BEGA's

Lobbyist Registration & Reporting Training



D.C. Lobbying Requirements

Lobbyists

(D.C. Code §§ 1-1162.27-1-1162.32)

Applicability, Registration,

Reporting, and Updated Fees*

What is **BEGA**?

The Board of Ethics and Accountability OEnforces the Ethics Act OJurisdiction

BEGA Structure:

Five-member Board
Office of Open Government
Office of Government Ethics

Who is a Lobbyist?

Anyone who directly communicates with D.C. legislative or executive officials to influence laws or decisions.

- A lobbyist is any person who engages in lobbying.
- "Lobbying" means communicating directly with any official in the legislative or executive branch of the District government with the purpose of influencing any legislative action or an administrative decision.

D.C. Code § 1-1161.01

LOBBYING IN THE DISTRICT OF COLUMBIA

What Counts as Lobbying? Example:

- A neighborhood safety group, *Ward 7 Watch*, hires *DC Voice Advocacy (DCVA)* to oppose a bill reducing penalties for certain felonies. The Ward 7 Watch pays DCVA \$2,500 to contact councilmembers to propose alternative sentencing that reserves current penalties for dangerous offenders.
- Since both the group and the firm meet the \$250 threshold, both must **register** and **report** with BEGA.

Advocacy Vs. Lobbying

- While all lobbying is advocacy, not all advocacy is lobbying
 - Advocacy: Supporting a cause publicly (e.g., organizing rallies, posting on social media).
 - Lobbying: Directly contacting D.C. officials to influence decisions or laws.
 - Whether your contact with D.C. government is advocating or lobbying, sharing the public's opinions on matters are welcome. Just remember that if you were paid \$250 or more for your advocacy within a three-month reporting period for your contact with D.C. government, you may have to register!

LOBBYING IN THE DISTRICT OF COLUMBIA

Lobbying Defined

What is **<u>not</u>** "Lobbying":

- 7
- Personal testimony or legal representation in formal hearings
- Responses to written requests from agencies
- Status inquiries
- Public testimony at hearings
 Media outreach (TV, radio, newspapers)
- Political party communications
 - D.C. Official Code §1-1161.01(32)(B). •

LOBBYING IN THE DISTRICT OF COLUMBIA

Lobbying Defined Continued

What is not "lobbying":

• **Grassroots communications:** The act of asking the public to contact officials concerning issues and legislation.

• A non-profit supports credit reform legislation and encourages the public to speak with District officials in support of it to tackle the issue of inflation.

• Members of the public who communicate with District officials in support of this bill are engaging in lobbying, because they are having direct communications with District officials with the intent to influence legislation, **but** they do not have to register as lobbyists because they are not receiving compensation. The non-profit would not need to register as a lobbyist in this effort alone. If a registered lobbyist did not have any direct communications with public officials regarding this matter, then it would not have to report this activity on its lobbying activity report.

LOBBYING IN THE DISTRICT OF COLUMBIA

Lobbying Defined Continued

What is other activity that would require registration with BEGA:

- Procurement communications:
 - Communications with District officials regarding government contracting or a purchasing decision are not "lobbying"
 - There must be an *intent to influence legislative action or administrative decision*.
 - Example:
 - A company hires a firm to assist it in influencing the contents of a District RFP and submitting a bid proposal to the District. The company wins the contract and the firm interfaces with a District agency regarding the status of the contract award and later regarding invoice issues. None of these communications/interactions with the District amount to "lobbying," because there is no intent to influence legislative action or an administrative action.
 - EXCEPTION: Contracts more than \$1 million (during a 12-month period) require Council review and involve legislative action (through the introduction of a resolution either approving or disapproving the proposed contract). See D.C. Official Code § 2-352.02.

LOBBYING IN THE DISTRICT OF COLUMBIA

- Lobbying Defined Continued
- Scheduling communications:
 - Communications with District officials to set up a meeting with a public official.
 - This alone is not "lobbying," and would not need to be disclosed in lobbying activity reports.

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Vendredi Viernes



FILING REGISTRATION REPORTS

Who is Required to Register?

