



**New York State  
Commission on Ethics and Lobbying in Government  
Public Corporation Bi-Monthly Report**

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**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.

**Definition of a Public Corporation**

A municipal corporation, a district corporation, or a public benefit corporation as defined in section sixty-six of the general construction law.

Data Label	Data Type	Data Description
<b>Form Submission ID</b>	Numeric	Form Identifying number to help users distinguish how many rows of information are attributable to one distinct filing.
<b>Reporting Year</b>	Numeric	A Public Corporation submits a Statement of Registration for a biennial (two-year) period. <b>Example:</b> 2021-2022; 2023-2024. The reporting year distinguishes which year of the biennial period the specific filing is submitted for.
<b>Reporting Period</b>	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.
<b>Filing Type</b>	Text	Output options are: <b>Original</b> or <b>Amendment</b> . Distinguishes between an original filing or an amended filing.

Data Label	Data Type	Data Description
<b>Public Corporation Name</b>	Text	<b>Organization name.</b> Identifies the name of the Public Corporation registered with COELIG. A Public Corporation is registered for a biennial (two-year) period and is required to submit Public Corporation Bi-Monthly reports detailing the lobbying activities that occurred during each Bi-Monthly reporting period.
<b>In-house Lobbyists</b>	Text	An 'In-House' Lobbyist is any person who engages in Direct or Grassroots Lobbying on behalf of the Public Corporation. All 'In-House' Lobbyists who engaged in Lobbying Activities during a Bi-Monthly reporting period must be listed; provided, however, if the Public Corporation incurs no Compensation for 'In-House' Lobbyists and only Expenses, then no 'In-House' Lobbyists are required to be listed for the specified reporting period.
<b>In-house Lobbyist Current Compensation</b>	Numeric	<b>Dollar amount.</b> 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.
<b>Retained Lobbyist</b>	Text	<b>Organization or individual name.</b> The Principal Lobbyist retained to perform lobbying services on behalf of the Public Corporation.
<b>Retained Lobbyist Current Period Compensation</b>	Numeric	<b>Dollar amount.</b> 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.
<b>Lobbying Expenses for Non-lobbying employees</b>	Numeric	<b>Dollar amount.</b> 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.
<b>Lobbying Expenses Less Than \$75</b>	Numeric	<b>Dollar amount.</b> The aggregate value of all lobbying expenses less than \$75 regardless of value of the individual expenses. <b>Example:</b> Ten expenses valued at \$60 each would be reported as \$600.
<b>Itemized Expense</b>	Text	<b>Dollar amount.</b> Any expense over \$75 must be reported as an Itemized Expense, reporting the payee, nature of expense, and value.

Data Label	Data Type	Data Description
Expense Type	Text	<p><b>Individual or Organization.</b> 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"> <li>• Name of individual(s) (Multiple individuals can be added) Title and Employer;</li> <li>• Amount of Detailed Expense that is attributed to the individual listed.</li> </ul>
Expense Paid To	Text	<p><b>Organization or individual name.</b> The name of the <b>Individual or Organization</b> the itemized expense was paid to.</p>
Expense Purpose	Text	<p>Pre-defined descriptions of the purpose of an itemized expense.</p> <ol style="list-style-type: none"> <li><b>1. Advertising – Billboards</b> Expenses related to purchasing and maintaining a billboard advertisement.</li> <li><b>2. Advertising – Consulting</b> Expenses related to hiring a consultant for the purpose of using their expertise in evaluating advertising, public relations, communications and/or marketing goals.</li> <li><b>3. Advertising – Design Services for Media Buy</b> Expenses related to hiring and utilizing the services of a graphic designer.</li> <li><b>4. Advertising – Flyers/Posters</b> Expenses related to staff time spent creating, designing, purchasing, and printing flyers and posters.</li> <li><b>5. Advertising – Media Relations and Strategy</b> Expenses related to the analysis of specific advertising goals for the purpose of developing a targeted media relations strategy related to</li> </ol>

Data Label	Data Type	Data Description
		<p>Lobbying or advocacy efforts.</p> <p><b>6. Advertising – Multi-Platform Media Buy (Print, Online, TV, Web)</b> Expenses related to purchasing advertisements that 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><b>7. Advertising – Newspaper Inserts</b> Expenses related to the design, development (including staff time), and market research related to the purchase and distribution of newspaper inserts.</p> <p><b>8. Advertising – Print Media/Publishing fees over \$500</b> Expenses related to printing and publishing materials for advertising that is more than \$500.</p> <p><b>9. Advertising – Social Media Platforms (Facebook, Twitter, Instagram, etc.)</b> 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><b>10. Advertising – Television</b> Expenses related to airing advertisements on television stations/channels.</p> <p><b>11. Advocacy – Civic Engagement/Community Organizing</b> Expenses related to staff time preparing a community event where lobbying activity will occur.</p> <p><b>12. Advocacy – Email marketing/Email blasts</b> Expenses related to the design, purchase of software applications/licenses, development and target audience research related to email marketing and mass emails.</p>

