



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

LOBBYING ACTIVITY REPORT
INSTRUCTIONS

REPORTING REQUIREMENTS

1. You must file a separate Lobbying Activity Report at the end of the reporting period (January 1 through December 31) during all or part of which you are registered as a Lobbyist. The report is due by January 31st.
2. If you are registered as a Lobbyist for all or any part of the reporting period, you must file an Activity Report for that period, even if you did not engage in any Lobbying activities, receive any compensation, or incur any expenses for Lobbying during the reporting period. **If you had no activity, you should check the box in the instruction section at the top of the Activity Report and complete Parts A and D.**
3. A Lobbyist who is registered to Lobby on behalf of more than one employer must file a separate form for each employer. Use one Activity Report Form for each registration.
4. Each form should disclose all funds expended in support of the Lobbying effort.
5. Each expenditure should be reported only once on the form.
6. If there is more than one Lobbyist for an employer or if both the employer and the Lobbyist are reporting, you should coordinate report preparation with the other party so that no expenditure is reported on more than one form.

HOW TO COMPLETE THE ACTIVITY REPORT

PART A. - Identification of Lobbyist and Employer

Sections **A-1, A-2, A-3,** and **A-4** should include the same information as provided on the Registration Form. If there are any changes from the information on the Lobbying Registration Form, you must note the changes on the Lobbying Activity Report.

Section **A-5:** If there is any change to the exemption status of your employer, please explain the change in writing.

PART B. - Compensation and Expenses

In this Part, you must report compensation received, or to be received, and expenses incurred for all Lobbying related activities during the reporting period. If the Lobbyist's employer is entitled to a reporting exemption, the Lobbyist must report all of the employer's expenses in support of the Lobbying activity. **You should consult with your employer and any other Lobbyist(s) engaged by your employer prior to submission of this report to ensure accuracy.**

B-1: List the total expense incurred for meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. Meal expenses for the Lobbyist's own meals should be listed in section B-12. Meals and beverages that are part of special events or meetings are reported in sections B-2 and B-3

B-2: List the date, location, group of invitees and total expense incurred for food, beverages, and incidental expenses for all entertainment, including parties, dinners, athletic events, and other functions to which members of the Commission and employees have received written invitations.

B-3: List the date, location and total amount of expenses incurred for food, lodging, and scheduled entertainment of Commissioners and employees in return for participation in panels or for speaking engagements at meetings. This section includes the formal role as a participant on a panel or engagement as a speaker at a meeting that has a published agenda. It does not include mere attendance at a meeting or incidental dialogue at a meeting. If the total amount of expenditures on any one Commissioner or employee is \$200 or more for any meeting, also include the Commissioner's or employee's name and the amount expended for the person at the meeting.

B-4: List expenses for a ticket or free admission extended to Commissioners and employees. List only the cost or value of admission to attend a charitable, cultural or political event to which Commissioners and employees were invited by the person sponsoring or conducting the event.

B-5: List the value of all other gifts (other than food or beverages, special events, or meetings reported in items B-1, B-2, and B-3) made to, or for the benefit of, Commissioners or employees or their immediate families.

B-6: List the total compensation paid or to be paid to the registrant for Lobbying activities during the reporting period. If the Lobbying activities addressed in Part B are only a portion of the services for which the employer compensated the Lobbyist, include the prorated amount for Lobbying services in this section. If the reported compensation has been prorated, check the box in section B-5. If there are multiple-fee or contract Lobbyists within a firm registered for an employer, document the basis for the fee allocation. Do not claim another Lobbyist's compensation in this section.

B-7: List the total amount of salaries and other compensation paid or to be paid by the Lobbyist to staff for activities during the reporting period. Include expenses incurred by the staff for which they were reimbursed by the Lobbyist or employer.

B-8: List the total expenses incurred for operating the Lobbyist's office in connection with Lobbying activities included in this report. Office expenses may include rent, telephone, utilities, transportation, parking, etc. Do not include expenses reported in sections B-5 and B-6. If a fee or contract Lobbyist is not billing office costs directly, it may be sufficient to assume that these costs are included in the amount reported as compensation.

B-9: List the total cost of professional and technical research and other assistance in support of the Lobbying activities included in this report. Do not include expenses reported in sections B-6.

B-10: List the total expenses for preparing, printing, and distributing publications or other expenses that expressly encourage people to communicate with Commissioners or employees. This may include salaries, contractual employees, postage, telecommunications, electronic services, advertising, delivery services, or radio, television or billboard advertising. This amount may be prorated to reflect a portion of the publication related to Lobbying.

B-11: List the names of each witness and the fees and expenses paid to each. Include the total amount of fees and expenses paid to all witnesses on the line in the column on the right.

B-12: List the total amount of all expenses not otherwise reported that were incurred in support of the Lobbying activities included in this report. The Lobbyist's own meals and lodging, and mileage or travel reimbursements are listed in this section.

PART C. - Gifts with Cumulative Value of \$75 or More

Identify each Commissioner, employee, and member of his/her immediate family who has benefited from gifts with a cumulative value of \$75 or more during the reporting period given by the registrant or anyone acting on behalf of the registrant, whether or not given in connection with the registrant's Lobbying activities.