Anyone who is **paid or spends \$250+ in any 3-month period** to influence legislation or decisions.

• Both the **lobbyist** and their **client** must register.

• Registration is due **by Jan 15** each year, or **within 15 days** of becoming a lobbyist. Failure to register as required by this section shall result in a civil penalty.

Registration Fee -Updated

The District of Columbia Council passed the B25-0784 - Fiscal Year 2025 Budget Support Act of 2024, amending Lobbyist Registration Fees and Late Filing Fees;

- The Registration fee for lobbyist is now \$350;
- If you are a nonprofit organization OR a lobbyist who lobbies solely for tax exempt 501(c)(3) nonprofit organizations, the registration fee is now \$100;
- The electronic payment system accepts credit cards;
- If a check is submitted, it should be payable to the DC Treasurer;
- A check will not be considered submitted until it arrives at BEGA and receipt is date stamped;
- Registration will not be certified until the fee is paid.



Civil Penalty for Failure to Register or File Activity Reports-Updated* D.C. Code § 1-1162.32

- Notwithstanding § 1-1162.21 and except as provided in subsection (c) of this section, any person who willfully and knowingly violates any of the provisions of this part shall be fined not more than \$5,000, or imprisoned for not more than 12 months, or both.
- Any person who files a report or registration form required under this part in an untimely manner shall be assessed a civil penalty of \$100 per day up to 60 days (excluding Saturdays, Sundays, and holidays) that the report or registration form is late. The Board may waive the penalty imposed under this subsection for good cause shown.
- As a courtesy, BEGA will send notice to all registrants to remind them of upcoming due dates for Activity Reports.
- Each day an activity report or registration is late, a registrant or client shall be fined \$100 a day, up to \$6000.

Exceptions for Registration & Reporting

- A public official, or an employee of the United States acting in his or her official capacity;
- A publisher or working member of the press, radio, or television who, in the ordinary course of business, disseminates news or editorial comment to the general public;
- A candidate, member, or member-elect of an Advisory Neighborhood Commission; or
- An entity specified in <u>§ 47-1802.01(4)</u>, whose activities do not consist of lobbying, the result of which shall inure to the financial gain or benefit of the entity.



FILING ACTIVITY REPORT

Activity Reports D.C. Code § 1-1162.30

- Each registrant shall file with the Director of Government Ethics between the 1st and 15th day of January, April, July, and October of each year a report signed under oath concerning the registrant's lobbying activities during the previous quarter. If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form.
- A registrant shall file a separate activity report for each person from whom he or she receives compensation.

Activity Reports D.C. Code § 1-1162.30 (continued)

- The reports shall be public documents and shall be on a form prescribed by the Director of Government Ethics and shall include the following:
 - (A complete and current statement of the information required to be supplied pursuant to §1-1162.29;
 - Total expenditures on lobbying broken down into the following categories:
 - Office expenses;
 - Advertising and publications;
 - Compensation to others;
 - Personal sustenance, lodging, and travel, if compensated;
 - Other expenses;
 - Note: BEGA will send reminder notices to file.

Activity Reports Continued D.C. Code § 1-1162.30

- Each expenditure of \$50 or more shall also be itemized by the date, name, and address of the recipient, and the amount and purpose of the expenditure;
- Each political expenditure, loan, gift, honorarium, or contribution of \$50 or more made by the registrant or anyone acting on behalf of the registrant to benefit an official in the legislative or executive branch, a member of his or her staff or household, or a political committee or political action committee established for the benefit of the official, be itemized by date, beneficiary, amount, and circumstances of the transaction; including the aggregate of all expenditures that are less than \$50;
- Each official in the executive or legislative branch and any member of the official's staff, including personal and committee staff, who has a business relationship or a professional services relationship with the registrant shall be identified by name and the nature of the business relationship with the registrant.

