



The Voice of the Human Services Community

**COMPLYING WITH LOBBYING LAWS
AS A NOT-FOR-PROFIT ORGANIZATION
IN NEW YORK CITY**

Facts and Frequently Asked Questions

www.humanservicescouncil.org

Mission:

The mission of the Human Services Council (HSC) is to build broad recognition and support for the substantial and essential contributions of the not-for-profit human services sector to the citizens and the fabric of New York City.

Michael Stoller
Executive Director

This handout is meant to provide general information only, not legal advice.

In preparing this handout, HSC made every effort to ensure that it is consistent with applicable law. If, however, there is any inconsistency, (between the advice in this handout and applicable law), members are advised that the provisions of the applicable law supersede.

HSC gratefully acknowledges Lawyers Alliance for New York, the Non-Profit Coordinating Committee, the New York State's Commission on Public Integrity, the City Clerk's Office, the New York City Council, and the Mayor's Office of Contract Services for their assistance in reviewing this handout.

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GOVERNING AUTHORITY

Question: Which laws govern lobbying on the State and local level and how can I access them?

Answer: On the State level, lobbying activities are governed by the New York State Lobbying Act (Legislative Law Article 1-A). The Act can be found at <http://www.nyintegrity.org/law/lob/lobbying2.html>.

New York City lobbying activities are governed by the New York City Administrative Code, Title 3, Sections 3-211 et seq. The text of the City lobbying Act can be found at:
http://www.cityclerk.nyc.gov/html/lobbying/law_admin.shtml.

Question: Which laws govern lobbying at the federal level?

Answer: The Internal Revenue Code of 1986, as amended, creates limitations on lobbying for 501(c)(3) organizations. The Federal Lobbying Disclosure Act of 1995, as amended, governs federal level lobbying activities.

REGISTERING

Question: What triggers the need to register at the State level and does this differ from registration requirements for the City?

Answer: The State and City registration/reporting trigger amounts are different. Under the State law, you must register and report lobbying activities if your organization's spending on lobbying exceeds \$5,000 in a calendar year. Under the City law, you must register and report activities if your organization's spending on lobbying exceeds \$2,000 in a calendar year. The State definition of lobbying includes lobbying at both the State and City (local / municipal) levels. Lobbying expenditure calculations for City registration and reporting, on the other hand, need only count City lobbying and use a slightly different definition of lobbying. City level lobbying must be reported then to both the State and City if lobbying expenditures exceed previously stated thresholds. If an organization anticipates that it will pass the monetary thresholds for the next calendar year it must register by December 15th (the registration deadline).

Question: What should an organization do if it discovers that it has exceeded the lobbying cost threshold late (after the registration deadline)?

Answer: An organization must carefully plan to ensure that it does not exceed the threshold later in the year without having registered. However, if this does happen it must immediately register and report its lobbying activities, and explain the unforeseen circumstances to New York State's Commission on Public Integrity¹ at the State level and/or the New York City Clerk's office at the City level. An organization may be subject to a fine if it does not register and report its lobbying expenditures on a timely basis.

¹ Beginning September 23, 2007, the duties and functions of the New York Temporary State Commission on Lobbying were folded into this new agency.

Question: If my organization spends over the threshold do I register the organization or individual staff as lobbyists?

Answer: If the total amount spent collectively on staff salaries and other costs for lobbying activities at your organization exceeds the threshold and more than one staff member is engaged in reportable lobbying activity, it is advisable that the organization register and report as a “lobbyist” in order to avoid an obligation to file multiple bi-monthly lobbyist reports for those staff members. In that event, note that the “principal lobbyist” is the organization, and staff whose duties include lobbying are listed on the statement of registration as “additional lobbyists.” When registering, the organization will also need to list itself as the client and will be obligated to fill out the required client reports. This is applicable at both the State and City levels.

Question: Who needs to be registered on my State statement of registration?

Answer: Only those employees and/or paid officers who engage in lobbying activities on behalf of the organization, or who are employed in a division of the organization that engages in lobbying activity.

Question: Who needs to be registered on my New York City statement of registration?

Answer: Registration statements are required to include the names, addresses (home and business), and phone numbers of the registered lobbyist, any paid officer or employee who engages in any lobbying activity, employees in an organization’s “division” that engages in lobbying activities and the spouse or domestic partner of any of the foregoing. An unemancipated child is exempted from having to be reported unless a campaign contribution is made in its name. This law was amended in April 2007.