Data Label	Data Type	Data Description
		<p><b>13. Advocacy – Expenses Related to Hiring an Outside Firm to Handle Administrative Tasks</b> Expenses related to the hiring of an outside entity to complete administrative tasks related to lobbying such as scheduling meetings.</p> <p><b>14. Advocacy – Legislative Bill Tracking</b> 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> <p><b>15. Advocacy – Legislative Research</b> Expenses related to subscriptions to legal search engines such as West Group or Lexis, POLITICO or hiring law firms to conduct Legislative Research.</p> <p><b>16. Advocacy – Mass Mailings/Bulk Mailing</b> Expenses related to the purchase of supplies and staff time spent developing and preparing mass/bulk mailings.</p> <p><b>17. Advocacy – Phone Advocacy</b> Expenses related to organizing, paying staff/volunteers, phone equipment and service fees related to phone advocacy efforts.</p> <p><b>18. Advocacy – Postage and/or Printing over \$500</b> Expenses related to postage, printing and mailing items valued more than \$500.</p> <p><b>19. Advocacy – Technology (cellphones, iPad, hotspots)</b> Expenses related to purchasing devices, data plans, and internet services/personal hotspots to be used specifically for Lobbying Activities.</p> <p><b>20. Social Event – Booth Rentals/Meeting Space Fees</b> Expenses related to renting a conference space and/or booth table for a Lobby Day or other social event.</p>

Data Label	Data Type	Data Description
		<p><b>21. Social Event – Buses/transportation for Lobby Day</b> Expenses related to transportation (bus, train, rental cars) of volunteers and staff members but NOT LOBBYISTS to a Lobby Day or other social event.</p> <p><b>22. Social Event – Catering/Meals for Lobby Day</b> Expenses related to supplying food for attendees of a Lobby Day.</p> <p><b>23. Social Event – Civic Engagement/Community Organizing</b> Expenses related to staff time planning and preparing for a Lobby Day or other social event.</p> <p><b>24. Social Event – Consulting</b> Expenses related to hiring an event planner or organizer for Lobby Day or other social event.</p> <p><b>25. Social Event – Equipment and A/V Rentals</b> Expenses related to the rental and usage of technology and audio-visual equipment for a Lobby Day or other social event.</p> <p><b>26. Social Event – Event Sponsorship</b> Expenses related to the act of supporting an individual, organization or event financially for the purpose of creating exposure to a brand or set of issues, access to attendee information, and/or speaking opportunities.</p> <p><b>27. Social Event – Lodging</b> Expenses related to hotel reservations and accommodations for staff and volunteers who attend a Lobby Day or other social event.</p> <p><b>28. Social Event – Parking fees</b> Expenses related to fees for parking for a Lobby Day or other social event.</p> <p><b>29. Social Event – Print fees over \$500</b> Expenses related to printing of name badges, and</p>

Data Label	Data Type	Data Description
		<p>informational materials/pamphlets distributed at a Lobby Day or other social event.</p> <p><b>30. Social Event – Promotional Materials</b> Expenses related to the creation and purchase of materials used to promote an organizations message during a Lobby Day or other social event, such as shirts, hats, mugs, pencils and stress balls.</p> <p><b>31. Social Event – Rallies</b> Expenses related to staff time for setting up and organizing a Rally.</p> <p><b>32. Social Event – Reception/Banquet</b> Expenses related to staff time organizing a reception, renting out the banquet space, and catering/food expenses.</p> <p><b>33. Social Event – Rental Fees</b> Expenses related to renting equipment such as microphones and tables for events such as a Lobby Day or other social event.</p> <p><b>34. Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)</b> Expenses related to reimbursing staff and or volunteers for travel expenses they paid for themselves.</p> <p><b>35. Social Event – Volunteer Training</b> Expenses related to organizing and holding training events for volunteers prior to an event, such as a Lobby Day or other social event.</p> <p><b>36. Social Media – Media Relations and Strategy</b> Expenses related to hiring an individual or company to establish and/or oversee an organization’s social media presence.</p> <p><b>37. Social Media – Online Advocacy (sponsored posts)</b> Expenses related to search engine optimization and</p>

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		sponsoring, such as expenses incurred to create, or promote or place content on social media. This would also include the cost of hiring an individual to place content related to the Organization on the individual's own Social Media accounts based on the individual's popularity on social media (i.e., an "influencer").
Expense Date	Text	<b>Date formatted mm/dd/yyyy.</b> Date the itemized expense occurred.
Expense Details Name	Text	<b>Name of individual.</b> 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	<b>Title of individual.</b> 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	<b>Name of the organization</b> 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	Numeric	<b>Dollar amount.</b> 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 <b>name of the Coalition</b> . 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	<b>Dollar amount.</b> Dollar amount of the Coalition contribution. Contributions are the funds or resources provided to the Coalition and are disclosed in the applicable Client Semi-Annual Reporting period in which the contribution was given to the Coalition.
Was an Expense incurred on behalf of the Unstructured Coalition?	Text	<b>Yes or No.</b>
Total Amount of the Expense incurred on behalf of 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.