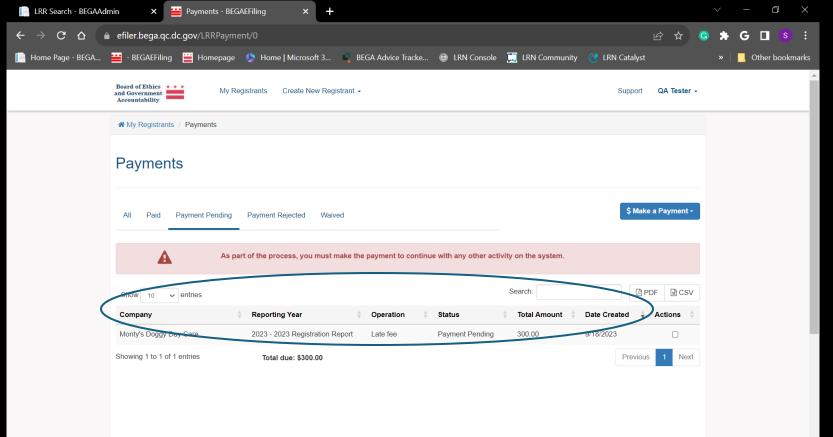
Activity Reports Continued D.C. Code § 1-1162.30

- The name, position, and agency or office of each official in the executive or legislative branch and member of the official's staff with whom the registrant has had written or oral communications;
- A precise description of the subject matter, including the title of any bill, proposed resolution, contract, reprogramming, or other legislation, of all written or oral communications related to lobbying activities;
- Each person whom the registrant has given compensation to lobby on his or her behalf; and all bundled contributions.

NOTE:

- The Lobbyist Registration and Reporting e-file system recently had some upgrades and updates.
- Please Note that if there are ANY outstanding fees, you **CANNOT** file an activity report until the fee has been paid.

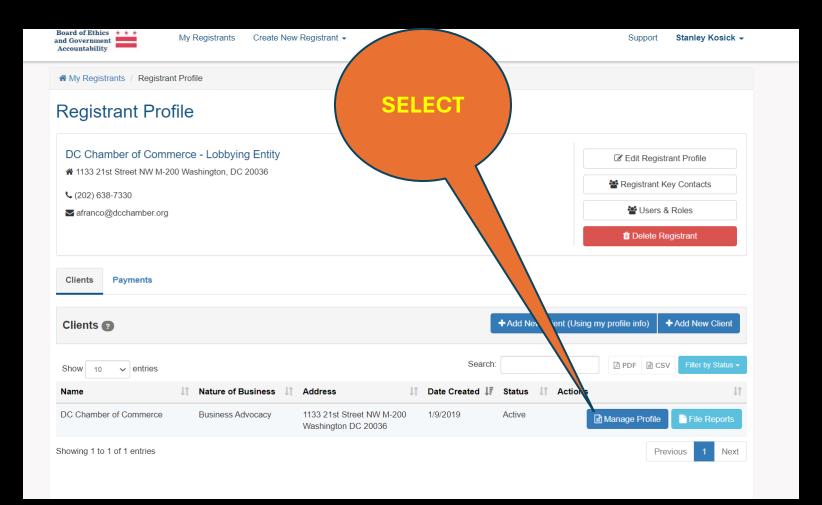
If there is a balance owed, the following error message will appear. You will not be able to move forward until this matter is corrected.



Step 1. Select Registrant to open.

Board of Ethics and Government Accountability	Create New Registrant 👻			Support	Stanley Kosick 👻
A My Registrants					
Welcome, Stanley Kosick				+ Create	New Registrant -
A Registrant represents the Lobbyist Entity/Individ the company profile and the clients that the compa- along with their own.		SELECT	Registrant has been create Registrant on this page if th		-
You have access to the following Registrants:					
Show 10 v entries		Sear	ch:	PDF CSV	Filter by Status -
Registrants	↓† Туре	↓↑ Description	↓† Date Created ↓	Status ↓† A	ctive Records 🔱
DC Chamber of Commerce	Lobbying Entity		1/18/2017	Active	1
Showing 1 to 1 of 1 entries				Prev	rious 1 Next