Question: Are registration statements publicly available?

Answer: While both State and City registration statements are publicly available, the City Clerk’s Office is required to keep confidential all home address information of the lobbyist or employee as well as the names, and home and business addresses of spouses, domestic partners, and unemancipated children. However, if a registered lobbyist or one of the aforementioned relatives makes a campaign contribution, the Campaign Finance Board will notify the candidate that her/his contribution cannot be matched because of her/his relationship with a registered lobbyist (the name of the registered lobbyist will not be provided to the candidate).

REPORTING

Question: How often do I need to report my lobbying activities?

Answer: For the State and City you must file a bimonthly report for each bimonthly period covered by your registration even if no compensation or expenses have been paid, incurred, or received during that period.

There are six reporting periods:

January 1 - last day of February — (Report is due March 15)
March 1 - April 30 — (Report is due May 15)

May 1 - June 30 — (Report is due July 15)
July 1 - August 31 — (Report is due September 15)
September 1 - October 31 — (Report is due November 15)
November 1 - December 31 — (Report is due January 15)

Question: How often do I need to report as a client?

Answer: At the City level one client annual report must be filed for the entire year and is due January 15. At the State level there are two Semi-Annual reporting periods:

January 1 - June 30 (Report is due July 15)
July 1 - December 31 (Report is due January 15)

Question: Should fringe benefits be included in the formula used to calculate how much is spent on staff salaries for lobbying activities?

Answer: Yes. Fringe benefit costs are part of the organization's spending on staff lobbying and therefore must be included in calculations.

GRASSROOTS LOBBYING

Question: What is grassroots lobbying?

Answer: Under the Internal Revenue Code and Treasury Regulations, grassroots lobbying is an attempt to influence legislation² by encouraging others to lobby regarding that legislation. Grassroots lobbying must involve a "call to action", whether explicit or implicit, in which others are encouraged to contact legislators³. That action may include urging others to write letters, make calls, or meet with government policy makers in an effort to influence legislation. Informing and educating others without a call to action urging them to act is not lobbying.

Question: How is grassroots lobbying different from direct lobbying?

Answer: Grassroots lobbying involves asking others to act in a way that influences legislation. An "action alert" urging people to make calls or send letters on a particular issue is an example of this. Direct lobbying involves direct contact with policy makers and/or their aides expressing a view on current or prospective legislation.

Question: Should grassroots lobbying activity be reported on the federal form 990?

Answer: Yes. You must report the amount of money your organization spends on grassroots lobbying and separately report the amount spent on direct lobbying on Schedule A, Part VI-A of the current Form 990.

² "Legislation" as defined for IRS purposes includes actions by Congress, state or local legislative authorities as well as public votes in regard to referenda, ballot initiatives, and constitutional amendments.

³ "Legislators" include any individual or body involved in the lawmaking process, including aides, assistants, and the public if the legislation passes through a public ballot.

Question: Should grassroots lobbying activity be reported to the State and/or City?

Answer: Both. In New York State and City, expenses incurred in grassroots lobbying must be reported. For example, the cost of hiring a bus to take seniors to City Hall to talk to a council member must be reported as a lobbying expense. It does not, however, have to be calculated separately or distinguished from other lobbying activities for purposes of reporting to the State and/or City.

PROCUREMENT LOBBYING

Question: What is the difference between procurement lobbying and other types of lobbying?

Answer: Under the NYS Lobbying Law, procurement lobbying is defined differently from other lobbying activities. Procurement lobbying is any communication with a “public official” (as defined in the lobbying act)⁴ aimed at influencing determinations regarding a pending or proposed contract for State and municipal funding. The procurement contract in question must be valued at greater than \$15,000 in order for it to be covered as a procurement contract under the State Lobbying Law. Procurement lobbying includes communications that occur after a “governmental entity”⁵ (State or municipal) has made a “determination of need” for a particular good or service.

Question: Are member item requests (discretionary funds) considered procurement lobbying?

Answer: No. Member items are considered grants and are therefore not covered by the procurement lobbying rules. For State procurement lobbying purposes, lobbying for City Council discretionary funds are not considered procurement lobbying either, despite the fact that these funds are ultimately dispersed through a contract.

Question: When reporting at the City level, do you have to make a distinction between procurement and other lobbying?

Answer: No. Only State law requires those reporting to make a distinction between spending on procurement and other lobbying. It is important to remember that local procurement lobbying must be reported to New York State as well as to New York City. You will need to indicate that you plan to engage in procurement lobbying at the point of registration at the State level.

