

<b>DEPARTMENTAL REGULATION</b>		Number: 2400-005
SUBJECT: SF LLL, Disclosure of Lobbying Activities	DATE: November 13, 1990	
	OPI: Office of Operations Procurement Division	

1 PURPOSE

The purpose of this Departmental Regulation is to establish procedures for collecting SF LLL disclosure Forms received from applicants for or recipients of USDA contracts, grants, cooperative agreements, loans, loan insurance commitments, or loan guarantee commitments and submitting the forms to Congress as required by 7 CFR Part 3018, "New Restrictions on Lobbying," and by Federal Acquisition Regulation (FAR) Subpart 3.8, which implement Section 319 of Pub. L. 101-121 (31 U.S.C. 1352).

2 RESPONSIBILITIES

The Office of Operations (00) shall be responsible for collecting copies of SF LLL disclosure forms from receiving offices and for forwarding these forms to the Clerk of the House and the Secretary of the Senate.

USDA agencies shall be responsible for monitoring contracting and assistance programs to ensure that SF LLL disclosure forms are collected from applicants/recipients and that all forms collected are submitted to 00.

USDA offices receiving SF LLL disclosure forms from applicants/recipients shall be responsible for maintaining forms with the records of the award and for sending a copy of each form received to 00.

3 ACTION

a Receiving Offices. USDA offices awarding or making contracts, grants, loans, cooperative agreements, or commitments to insure or to guarantee loans shall collect SF LLL disclosure forms from applicants at the time the application is submitted. If an assistance action is awarded without application, the receiving office shall collect the disclosure form from the recipient(s) at the time of award.

SF LLL disclosure forms are required only from applicants/recipients who have made payments to persons for influencing activities as described in 7 CFR Part 3018 and in FAR Subpart 3.8. Applicants/recipients are not required to submit negative SF LLL disclosure reports. SF LLLs are not required for activities intended to influence programs, rather than specific federal actions. Since SF LLLs report influencing activities related to specific actions, applicants/recipients must submit a separate SF LLL for each action in connection with which they made reportable payments. Consequently, "blanket" SF LLLs reporting influencing activity in connection with an agency program or with a series of federal actions should not be accepted.

The original of each SF LLL received shall be retained in the action file with all other documents pertaining to that action. The receiving office shall send one copy of the SF LLL to the following address:

USDA Office of Operations  
Procurement Division  
Policy and Review Team  
14th and Independence Ave., S.W.  
Room 1575-S  
Washington, D.C. 20250

The receiving office shall send this SF LLL copy to the Procurement Division as soon as possible after receipt of the form.

b       USDA Agencies. USDA agencies shall ensure that agency receiving offices collect SF LLL disclosure forms from applicants/recipients and forward the collected forms to 00 expeditiously. USDA agencies shall ensure that agency receiving offices retain original SF LLL disclosure forms in the action files. USDA agencies shall ensure that procedural guidance on collection and submission of SF LLL disclosure forms is distributed promptly to all agency receiving offices. USDA agencies shall forward one copy of any internal guidance on SF LLL disclosure forms to 00 simultaneously with the issuance of such guidance to receiving offices.

c       Procurement Division, Office of Operations. The Procurement Division shall collect Copies of SF LLL disclosure forms submitted by receiving offices. The Procurement Division shall transmit the forms received to the Clerk of the House and to the Secretary of the Senate in accordance with 7 CFR 3018.600. Disclosure forms completed between October 1 and March 31 shall be transmitted to Congress no later than May 31. Disclosure forms completed between April 1 and September 30 shall be transmitted to Congress no later than November 30.