Step 2. Select Manage Profile

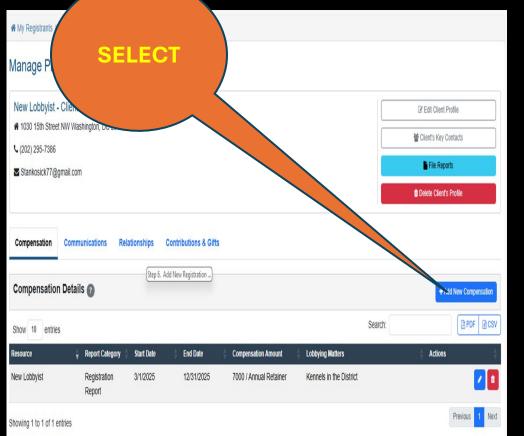


Step 3 Add New Compensation

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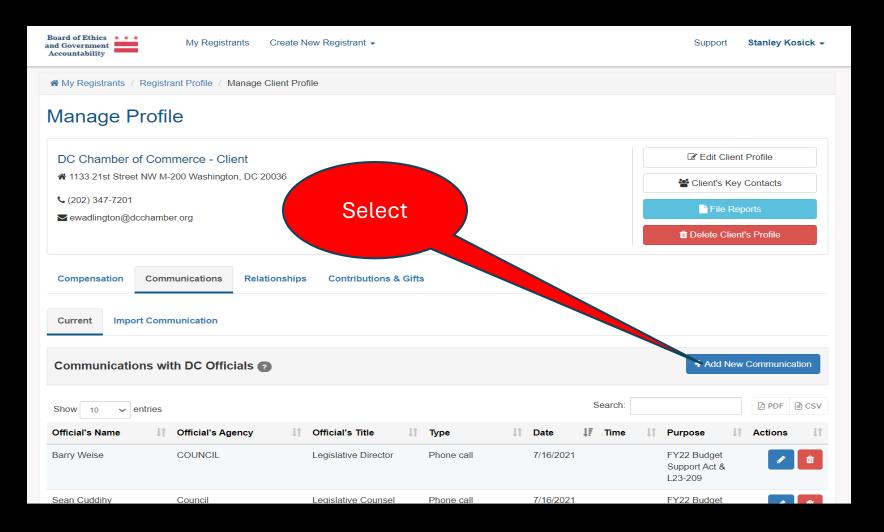
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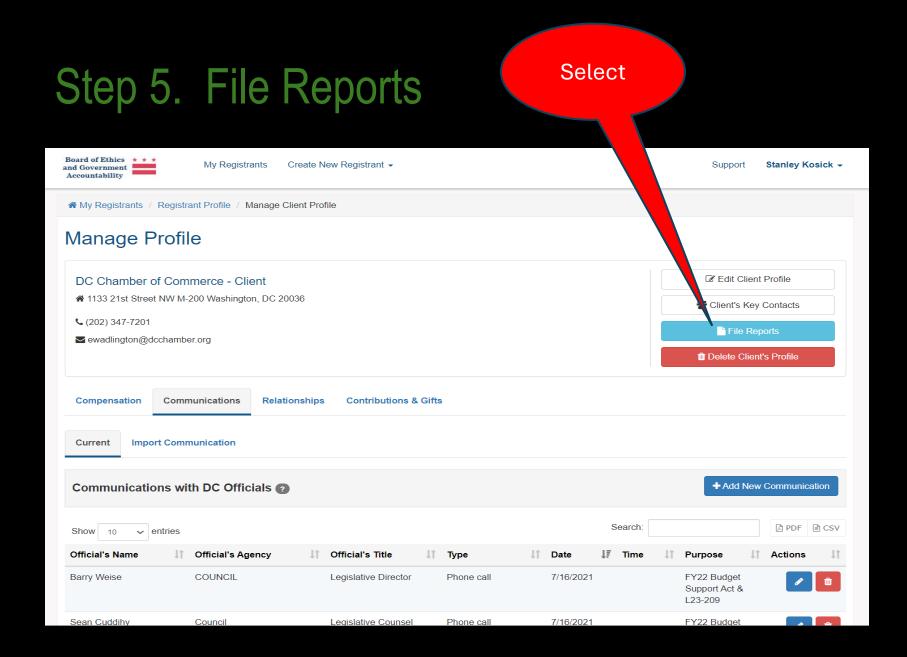
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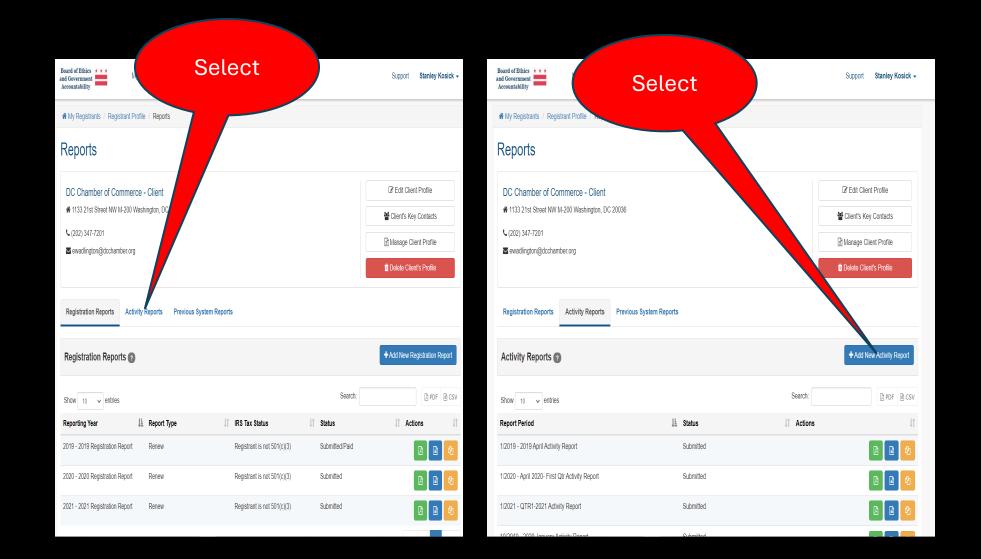
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Select a Compensation Resource	~
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start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):
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Compensation Amount:	Compensation Type:
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Select a Lobbying Matters	~
	X CLOSE SAVE

