



New York State Commission on Ethics and Lobbying in Government Lobbyist Bi-Monthly Report

Data Dictionary

Please note: The New York State Commission on Ethics and Lobbying in Government ('COELIG') is referred to as the 'Commission'. The Lobbying Application is referred to as 'LA'. Due to the enormity of the datasets and to maintain the integrity of the data, in cases where a filer has entered more than one lobbying subject, itemized expense, lobbying focus, and/or parties lobbied, multiple rows of information can be attributed to a single filing. Please refer to the 'Form Submission ID' to determine how many rows of information account for a single filing.

Data Label	Data Type	Data Description
Form Submission ID	Numeric	Form identification number to help users distinguish how many rows of data are attributable to one distinct filing.
Reporting Year	Numeric	A Principal Lobbyist submits a Lobbyist Statement of Registration for a biennial (two-year) period. Example: 2021-2022; 2023-2024. The reporting year distinguishes which year of the biennial period the specific filing is submitted for.
Filing Type	Text	Output options are: ' Original '; or ' Amendment '. Distinguishes between an original filing or an amended filing.
Reporting Period	Text	Each Bi-Monthly report contains information for a two-month period of lobbying activity. Bi-Monthly reporting periods are: Jan/Feb; Mar/Apr; May/June; July/Aug; Sep/Oct; and Nov/Dec.
Principal Lobbyist Name	Text	Organization or individual name. An individual or organization that is retained to lobby for a client, or that is lobbying on its own behalf. The Principal Lobbyist is registered in LA for a biennial (two-year) period and is required to submit Bi-Monthly reports detailing the lobbying activities that occurred during each Bi-Monthly Reporting period.
Contractual Client Name	Text	Organization or individual name. The name of the individual or organization that retains the services of a Principal Lobbyist for the benefit of itself or another.

Beneficial Client Name	Text	Organization or individual name. The specific individual or organization on whose behalf and at whose request or behest Lobbying Activity is conducted. Beneficial Clients are generally referred to as the ‘true client’ as they are directly benefiting from the lobbying activity. A Beneficial Client and Contractual Client can be, and often are, the same.
Co-Lobbyist	Text	Organization or individual name. All Lobbyists who are retained by a Client on the same single retainer agreement or contract are Co-Lobbyists and must file individual Lobbying reports with the Commission.
Sub Lobbyist	Text	Organization or individual name. A Sub-Lobbyist is a Lobbyist who is engaged to perform services by another Lobbyist, as part of an agreement between the main Lobbyist and a Contractual Client. There are separate retainer agreements or contracts: one between the main Lobbyist and Client, and one between the main Lobbyist and Sub Lobbyist to do a portion of the lobbying that the main Lobbyist has agreed to perform on behalf of the Client.
Individual Lobbyists	Text	The first and last name of the individual(s) who personally engages in Direct or Grassroots Lobbying. Generally, these individuals either work for or are designated by the Principal Lobbyist and can include individuals lobbying on their own behalf.
Current Period Compensation	Numeric	Dollar amount. 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 in furtherance of lobbying activity during the applicable Bi-Monthly Reporting Period.
Current Period Reimbursement	Numeric	Dollar amount. The aggregate value of all Expenses (regardless of value of the individual Expenses) that were reimbursed by the Client.
Lobbying Expenses Less Than \$75	Numeric	Dollar amount. The aggregate value of all lobbying expenses less than \$75 regardless of value of the individual expenses. Example: Ten expenses valued at \$60 each would be reported as \$600.
Lobbying Expenses for Non-lobbying employees	Numeric	Dollar amount. Non-lobbying staff salaries include Compensation paid to those professional and clerical employees who do not engage in Direct or Grassroots Lobbying Activity. Reported in the aggregate.
Itemized Expenses	Numeric	Dollar amount. Any expense over \$75 must be reported as an Itemized Expense, reporting the payee, nature of expense, and value.

