is to add new Individual Lobbyists directly to your Organization profile to avoid duplicating the below steps.

1. On the **'Individual Lobbyists'** tab, select the **'Modify'** button

2. Select the **'Add New Individual Lobbyist'** button

3. Enter the required contact information (denoted by a red asterisk)

4. Provide an **'Effective Date'***
   The Individual Lobbyist's '**Effective Date**' is the earliest date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of at least one of the organization's clients. The date is used to determine that Individual's online ethics training requirement. This date can be before the 2019-2020 biennial period.

5. Select the **'Add'** button

6. If any of this information you entered matches the name and/or contact information of Individuals who already have existing Profiles in LA, a list of possible matches will display. Carefully review the name of each possible match to avoid creating a duplicate profile in the LA.

7. Select the **'Add Lobbyist'** button to select the name of an Individual with an <u>**existing profile**</u> in LA. Otherwise, select the **'None Match'** button to create a new Profile for the Individual Lobbyist you are attempting to add. This *new* Individual Lobbyist will be immediately available for selection on other Filings.

8. Click the **'Save Changes'** button.

COMPENSATION AND EXPENSES

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

The **DPM Compensation and Expense** section of the DPM Bi-Monthly is comprised of two different reporting sub-categories: **'Compensation and Reimbursed Expenses'**, and **'Expenses'**. Only report the Compensation and Expenses that occurred during the applicable reporting period.

> ➢ **Information included in the Compensation and Reimbursed Expenses section:**

Compensation:
Enter the Compensation (dollar) amount in the **'Compensation (Current Period Only)'** text box.

Reimbursed Expense(s)
Enter the Reimbursed Expense (dollar) amount in the **'Reimbursed Expenses (Current Period Only)'** text box.

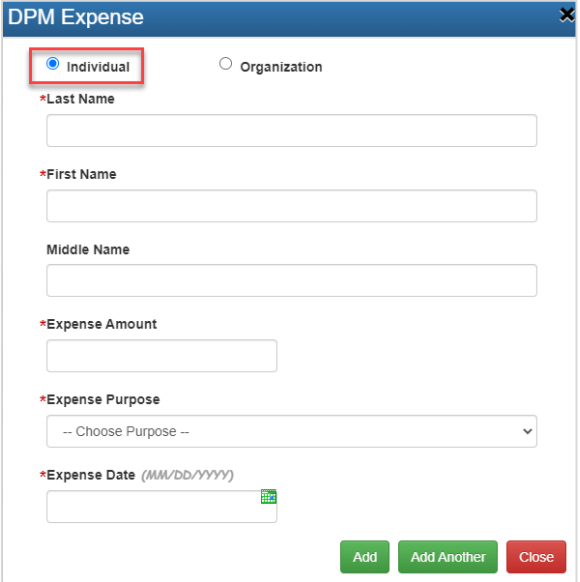> ➢ **Information reported in the 'Expenses' section:**

1. To indicate you '***Do not have DPM expenses to report'*** for the applicable reporting period, click the checkbox.

2. To report DPM Expenses, click the green **'Add'** button.

3. Every **'DPM Expense'** disclosed requires the following information be provided:

➢ **Reporting Itemized expenses paid to an Individual:**

1. Select the **'Individual'** radio button.

2. Enter the **'Last name'**, '**First name'**, and **'Middle name'** (optional) of the individual in the applicable text box.

3. Enter the **'Expense Amount'** in the text box.

4. Indicate the **'Expense Purpose'** from the drop-down menu. Refer to the comprehensive list of expense purposes below.

5. Indicate the **'Expense Date'** by clicking the calendar icon, or by typing the date using the MM/DD/YYYY format.

6. Click **'Add'** to save your changes and return to the previous screen. If you have more than one itemized expense to report, click **'Add Another'** instead.

➢ **Instructions for Itemized expenses paid to an Organization:**

1. Select the **'Organization'** radio button.

2. Enter the '**Organization Name**' in the text box.

3. Enter the **'Expense Amount'** in the text box.

4. Indicate the **'Expense Purpose'** from the drop-down menu.

   Select an expense purpose from the drop-down menu.
   - Advertising – Billboards
   - Advertising – Consulting
   - Advertising – Design Services for Media Buy
   - Advertising – Flyers/Posters
   - Advertising – Media Relations and Strategy
   - Advertising – Multi-Platform Media Buy (Print, Online, TV, Web)
   - Advertising – Newspaper Inserts
   - Advertising – Print Media/Publishing Fees over $500
   - Advertising – Social Media Platforms (Facebook, Twitter, Instagram, etc.)
   - Advertising - Television

