



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Program Administration
SUBJECT: Lobbying

POLICY: The North Dakota Family Planning Program staff or any of the delegate agency staff may not use federal funds or program generated income for lobbying the Executive or Legislative Branches of the Federal or State Government in connection with a specific grant or cooperative agreement.

GUIDELINES:

1. Lobbying activities may not be charged to the Family Planning grant or any program generated income and therefore, are not reimbursable.
2. Lobbying activities include:
 - a. federal, state or local electioneering
 - b. lobbying of the Executive Branch in connection with decisions to sign or veto enrolled legislation
 - c. efforts to utilize state or local officials to lobby Congress or state legislatures
 - d. grass roots lobbying concerning either Federal or state legislation
 - e. legislative liaison activities in support of unallowable lobbying activities.
3. Staff of the Family Planning Program may engage in lobbying activities if it is on their own time or as long as no other federal funds are used.
4. Permitted activities include:
 - a. testifying before city, county, state or federal boards, commissions or legislative bodies, if invited to do so.
 - b. responding to requests for information from city, county, state or federal legislators.

References:

1. Title 31, U.S.C. Section 1350 "Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions (45CFR Part 93).
2. Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328).
3. PHS Grants Policy Statement, DHHS Publication No. (OASH) 94-50,000 (Rev.) p. 4-10, "Lobbying"
4. U.S. Office of Management and Budget, Circular A-133, Audits of States, Local Governments, and Non Profits, August 31, 1997.