Step 4. Add New Communication





Step 6. Add Activity Report



Step 7. Check for Accuracy

My Registrants / Registrant Profile / Reports / Activity Report

Create report

i Activity Report

DC Chamber of Commerce - Lobbying Entity

☆ 1133 21st Street NW M-200 Washington, DC 20036

\$ (202) 638-7330

afranco@dcchamber.org

Client: DC Chamber of Commerce -Client

1133 21st Street NW M-200 Washington, DC 20036

\$ (202) 347-7201

 \sim

ewadlington@dcchamber.org

Nature of Client's Business: Business Advocacy

Client's Key Contact ? Erika Wadlington

Client IRS Tax Status: Registrant is not 501(c)(3)

Report period:

Select a report period

Compensation Details 😰

Resource Name	Report Category	Start Date	End Date	Compensation Amount	Lobbying Matters
Communications					
Name	↓† Title		↓† Туре	↓† Date ↓≣	Purpose 11

The system will tell you whether or not you have completed your filing. You will receive an email:

Report Id:

Account Name: SMKs Lobbying Services Ltd -Registrant Client Name: Client 2 Certified Date: 4/14/2024 Period: 2024 Qtr 1 Activity Report

AND

The system will change the Status to Submitted.

If you do not receive an email and or see Not Submitted under Status, you have not completed the process.