⁴ (l) The term “**public official**” shall mean: (i) the governor, lieutenant governor, comptroller or attorney general; (ii) members of the state legislature; (iii) state officers and employees including: (A) heads of state departments and their deputies and assistants other than members of the board of regents of the university of the state of New York who receive no compensation or are compensated on a per diem basis, (B) officers and employees of statewide elected officials, (C) officers and employees of state departments, boards, bureaus, divisions, commissions, councils or other state agencies, (D) members or directors of public authorities, other than multi-state authorities, public benefit corporations and commissions at least one of whose members is appointed by the governor, and employees of such authorities, corporations and commissions; (iv) officers and employees of the legislature; and (v) municipal officers and employees including an officer or employee of a municipality, whether paid or unpaid, including members of any administrative board, commission or other agency thereof and in the case of a county, shall be deemed to also include any officer or employee paid from county funds. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a fire chief or assistant fire chief.

⁵ Defined in State Finance Law as: (1) any department, board, bureau, commission, division, office, council, committee or officer of New York State, whether permanent or temporary; (2) each house of the New York State Legislature; (3) the unified court system; (4) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (5) any public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (6) a municipal agency, as that term is defined in paragraph (ii) of subdivision(s) of section one-c of the Legislative Law; or (7) a subsidiary or affiliate of such a public authority. (SFL §139-j, paragraph 1.a.)

Question: What is the Disbursement of Public Monies Form and in what instances does my organization need to fill out this form?

Answer: Beginning January 1, 2008, registered lobbyists who anticipate spending or receiving compensation and expenses exceeding \$5,000 in connection with attempts to influence a determination involving the disbursement of public monies of \$15,000 or more are required to file a NYS Lobbyist Disbursement of Public Monies Report. These reports are in addition to those required of lobbyists. This \$5,000 threshold is separate from the \$5,000 lobbying threshold that must be met in order to trigger the original need to register and should be calculated independently. This report then should only be filed by those individuals and organizations that spend more than \$5,000 on lobbying generally AND receive compensation and expenses in excess of \$5,000 for efforts to influence decisions on the spending of public monies. The reports are to be filed in accordance with the same schedule applicable to the filing of lobbyist bimonthly reports and are required to be filed only for bimonthly reporting periods during which the lobbyist has made attempts to influence a public official with respect to disbursement of public monies. No corresponding client reports need to be filed.

Question: Has the State placed any prohibitions on procurement lobbying?

Answer: Yes. Procurement lobbying is prohibited during the “restricted period,” subject to the exceptions described in section 1-c(c) G-Q of the State law. The “restricted period” begins when the earliest written notice of an RFP or other form of solicitation is issued. The restricted period ends once the contract is awarded and approved. During the “restricted period” lobbyists may not contact any person within a procuring State agency, State legislature, or Unified Court System, concerning that procurement other than designated contacts provided in the RFP. Moreover, contact with any State agency other than the procuring agency regarding the contract is also prohibited.

Question: Does the “restricted period” apply to municipal lobbying activity?

Answer: No. The restricted period defined in the State law deliberately applies only to State procurements.

Question: Is participation in a bidders conference considered lobbying communications during the “restricted period”?

Answer: No. Participation in a bidders conference is an exception. Responding to an RFP is also considered a permissible activity. These activities are permissible, and are not reportable as lobbying expenditures.

GENERAL LOBBYING QUESTIONS

Question: At what point does lobbying begin?

Answer: Lobbying begins with an initial communication that attempts to influence legislation or (under the State and City lobbying laws) an administrative, executive, or other governmental determination having the effect of law. Time and expenses incurred in preparation for those communications are also considered to be lobbying expenses. Procurement lobbying begins when work begins on communications intended to influence the government contracting process; this includes staff time spent preparing for those communications.

Question: Does advocacy work on programmatic issues, including activities such as signing on to letters, count as lobbying?

Answer: Yes. Lobbying activity includes not only budgetary legislative advocacy and agency procurement communications, but also legislative advocacy in which your organization engages on behalf of its constituents or in pursuit of its mission. However, because lobbying regulation at all levels of government concerns only *expenditures* by the lobbying organization, signing on to a letter prepared by others in support or opposition to legislation may not involve significant expense.

Question: Are attempts to obtain member items (discretionary funds) considered lobbying?