Gifts totaling less than \$20 in a calendar day need not be counted toward the cumulative value of \$75, but if the cumulative value is reached or exceeded, each gift of \$20 or more, thereafter, must be itemized by date, recipient, amount of value, and nature of the gift.

PART D. - Signature and Oath

Sign under oath or affirmation.

WHERE TO SUBMIT THE ACTIVITY REPORT

Please email all completed and signed Lobbying activity reports to: lobbying@mncppc.org.

For questions, contact the Office of the Executive Director at: 301-454-1740 or Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, MD 20737.



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LOBBYING ACTIVITY REPORT

Read the accompanying instructions carefully before completing this form. Each registrant shall file with the Commission, one report per reporting period, under oath, concerning Lobbying activities. The reports shall be filed by **January 31st** covering the reporting period from January 1st through December 31st of the prior year. If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form.

1. If you had reportable expenses or compensation during the reporting period, complete Parts A through D of the Activity Report. A separate activity report is required for each individual or entity from whom the registrant receives compensation.
2. If you had no reportable expenses or compensation during the reporting period, but were registered to engage in Lobbying, check here and complete Parts A and D.

Is this a termination report? Yes No. If "Yes", provide date of termination _____

Part A. - Identification of Lobbyist and Employer

A-1. Identifying information (if different from registration form, please contact M-NCPPC):

- a) Lobbyist's Name: _____
- b) Permanent Address (include business name, if applicable): _____

- c) Business Telephone: (____) _____

A-2. Identification of Others Required to Register:

- a) Was any other person required to register as a Lobbyist on behalf of the person or organization identified in section A-1? Yes No
- b) If the answer to a) is "Yes," identify each such person below and provide contact information:

A-3. Identification of Employer:

- a) Identify the person or organization that compensated the Lobbyist for activities requiring this report:

Name: _____
 Permanent Address: _____

 Business Telephone: (____) _____
 Nature of Business _____

- b) Identify any other entities the Lobbyist represents regarding the matters covered by this report. (If none, write "none".): _____

A-4. Registration Information:

- a) State the period (include both beginning and ending month, day, and year) for which the registration is effective: _____ to _____
- b) Identify the matters on which the Lobbyist acted or employed someone to act during the registration period covered by this report: _____

A-5. Does the employer listed in A-3 claim to be exempt from Lobbyist registration and reporting because all expenditures requiring registration and reporting will be reported by the above Lobbyist or another Lobbyist acting on its behalf?

Yes ___ No ___

If the exemption claimed differs from the registration form, please explain in writing: _____

Part B. - Compensation and Expenses

Enter total expenditures on acts requiring registration in each of the following categories.

B-1. Meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. (Do not include expenses for meal and beverages which are part of special events or meetings and are reported in Section B-2 or Section B-3 below.) B-1 \$ _____

B-2. List date, location, group of invitees and total expenses for all entertainment, including parties, dinners, athletic events, and other functions to which any of the M-NCPPC Commissioners or employees are invited. _____

 _____ Total B-2 Expenses \$ _____

B-3. Expenses of food, lodging, and scheduled entertainment of M-NCPPC Commissioners and employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting. List date, location, and total expense for each meeting. If the total amount in expenses on any one Commissioner or employee is \$200 or more for any meeting, also include the person's name and the amount expended for the person at the meeting. _____

 _____ Total B-3 Expenses \$ _____

B-4. Expenses for tickets or free admission to Commissioners and employees to attend charitable, cultural, or political events where a Commissioner or employee is invited by the event holder. List the event, location, date, M-NCPPC unit and total expenses for each event. _____

 _____ Total B-4 Expenses \$ _____

B-5. Gifts to, or for, M-NCPPC Commissioners, employees or their immediate families (not including sums reported in B-1, B-2, B-3, and B-4). B-5 \$ _____

- B-6. Total compensation paid to the registrant (not including sums either expense reported in any other section of Part B).
 Check here if the amount has been prorated because the registrant is compensated for services in addition to Lobbying activities. B-6 \$ _____
- B-7. Salaries, compensation, and reimbursed expenses for staff who were not required to register. B-7 \$ _____
- B-8. Office expenses of the registrant not reported in B-6 and B-7. B-8 \$ _____
- B-9. Cost of professional and technical research and assistance not reported in B-6 and B-7 B-9 \$ _____
- B-10. Grassroots expenses (e.g., publications and expenses which expressly encourage persons to communicate with Commissioners or employees). B-10 \$ _____
- B-11. Names of witnesses and the fees and expenses paid to each: _____

 _____ B-11 \$ _____
- B-12 Any other relevant expenses. Explain: _____

 _____ B-12 \$ _____

Part C. - Beneficiaries of Gifts with Cumulative Value of \$75 or More

<u>Person's Name</u>	<u>Position or Relationship</u>	<u>Date</u>	<u>Nature of the Gift</u>	<u>\$ Gift Value</u>

Part D. - Signature and Oath

I hereby make oath or affirm under the penalties of perjury that the contents of this report including any attachments thereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Lobbyist: _____
 Date: _____