Data Label	Data Type	Data Description
<b>Was the Expense paid for using Pooled Funds?</b>	Text	<b>Yes or No.</b>
<b>If Pooled Funds were used, Member's portion of the Incurred Expense</b>	Numeric.	<b>Dollar amount.</b> 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.
<b>Total Contribution Amount (includes Member's contribution and portion of Incurred Expenses)</b>	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
<b>Unstructured Coalition Contribution Expense Purpose</b>	Text	Indicates the Expense Purpose of the Contribution selected from a pre-defined list of expense purposes.
<b>Lobbying Subjects</b>	Text	Filer selected information via a drop-down menu. Description of the general subject matter areas/issues lobbied on for the specified reporting period. <b>Examples:</b> Education – General; Energy & Natural Resources – Waste Management; Health – Medicine/Medicaid.

Data Label	Data Type	Data Description
<b>Type of Lobbying Focus</b>	Text	<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><b>State Lobbying Focuses:</b></p> <ul style="list-style-type: none"> <li>• State Bill</li> <li>• State Executive Order</li> <li>• State Funding</li> <li>• State Land Use</li> <li>• State Permits/Licensing</li> <li>• State Procurement</li> <li>• State Regulation/Rate-making/Rule</li> <li>• State Resolution</li> <li>• State Tribal Compact Agreement – NYS Indian Nations</li> </ul> <p><b>Municipal Lobbying Focuses:</b></p> <ul style="list-style-type: none"> <li>• Municipal Bill</li> <li>• Municipal Executive Order</li> <li>• Municipal Funding</li> <li>• Municipal Land Use,</li> <li>• Municipal Ordinance</li> <li>• Municipal Permits/Licensing</li> <li>• Municipal Procurement</li> <li>• Municipal Rule/Regulation/Ratemaking/Rule</li> <li>• Municipal Resolution</li> </ul>
<b>Lobbying Focus Identification Number or Description</b>	Text	May include either an identifying number or description of the Lobbying Focus.
<b>Type of Lobbying Communication</b>	Text	<p><b>Output options are: Direct Lobbying, Grassroots Lobbying, Both (Direct and Grassroots) or Monitoring Only.</b> 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>

Data Label	Data Type	Data Description
Government Body	Text	<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"> <li>• A communication sent to entire Senate</li> <li>• A communication sent to entire Assembly</li> <li>• A communication sent to entire Legislature (includes all members of the Senate <i>and</i> Assembly)</li> <li>• A communication sent to all NYC Council Members</li> <li>• A communication sent to an entire <i>specific</i> county Legislature (Example: Albany County Legislature)</li> <li>• Senate Committee</li> <li>• Assembly Committee</li> <li>• State Agency</li> <li>• NYS Assembly</li> <li>• NYS Senate</li> <li>• Executive Chamber</li> <li>• NYS School Districts</li> <li>• State and Local Public Authorities and Local Development Corporations</li> <li>• NYC Council Members and County Legislators'</li> <li>• Industrial Development Agency</li> <li>• Village</li> <li>• Town</li> <li>• City</li> <li>• County</li> <li>• Improvement/Special Districts <ul style="list-style-type: none"> <li>○ County Special District</li> <li>○ Town Special District</li> <li>○ Consolidated Health District</li> <li>○ Fire District</li> <li>○ Independent Special District</li> </ul> </li> </ul>

Data Label	Data Type	Data Description
<b>Party Name</b>	Text	<p><b>The ‘targets’ of the lobbying activity.</b> The people and/or entities Filers are attempting to influence. Parties lobbied are selected from a drop-down list and may include a government body such as an agency, or an individual like Senator John Doe.</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>
<b>First and Last Name OR Title of Person Lobbied</b>	Text	<p>Certain ‘Party Names’, when selected from the LA Database, require filers to include additional information. First and last name – <b>OR</b> – title of the person lobbied associated to the specified Party Lobbied.</p>
<b>Unit, Division, Department or Social Media Platform Lobbied</b>	Text	<p>Certain ‘Party Names’, when selected from the LA Database, require filers to include additional information. Unit, Division, Department Lobbied – <b>OR</b> – Social Media Platform associated to the specified Party Lobbied.</p>