Answer: Yes. While member item requests are not considered “procurement” lobbying, attempts to obtain these funds are reportable under the general definition of lobbying. The time spent filling out formal request forms for these dollars is not reportable, however any communications intended to influence the decision of an elected official regarding her or his discretionary allocations is considered lobbying and must be reported.

Question: Does an organization need to report lobbying activities if it sponsors an “advocacy day” during which, for example, its supporters and employees spend the day at a rally in Albany?

Answer: The organization should report as compensation the amount paid to any employees who participated in the rally who are listed as additional lobbyists on its statement of registration. Travel expenses, including food and lodging, for such employees need not be reported.

The organization should also report as an expense the cost of transporting the supporters to and from Albany, including food and lodging, if applicable. There is no requirement to list the supporters as additional lobbyists.

Question: What should be reported when an umbrella or membership organization is lobbying on our organization’s behalf?

Answer: Time and expenses incurred by an umbrella organization in legislative advocacy are not reportable by your organization or subject to your organization’s lobbying limits under the Internal Revenue Code because lobbying regulation at all levels is concerned only with expenditures.

Question: Is it considered a lobbying activity to invite elected and/or appointed officials to forums or events an organization is sponsoring?

Answer: If you are not attempting to influence legislation when inviting the elected and/or appointed official, then it is not considered lobbying activity. If an elected official is also a candidate for an upcoming election, be clear that you are inviting her/him in her/his capacity as an incumbent elected official and not as a candidate. The Internal Revenue Code prohibits an organization recognized as exempt under section 501(c)(3) from supporting or opposing the election or reelection of any candidate for office.

Question: Does giving testimony at a public hearing, invited or otherwise, count as lobbying?

Answer: Testimony in response to a written invitation from a legislative body is an exception to the definition of “lobbying” under the Internal Revenue Code. The New York State Lobbying Law contains a similar exception, although somewhat more narrowly framed. New York State, in an advisory opinion, has taken the view that giving testimony to a governmental body in response to a written invitation will not count as lobbying so long as the organization does not: (i) volunteer more information than was sought in the request; (ii) provide requested information in a manner that clearly attempts to influence the passage or defeat of legislation, rules, or regulations; (iii) instigate the request from the government official; or (iv) “otherwise engage in lobbying” on the subject matter in question.⁶

Question: Is there a centralized list of lobbying activities?

Answer: No. The Alliance for Justice in Washington D.C. issued a publication describing lobbying regulation under Federal law, entitled “Being a Player.” The web site of the New York State Commission on Public Integrity has a list of activities that constitute lobbying communications under State law. The website of the New York City Clerk’s Office also has the same for the local rules.

Question: Is there a limit to how much we can lobby?

Answer: Yes. As a 501(c)(3), your organization is limited by Federal tax code in the amount of lobbying expenditures that it may incur and retain its tax-exempt status. However, if your organization takes the “501(h)” election, the limits are clearly set based on a percentage of the “program service expenditures” by your organization. Program service expenditures include all of your organization’s expenditures in a fiscal year *except* (1) expenses incurred to operate a separate fundraising unit; (2) expenses incurred in operating a trade or business unrelated to your charitable mission; and (3) funds transferred to affiliates in order to manipulate the lobbying limits. An electing organization can spend 20% of its first \$500,000; 15% of the next \$500,000; 10% of the next \$500,000 and 5% of whatever remains after that, on lobbying activity. There is a cap of \$1 million per year in total permissible lobbying expenditures. The lobbying ceiling for grassroots lobbying is 25% of the amount allowed for lobbying as a whole.

NEW YORK STATE

Question: What is the New York State definition of lobbying?

Answer: The Act defines “lobbying” activity as “any attempt” to influence: “(i) the passage or defeat of any legislation by either house of the state legislature or approval or disapproval of any legislation by the governor; (ii) the adoption, issuance, rescission, modification or terms of a gubernatorial executive order; (iii) the adoption or rejection of any rule or regulation having the force and effect of law by a state agency; (iv) the outcome of any rate making proceeding by a state agency; (v) any determination: (A) by a public official, or by a person or entity working in cooperation with a public official related to a governmental procurement, or (B) by an officer or employee of the unified court system, or by a person or entity working in cooperation with an officer or employee of the unified court system related to a governmental procurement; (vi) the approval, disapproval, implementation or administration of tribal-state compacts, memoranda of understanding, or any other tribal-state agreements and any other

⁶ NY State Temporary Commission on Lobbying, Op. 22 (1979).