<p align="center">Itemized Expense Type</p>	<p>Text</p>	<p>Individual or Organization. Indicates whether an Itemized Expense is paid to an Individual or an Organization.</p> <p>If an Itemized Expense is paid to an Organization on behalf of an Individual (or Individuals), additional information entitled an “Expense Detail” is required and includes:</p> <ul style="list-style-type: none"> • Name of individual(s) (Multiple individuals can be added) Title and Employer; • Amount of Detailed Expense that is attributed to the individual listed.
<p align="center">Itemized Expense paid to</p>	<p>Text</p>	<p>Organization or individual name. The name of the Individual or Organization the itemized expense was paid to.</p>
<p align="center">Itemized Expense Reimbursed by Client</p>	<p>Text</p>	<p>Yes or No. Indicates if the itemized expense was reimbursed by the Client to a Principal Lobbyist.</p>
<p align="center">Itemized Expense Purpose</p>	<p>Text</p>	<p>Pre-defined descriptions of the purpose of an itemized expense.</p> <ol style="list-style-type: none"> 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

		<p>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).</p> <p>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.</p> <p>8. Advertising – Print Media/Publishing fees over \$500 Expenses related to printing and publishing materials for advertising that is more than \$500.</p> <p>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.</p> <p>10. Advertising – Television Expenses related to airing advertisements on television stations/channels.</p> <p>11. Advocacy – Civic Engagement/Community Organizing Expenses related to staff time preparing a community event where lobbying activity will occur.</p> <p>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.</p> <p>13. Advocacy – Expenses Related to Hiring an Outside Firm to Handle Administrative Tasks Expenses related to the hiring of an outside entity to complete administrative tasks related to lobbying such as scheduling meetings.</p> <p>14. 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.</p>
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Itemized Expense Date	Text	Date formatted mm/dd/yyyy. Date the expense occurred.
Itemized Expense Details Name	Text	Name of individual. Only applicable in the case where an Itemized Expense is paid to an organization and an expense detail is required.
Itemized Expense Details Title	Text	Title of individual. Only applicable in the case where an Itemized Expense is paid to an organization and an expense detail is required.
Itemized Expense Details Employer	Text	Name of the organization the Individual associated to the expense detail is employed by. Only applicable in the case where an Itemized Expense is paid to an organization and an expense detail is required.

Itemized Expense Details Amount	Text	Dollar amount. The dollar amount attributable to the itemized expense. Only applicable in the case where an Itemized Expense is paid to an organization and an expense detail is required.
Unstructured Coalition Member Contribution Information: Coalition Name	Text	Identifies the name of the Coalition . A Coalition is defined as a group of otherwise-unaffiliated entities or members who pool funds or resources for the primary purpose of engaging in Lobbying Activities on behalf of the members of the Coalition.
Unstructured Coalition Contribution	Numeric	Dollar amount. Dollar amount of the Coalition contribution. Contributions are the funds or resources provided to the Coalition and are disclosed in the applicable Bi-Monthly Reporting period in which the contribution was given to the Coalition.
Was an Expense incurred on behalf of the Unstructured Coalition?	Text	Yes or No.
Total Amount of the Expense incurred on behalf of the Unstructured Coalition	Numeric	Any Expenses incurred by the Member on behalf of the Unstructured Coalition, which can be from the Member's own direct Contributions and/or from the Unstructured Coalition's pool of funds.
Was the Expense paid for using Pooled Funds?	Text	Yes or No.
If Pooled Funds were used, Member's portion of the Incurred Expense	Numeric.	Dollar amount. Any Expenses incurred by the Member on behalf of the Unstructured Coalition, which can be from the Member's own direct Contribution and/or from the Unstructured Coalition's pool of funds.
Total Contribution Amount (includes Member's contribution and portion of Incurred Expenses)	Numeric.	Report the Total Contribution amount which includes the Member's Contributions and the Member's portion of incurred Expenses related to an Unstructured Coalition
Unstructured Coalition Contribution Expense Purpose	Text	Indicates the Expense Purpose of the Contribution selected from a pre-defined list of expense purposes.
Lobbying Subjects	Text	Filer selected information via a drop-down menu. Description of the general subject matter areas/issues lobbied on for the specified reporting period. Examples: Education – General; Energy & Natural Resources – Waste Management; Health – Medicine/ Medicaid.
Level of Government	Text	Output options are: State, Municipal, or Both (State and Municipal). Level of Government lobbied.

