

UNIVERSITY *of* WASHINGTON
Office of Planning & Budgeting

LobbyGov Bill Review Process



Table of Contents

LobbyGov 101	2
Introduction	2
Permissions: Liaison vs. Reviewer.....	2
Liaison View	2
Reviewer View.....	5

LobbyGov 101

Introduction

Starting with the 2021 state legislative session, the Office of Planning & Budgeting (OPB) is transitioning from our homegrown BillTracker system to LobbyGov, a platform used extensively in bill analysis and legislative affairs in our state. LobbyGov notifies OPB when a tracked bill has a hearing, when it is amended, and when it moves. Additionally, LobbyGov enables stakeholders across the University to assess legislation throughout the process.

University stakeholders who have been asked to review legislation can access LobbyGov at uw.lobbygov.com, using your UW NetID to log in (you may need to select SAML Login if you are not automatically redirected). If you need a user account, please contact the Policy, Planning & State Operations [team](#).

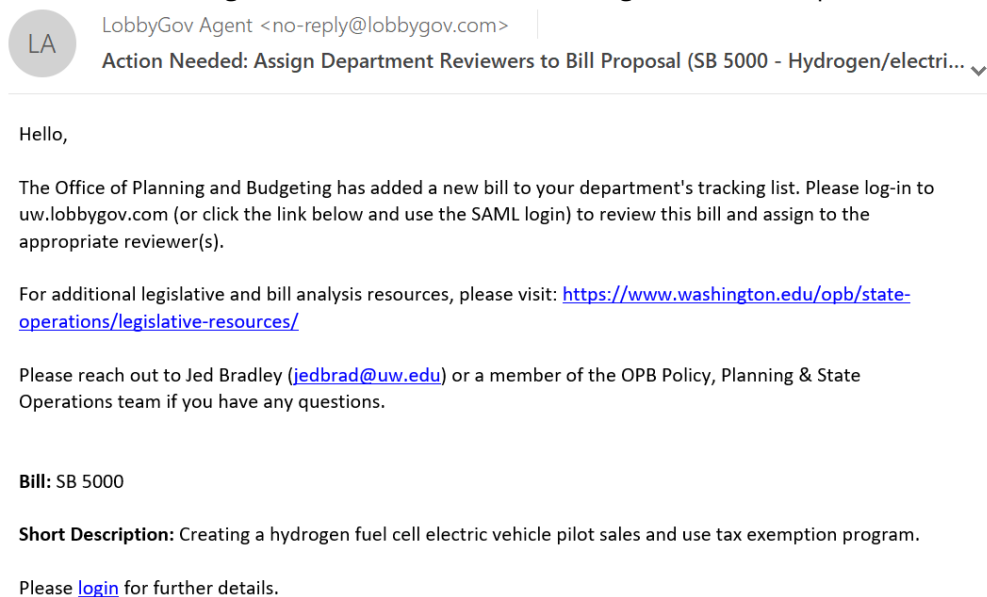
This guide provides a general overview of LobbyGov features. More information regarding bill tracking and analysis can be found on our [Bill Tracking and Legislative Resources](#) page.

Permissions: Liaison vs. Reviewer

There are two user permission levels within LobbyGov, Liaisons and Reviewers. Stakeholders who are designated as Liaisons coordinate bill analysis for larger departments at the University. OPB will serve as a Liaison for most departments. In LobbyGov, a Liaison will receive bills that fall under their department's area of expertise, and they will assign the bill to specific Reviewers to provide assessments. Once the assessment is complete, Liaisons can review and approve assessments before submitting to OPB.

Liaison View

Liaisons will receive the following email after a bill has been assigned to their department:



The screenshot shows an email notification from LobbyGov Agent. The header includes the sender's name and email address, and the subject line indicates an action needed to assign reviewers to a specific bill proposal. The body of the email contains a greeting, a detailed explanation of the new bill assignment, a link to legislative resources, contact information for the OPB team, and a short description of the bill (SB 5000) along with a link to login for further details.

