

Wisconsin Technical College System Board
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Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: January 21, 1992

Subject: Federal Lobbying Certification and Disclosure

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Effective: January 21, 1992

Distribution: District Directors
AB Distribution List

Any applicant for or recipient of federal funds in excess of \$100,000 under a federal Act that is administered by the State Board shall submit to the Board's Bureau of Budget, Finance and Management, a "Certification Regarding Lobbying for Grants and Cooperative Agreements," ED 80-0008, signed by an authorized representative of the applicant or recipient. The form shall be submitted with any application for funds in excess of \$100,000; or, in the case where the application is for less than \$100,000 but the award is for more than \$100,000, the certification shall be submitted within 10 days of receipt of the award letter.

Any recipient of federal funds from the Board that makes a sub-grant in excess of \$100,000 shall require the sub-grantee to submit to itself (the recipient) Form ED 80-0008 signed by an authorized representative of the sub-grantee within ten (10) days of the recipient notifying the sub-grantee of the award.

In no case shall federal funds be used for lobbying activities as defined below.

LOBBYING WITH NON-FEDERAL FUNDS

Any applicant for or recipient of federal funds in excess of \$100,000 under a federal Act that is administered by the State Board shall submit to the Board's Bureau of Budget, Finance and Management, a "Disclosure of Lobbying Activities," Standard Form (SF) LLL and, if necessary, Standard Form (SF) LLL-A, if and only if the applicant or recipient has made or has agreed to make any payment using non-federal funds to lobby any person employed by a federal agency, a Congressperson or congressional staff member in connection with the federal funds applied for or received from the Board.

Such disclosure form shall be submitted to the Board at the end of each calendar quarter in which lobbying was undertaken or in which a previously submitted form needs to be amended (see the attached Rules and Regulations, section ___ 110(c) for specifics on when amendments must be made).

Any recipient of federal funds administered by the Board shall require the submission to itself (the recipient) of a disclosure form by the end of each calendar quarter from any sub-grantee that has lobbied during that quarter. The original shall be forwarded to the State Board.

LOBBYING - DEFINITION AND COVERED TRANSACTIONS

Lobbying, as used herein means to influence or attempt to influence any person employed by a federal agency, a member of Congress or a Congressional staff person in connection with a covered transaction. Covered transactions are those involving federal funds available through contracts, grants, loans, cooperative agreements, loan insurance commitments, and loan guarantee commitments. (Section 1352, Title 31, U.S. Code, "New Restrictions on Lobbying.")

PENALTIES

The submission of the certifications and forms noted above is required by the Department of Interior and Related Agencies Act for Fiscal Year 1990, Section 319, which amended Title 31 of the U.S. Code by adding new Section 1352. Section 1352 provides for a penalty of not less than \$10,000 nor more than \$100,000 for using federal funds to lobby any of the parties cited above in relation to a covered transaction or for failure to file a required "Disclosure of Lobbying Activities" SF-LLL and, if necessary, SF-LLL-A or amendment thereto.

SUPPLEMENTAL INFORMATION

A copy of forms ED 80-009, SF-LLL and SF-LLL-A; a memorandum from the Wisconsin Department of Administration and the Interim Final Rule are attached.

Edward Chin
State Director