<p style="text-align: center;">Type of Lobbying Focus</p>	<p>Text</p>	<p>Lobbying Activities include the Focus Type, an identifying number or description, and the targets of the lobbying for each Lobbying Activity reported. Lobbying Focuses are divided into State or Municipal Activities.</p> <p>State Lobbying Focuses:</p> <ul style="list-style-type: none"> • State Bill • State Executive Order • State Funding • State Land Use • State Permits/Licensing • State Procurement • State Regulation/Rate-making/Rule • State Resolution • State Tribal Compact Agreement – NYS Indian Nations <p>Municipal Lobbying Focuses:</p> <ul style="list-style-type: none"> • Municipal Bill • Municipal Executive Order • Municipal Funding • Municipal Land Use, • Municipal Ordinance • Municipal Permits/Licensing • Municipal Procurement • Municipal Rule/Regulation/Ratemaking/Rule • Municipal Resolution
<p style="text-align: center;">Focus Identifying Number/Description</p>	<p>Text</p>	<p>May include either an identifying number or description of the Lobbying Focus.</p>
<p style="text-align: center;">Type of Lobbying Communication</p>	<p>Text</p>	<p>Output options are: Direct Lobbying, Grassroots Lobbying, Both (Direct and Grassroots) or Monitoring Only. Distinguishes how attempts to influence the specific Lobbying Focus was conducted. If ‘Monitoring Only’ was selected, no Parties Lobbied will be affiliated to that specific Lobbying Focus (Lobbying Activity).</p>

<p style="text-align: center;">Government Body</p>	<p>Text</p>	<p>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 available for the Bi-monthly.</p> <ul style="list-style-type: none"> • A communication sent to entire Senate • A communication sent to entire Assembly • A communication sent to entire Legislature (includes all members of the Senate <i>and</i> Assembly) • A communication sent to all NYC Council Members • A communication sent to an entire <i>specific</i> county Legislature (Example: Albany County Legislature) • 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 County Legislators' • Industrial Development Agency • Village • Town • City • County • Improvement/Special Districts <ul style="list-style-type: none"> ○ County Special District ○ Town Special District ○ Consolidated Health District ○ Fire District ○ Independent Special District
<p style="text-align: center;">Monitoring Only</p>	<p>Text</p>	<p>Yes or No. If a Filer did not actually Lobby a specific Party, they may select 'Monitoring Only'. In such cases, the Filer is not required to disclose the names of any 'Party(ies) Lobbied' for that specific Focus.</p>

<p style="text-align: center;">Parties Lobbied</p>	<p>Text</p>	<p>The ‘targets’ of lobbying activity. The people and/or entities Filers are attempting to influence. Parties Lobbied are selected from a drop-down list .</p> <p>The LA Database includes a list of ‘Party Names’ that, if selected, do not require any additional information from the Filer. This includes, but is not limited to, the names of every State Legislator and Legislative Committee (and ‘staff member’ of every such Legislator and Committee), the Governor, Lieutenant Governor, and Executive Chamber, and New York City Council Members.</p>
<p style="text-align: center;">First and Last Name OR Title of Person Lobbied</p>	<p>Text</p>	<p>Certain ‘Party Names’, when selected from the LA Database, require filers to include additional information. First and last name – OR – title of the person lobbied associated to the specified Party Lobbied.</p>
<p style="text-align: center;">Unit, Division, Department or Social Media Platform Lobbied</p>	<p>Text</p>	<p>Certain ‘Party Names’, when selected from the LA Database, require filers to include additional information. Unit, Division, Department Lobbied – OR – Social Media Platform associated to the specified Party Lobbied.</p>