state actions related to Class III gaming as provided in 25 U.S.C. § 2701, except to the extent designation of such activities as “lobbying” is barred by the federal Indian Gaming Regulatory Act, by a public official or by a person or entity working in cooperation with a public official in relation to such approval, disapproval, implementation or administration; (vii) the passage or defeat of any local law, ordinance, resolution, or regulation by any municipality or subdivision thereof; (viii) the adoption, issuance, rescission, modification or terms of an executive order issued by the chief executive officer of a municipality; (ix) the adoption or rejection of any rule, regulation, or resolution having the force and effect of a local law, ordinance, resolution, or regulation; or (x) the outcome of any rate making proceeding by any municipality or subdivision thereof.”

Question: Do I have to report local lobbying to the State?

Answer: Yes. Local lobbying expenses count toward the \$5,000 State threshold and must be reported to the State. If you only lobby locally, you will have to report your activities to the State if your lobbying expenditures exceed \$5,000 and to the City if those expenditures exceed \$2,000.

NEW YORK CITY

Question: What is the New York City definition of lobbying?

Answer: The New York City Act defines “lobbying” activity as “any attempt” to influence: “(i) the passage or defeat of any local law or resolution by the city council; (ii) the approval or disapproval of any local law or resolution by the mayor; (iii) any determination made by an elected city official or an officer or employee of the city with respect to the procurement of goods, services, or construction; (iv) zoning or land use determinations by the mayor, city council, city planning commission, a borough president, a borough board or community board; (v) determinations as to the disposition or lease of real property by the city or with respect to a franchise, concession or revocable consent; (vi) the adoption, amendment or rejection of any agency rule having the force of law; (vii) the outcome of any ratemaking proceeding before a city agency; or (viii) any determination of a board or commission.”

Question: If you are only lobbying on the State level, do you have to register and report that activity to New York City?

Answer: No, you only have to register at the State level if you are trying to influence State legislation or administrative policy, even if the policy impacts a locality.

Question: Are all gifts to public officials from registered lobbyists banned?

Answer: No. Some exceptions for “*de minimis*” gifts are allowable. The following are examples of what is allowable: T-shirts, hats, mugs or pens with your organization’s logo, complimentary tickets to a charitable event sponsored by your organization, food provided at an event sponsored by your organization (provided food is offered to all participants).

POLITICAL CONSULTING/FUNDRAISING ACTIVITIES

Question: Does the New York City Lobbying Act require not-for-profit organizations that are registered as lobbyists to report certain political activities of their staff?

Answer: Yes. Registered lobbyists, including not-for-profits, are required to report to the New York City Clerk the political fundraising and paid political consulting activities of all employees and officers that lobby on behalf of the organization, or for others, as well as the activities of their spouses, domestic partners, and unemancipated children even if those activities are personal and unrelated to their work. This is so even though, consistent with federal tax law, such individuals conduct these activities in their personal capacities and without any involvement of the not-for-profit organization. Political fundraising and consulting activities related to City elections must be reported as well as activities performed for state or federal candidates who are currently New York City public servants.

Personal contributions or donations to a candidate's campaign do not need to be reported. The reporting obligation is limited to political fundraising and/or paid political consulting activities.

Question: What constitutes political "fundraising activities"?

Answer: The statute defines fundraising activities as the "solicitation or collection of contributions for a candidate for nomination for election, or election, to the office of mayor, public advocate, comptroller, borough president or member of the city council, or for the political committee of any such candidate by a **lobbyist**, or the solicitation or collection of contributions for any public servant who is a candidate for nomination for election, or election, to any elective office ... by a **lobbyist**." (emphasis added).

Examples of reportable fundraising activity include hosting a house party for a candidate and soliciting donations by sending e-mails to encourage others to donate to a candidate's campaign and coordinating a fundraising drive for a candidate. All these activities are considered political fundraising even if the fundraiser is not compensated for any of such fundraising.

Question: What constitutes "political consulting activities"?

Answer: The statute defines political consulting activities as "the activities of a lobbyist who for compensation by or on behalf of the candidate or elected official, as applicable, (i) participates in the campaign of any candidate for nomination for election, or election, to the office of mayor, public advocate, comptroller, borough president or member of the city council by providing political advice, or (ii) participates in the campaign of any public servant who is a candidate for nomination for election, or election, to any elective office by providing political advice, or (iii) provides political advice to the mayor, public advocate, comptroller, borough president or member of the city council."

