

# **HOMELESS HOUSING AND ASSISTANCE CORPORATION**

## **LOBBYING POLICY**

In accordance with § 2987 of the Public Authorities Law (“PAL”), the New York State Homeless Housing and Assistance Corporation (the “Corporation”) adopts the following policy with regard to lobbying (the “Policy”):

The terms “lobbying”, “lobbyist”, and “contact”, referred to herein shall be defined as set forth in § 2987 of the PAL.

- 1.) The Corporation shall maintain a record of all lobbying contacts made.
- 2.) Every member, officer or employee of the Corporation who is contacted by a lobbyist shall make a contemporaneous record of such contact containing the day and time of the contact, the identity of the lobbyist and a general summary of the substance of the contact.
- 3.) The Corporation hereby appoints the Secretary to serve as the Lobbying Officer. All such records of lobbying contacts shall be delivered to the Lobbying Officer, who shall maintain the records for not less than seven years in a manner so as to make such records useful to determine whether the decisions of the authority were influenced by lobbying contacts.

This Policy was adopted by the Corporation’s Board of Directors on June 14, 2011.