Board of Ethics * * * My Registrants Create New Registrant - Accountability	Ş	Support Stanley Kosick -
# My Registrants / Registrant Profile / Reports		
Reports		
Client 2 - Client	ľ	Edit Client Profile
# 7280 Kathy Street Easton, MD 21601	📽 C	lient's Key Contacts
% (555) 121-2555		lanage Client Profile
monty@poodles-nofile.com		elete Client's Profile
Registration Reports Activity Reports Previous System Reports		
Activity Reports 3	l	+ Add New Activity Report
Show 10 v entries	Search:	DPDF CSV
Report Period + Status	4 Actions	Å ∀
1/2024 - 2024 Qtr 1 Activity Report Not Submitted		
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RENEWING/ TERMINATING LOBBYIST REGISTRATION

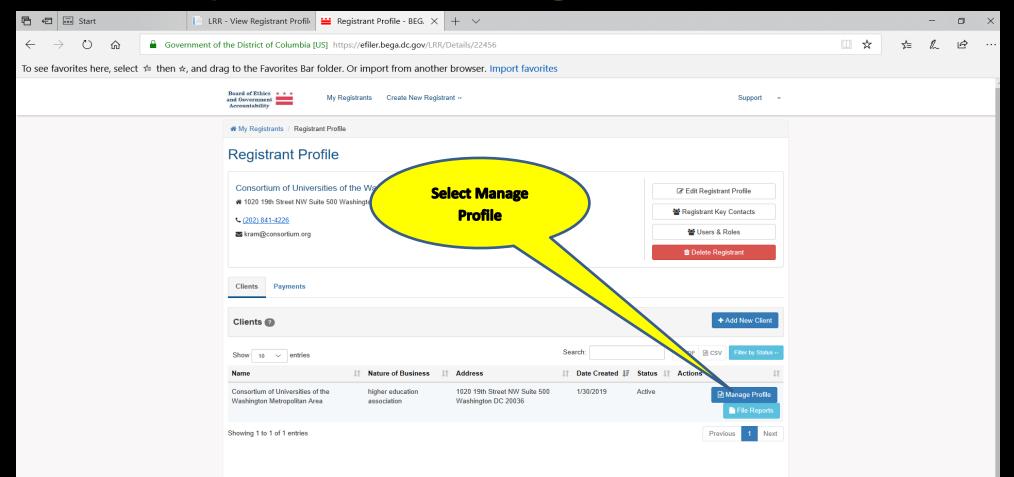
Step 1. Select Registrant to open.

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Step 2. Select "Manage Profile"



Step 3. Add New Compensation

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Manage Profile	е						Compensatior
New Lobbyist - C ♣ 1030 15th Street N € (202) 295-7386 Stankosick77@gma	W Washington, DC 20005					Edit Client F Client's Key C File Repo	rts
Compensation Compensation D			ontributions & Gifts				dd New Compensation
Show 10 entries						Search:	PDF CSV
Resource	- Report Category	Start Date	End Date	Compensation Amount	Lobbying Matters	Actions	▼
New Lobbyist	Registration Report	3/1/2025	12/31/2025	7000 / Annual Retainer	Kennels in the District		
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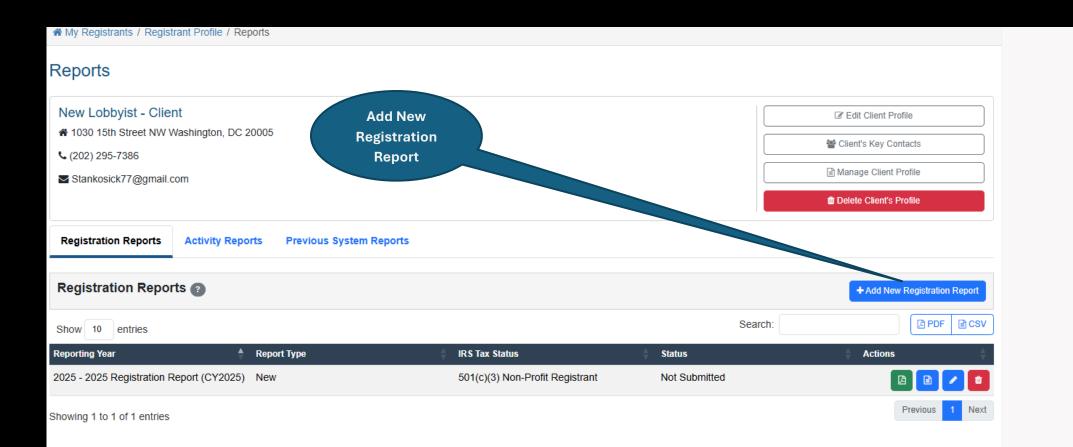
Step 3b. New Compensation