- Advocacy – Civic Engagement/ Community Organizing
- Advocacy – Email Marketing/Email Blasts
- Advocacy – Legislative Bill Tracking
- Advocacy – Legislative Research
- Advocacy – Mass Mailings/Bulk Mailing
- Advocacy – Phone Advocacy
- Advocacy – Postage over $500
- Advocacy – Technology (Cell Phones, iPad, Hotspots)
- Social Event – Booth Rentals/Meeting Space Fees
- Social Event – Buses/ transportation for Lobby Day
- Social Event – Catering/Meals for Lobby Day

- Social Event – Civic Engagement/ Community Organizing
- Social Event - Consulting
- Social Event – Equipment and A/V Rentals
- Social Event – Event Sponsorship
- Social Event – Lodging
- Social Event – Parking Fees
- Social Event – Print Fees over $500
- Social Event – Promotional Materials
- Social Event – Rallies
- Social Event – Reception/Banquet
- Social Event – Rental Fees
- Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)
- Social Event – Volunteer Training
- Social Media – Media Relations and Strategy
- Social Media – Online Advocacy (sponsored posts)

5. Indicate the **'Expense Date'** by clicking the calendar icon, or by typing the date using the MM/DD/YYYY format.

6. Click **'Add'** to save your changes and return to the previous screen. If you have more than one itemized expense to report, click **'Add Another'** instead.

7. To return to the previous screen, click **'Close'**.

LOBBYING ACTIVITIES

For every DPM filed, you must indicate the **'Type of Lobbying Relationship'**, **'Level of Government Lobbied'**, provide a brief **'description'**, and list the parties lobbied for the DPM.

1. Indicate the **'Type of Lobbying Relationship'** (Employed or Retained) from the drop-down menu.
2. Select the **'Level of Government Lobbied'** (State Lobbying, Municipal Lobbying, Both) from the drop - down menu.
3. Click the green **'Add'** button to display the description and Parties Lobbied pop-up window.

4. Enter a brief description of the grant, loan, or agreement involving the DPM in the **'Description'** text box.

5. How to include **'Parties Lobbied'** - enter the first few characters of the 'Party Name' name in the text search box. Any Party Lobbied listed in the LA Database identifies a government body and a party name.

➢ **Search Tips:** Every 'Party' listed in the LA Database contains two components: the 'Government body' and the main 'Party' name. Always search by the 'Party Name' when using the 'Party' search text field. In LA, the 'Government Body' is displayed in light grey italicized lettering, and the main 'Party Name' is indicated by the bold type letter.

➢ Every main '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'
- Industrial Development Agency
- Village
- Town
- City
- County
- Improvement/Special Districts
  - County Special Districts
  - Town Special Districts
  - Consolidated Health District
  - Fire District
  - Independent Special District

6. If you select a Party Name and the below box appears with the following message, *'The party Name you selected requires additional information…'* you will be required to include additional information related to the chosen Party.

7. Click the green **'Add'** button to include additional information related to the selected 'Party'. You may either enter the:

    A. ***'Unit/Division/Department Lobbied (no acronyms)'*** OR

    B. ***'First   Name/Last   Name   OR   Title   of   Person   Lobbied'.***

8. If you want to **disclose multiple rows of 'additional information'** related to the SAME 'Party' for any State or Municipal level Party: ***Example:*** You met with the Compliance Auditor, a staff person named Jane Doe, and the Audit division from the City of Albany.

    ➢ Select the green 'Add' button. The 'Add' button will need to be clicked three times to allow you to display three different rows of information.

    A. Only the Title of 'Compliance Auditor' is disclosed.

    B. Only the Name of the staff member is listed.

    C. The **Department** of 'Permits' is listed.

    ➢ Click the **'Process'** button when finished.

9. When all 'Parties' related to the DPM description have been included, click the green **'Add'** button to save your changes, and return to the previous screen.

➢ **How to Update a Party Lobbied**

1. Click the **'Pencil Icon'** next to the name of the specific Party.

2. The additional information you originally entered will be available for you to modify. If you want to include additional rows of information to disclose multiple persons, or units/divisions/departments related to the SAME party, click the **'Add'** button. Once completed, click the **'Process'** button to save your changes. The updated information will display in the **Parties Lobbied** section.

➢ **How to remove a 'Party'**

1. From the **'Lobbying Parties'** pop-up window, click the red and white circle **'X'** icon next to the Party name you want to remove.

➢ **How to edit the 'Description' or 'Add' an additional DPM description**

1. To edit the DPM, **click the 'pencil' icon.**

2. To add a new DPM for the same Principal Lobbyist/Contractual Client/Beneficial Client pairing, click the green **'ADD'** button.

3. To remove the DPM, click the red and white circle 'X' icon.

ATTESTATION

Click the **'Attestation'** checkbox and click **'Submit'**.

Congratulations you are all done!