Question: What information should be included in the periodic reports on the political consulting and fundraising activities of employees?

Answer: The fundraising or political consulting periodic reports must include: "(a) the name, address, and telephone number of the lobbyist and the individuals employed by the lobbyist engaged in such fundraising and/or political consulting activities; (b) the name, address, and telephone number of the candidate, public servant, or elected official to whom or on whose behalf the lobbyist provided fundraising and/or political consulting services; (c) (i) the compensation paid or owed to the lobbyist

for such fundraising and/or political consulting activities; (ii) a list of all persons or entities with whom the lobbyist contracted for the purpose of providing fundraising and/or political consulting services; (d) in the case of fundraising activities, the total dollar amount raised for each candidate for which such activities were performed.”

Question: Should political consulting and fundraising activity be reported at the same time lobbying activity is reported?

Answer: Yes. Not-for-profit organizations registered as lobbyists must file fundraising and/or political consulting reports at the same time that they file lobbyist periodic reports. An annual report that reflects the political fundraising and/or political consulting activities of employee lobbyists reported in the prior year must also be filed by January 15th.

CAMPAIGN FINANCE REFORM

Question: How does the new campaign finance or “pay to play” legislation in New York City (Local Law 34) impact not-for-profit agencies?

Answer: This new law creates campaign contribution limitations for individuals who work for entities that are considered to be “doing business” with the City. For agencies affected by this new legislation, individual yearly financial contributions are limited to \$400 for city-wide races (Mayor, Public Advocate and Comptroller); \$320 for borough-wide races (Borough Presidents); and \$250 for City Council races. These contributions are also not eligible for the campaign finance matching program.

Question: What is considered “doing business” with the City?

Answer: An entity is considered to be “doing business with the City” if the entity has City contracts or grants that equal or exceed \$100,000 in the aggregate. All registered lobbyists are also considered to be “doing business” with the City. This includes all staff listed on an organization’s statement of registration.

Question: Which individuals in an organization are subject to the limits on campaign contributions?

Answer: The limitations apply only to the senior-level individuals (CEO, CFO, Executive Director) employed by an organization that receives City funding in excess of \$100,000 a year. The restrictions do not apply to the unpaid officers or board members of these organizations unless they hold the positions previously mentioned. However, if the organization is a registered lobbyist, the limitations apply to those listed on the statement of registration.

ADDITIONAL INFORMATION / ASSISTANCE

Question: Where can I get more information/clarity on the State and City Lobbying Acts beyond what is provided by statute?

Answer: Clarification on both the New York State and New York City Lobbying Acts are provided in “Advisory Opinions” issued by the New York State Commission on Public Integrity (formerly the New York Temporary State Commission on Lobbying) and the Office of the City Clerk, respectively. These opinions can be found on-line.

State Advisory Opinions can be found at:
<http://www.nyintegrity.org/>

City Advisory Opinions can be found at:
http://www.cityclerk.nyc.gov/html/lobbying/advisory_opinions.shtml

If you have a question that has not yet been addressed by an advisory opinion, you can request an opinion by mailing a formal letter with your question/s to the appropriate office. Be aware that opinions are only legally binding on the person or organization requesting the opinion and that neither office is legally obligated to respond to all advisory opinion requests.

Advisory opinion requests to the New York City Clerk should be mailed to:
The Office of the City Clerk, Attention Lobbying Bureau,
1 Centre Street, Room 265S New York, NY 10007.
To reach them by phone call: (212) 669-8171.

Requests to the New York State’s Commission on Public Integrity should be mailed to:
540 Broadway, Albany NY 12207.

You may also contact Stephen J. Hensel, Associate Counsel at the Commission on Public Integrity at (518) 408-3976 or shensel@nyintegrity.org with State lobbying questions.

In addition, Lawyers Alliance for New York provides advice on compliance with the Federal, State and City lobbying laws. You may consult Lawyers Alliance for New York by contacting (212) 219-1800.

Question: Where can I get technical assistance regarding the State and City websites used to report and register lobbying activities?

Answer: State- The Commission’s Helpdesk is available from 8:30 A.M. to 5:00 P.M., Monday through Friday. Please contact the help desk via:
Phone: (518) 474-3973 or email your questions to helpdesk@nyintegrity.org

City- The City Clerk’s Lobbying Bureau Helpdesk is available from 8:30 A.M. to 3:45 P.M., Monday through Friday. Please contact the help desk via: Phone: (212) 669-8171

Please direct questions on this Q&A document to:

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