Add New Compensation				×
Compensation Resource				
Select a Compensation Resource				~
Type of Report Compensation				
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Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):			
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Compensation Amount:	Compensation Type:			
\$	Select a Compensation Type			~
Lobbying Matters:		C Edit Selected	+ Add	new
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Step 4. Select File Reports

A My Registrants / Registran	nt Profile / Manage C	lient Profile						
Manage Profile								
New Lobbyist - Client # 1030 15th Street NW Wa (202) 295-7386							Citation Client Profile	
Stankosick77@gmail.com	n				\langle		File Reports	
Compensation Comm	nunications Rel	ationships Co	ontributions & Gifts					
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Resource	Report Category	Start Date	End Date	Compensation Amount	Lobbying Matters		Actions	- ÷
New Lobbyist	Registration Report	3/1/2025	12/31/2025	7000 / Annual Retainer	Kennels in the District			
Showing 1 to 1 of 1 entries							Previous 1	Next

Step 5. Add New Registration Report



Step 6a. Select Report Type

My Registrants / Registrant Profile / Reports / Create report

Create report

i Registration report		
 NEw Lobbyist - Registrant ✤ 1030 15th Street NW Washington, DC 20005 ५ (202) 295-7386 ➤ stankosick77@gmail.com 	Client: New Lobbyist - Client ♣ 1030 15th Street NW Washington, DC 20005 < (202) 295-7386 Stankosick77@gmail.com	Nature of Client's Business: Kennels and catteries in the District Client's Key Contact ? Stan Kosick Client IRS Tax Status: Registrant is not 501(c)(3)
Report Type: Select a report type Select a report type New Renew	Report period: Select a report period ~	Report IRS Tax Status: Registrant is not 501(c)(3) - \$350.00 501(c)(3) Non-Profit Registrant - \$100.00
Termination Resource Name Report Category	Start Date End Date Compensation Amount	Lobbying Matters
	No data available in table	
Additional Comments:	500 characters left	

Step 6b. Select Report Period

My Registrants / Registrant Profile / Reports / Create report

Create report

i Registration report

NEw Lobbyist - Registrant

- A 1030 15th Street NW Washington, DC 20005
- **\$** (202) 295-7386
- stankosick77@gmail.com

Client: New Lobbyist - Client

- # 1030 15th Street NW Washington, DC 20005
- **\$** (202) 295-7386
- Stankosick77@gmail.com

Nature of Client's Business: Kennels and catteries in the District

Client's Key Contact
Stan Kosick

Client IRS Tax Status: Registrant is not 501(c)(3)

Report Type:	Report period:	Report IRS Tax Status:
Select a report type 🗸 🗸	Select a report period	Registrant is not 501(c)(3) - \$350.00
	Select a report period	○ 501(c)(3) Non-Profit Registrant - \$100.00
	Start: 1/1/2017 - End: 12/31/2017 - 2017 Registration Report	
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ompensation Details 👔	Start: 1/1/2019 - End: 12/31/2019 - 2019 Registration Report	
Resource Name 💄 Report Category	Start: 1/1/2020 - End: 12/31/2020 - 2020 Registration Report	Lobbying Matters
	Start: 1/1/2021 - End: 12/31/2021 - 2021 Registration Report	
	Start: 1/1/2022 - End: 12/31/2022 - 2022 Registration Report (CY2022)	
	Start: 1/1/2023 - End: 12/31/2023 - 2023 Registration Report (CY2023)	
Iditional Comments:	Start: 1/1/2024 - End: 12/31/2024 - 2024 Registration Report (CY2024)	
	Start: 1/1/2025 - End: 12/31/2025 - 2025 Registration Report (CY2025)	

500 characters left

Step 8. Save and "Certify!" Registration

absent certification, registration will not be complete