LA LobbyGov Agent <no-reply@lobbygov.com> |
Action Needed: Assign Department Reviewers to Bill Proposal (SB 5000 - Hydrogen/electri... ▾

Hello,

The Office of Planning and Budgeting has added a new bill to your department's tracking list. Please log-in to uw.lobbygov.com (or click the link below and use the SAML login) to review this bill and assign to the appropriate reviewer(s).

For additional legislative and bill analysis resources, please visit: <https://www.washington.edu/opb/state-operations/legislative-resources/>

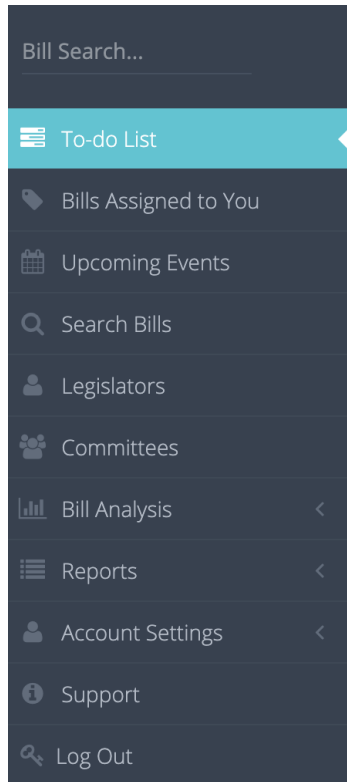
Please reach out to Jed Bradley (jedbrad@uw.edu) or a member of the OPB Policy, Planning & State Operations team if you have any questions.

Bill: SB 5000

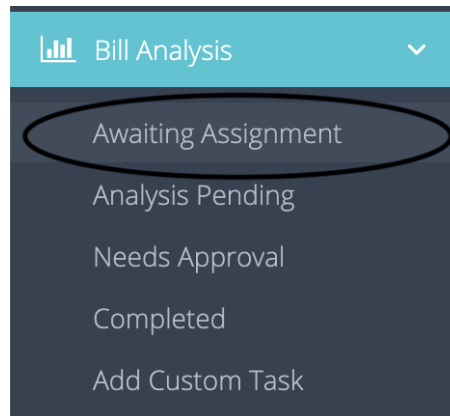
Short Description: Creating a hydrogen fuel cell electric vehicle pilot sales and use tax exemption program.

Please [login](#) for further details.

In LobbyGov, Liaisons will see the following list of functions on the left-hand side:



Under "Bill Analysis," Liaisons will be able to see bills that OPB determined fell under their department and are awaiting to be assigned to a Reviewer.



Click through:

Awaiting Assignment Analysis Pending Needs Approval Completed

----Biennium 2nd Half (2020) Search bill #, descriptio Narrow By Department Export CSV Print

Number of results per page 20 50 100

Bill #	Companion Bill #	Abbrev. Title	Department	Due Date	
HB 2216		Sports pools maximum bet	OPB	12/17/2019	Assign to Reviewers Mark as Misassigned No University of Washington Impact Q 🔗
HB 2219		Sports pool boards/WSGC	OPB	12/17/2019	Assign to Reviewers Mark as Misassigned No University of Washington Impact Q 🔗
SHB 2185	SB 6116	Higher ed residency/military	OPB	02/06/2020	Assign to Reviewers Mark as Misassigned No University of Washington Impact Q 🔗
EHB 2216		Sports boards maximum bet	OPB	02/26/2020	Assign to Reviewers Mark as Misassigned No University of Washington Impact Q 🔗
SHB 1223	SB 5156	Diaper changing stations	Facilities	08/26/2020	Assign to Reviewers Mark as Misassigned No University of Washington Impact Q 🔗

Displaying 1-5 of 5 results.

Assign SHB 1223 to Facilities Reviewers

Due Date: 08/26/2020

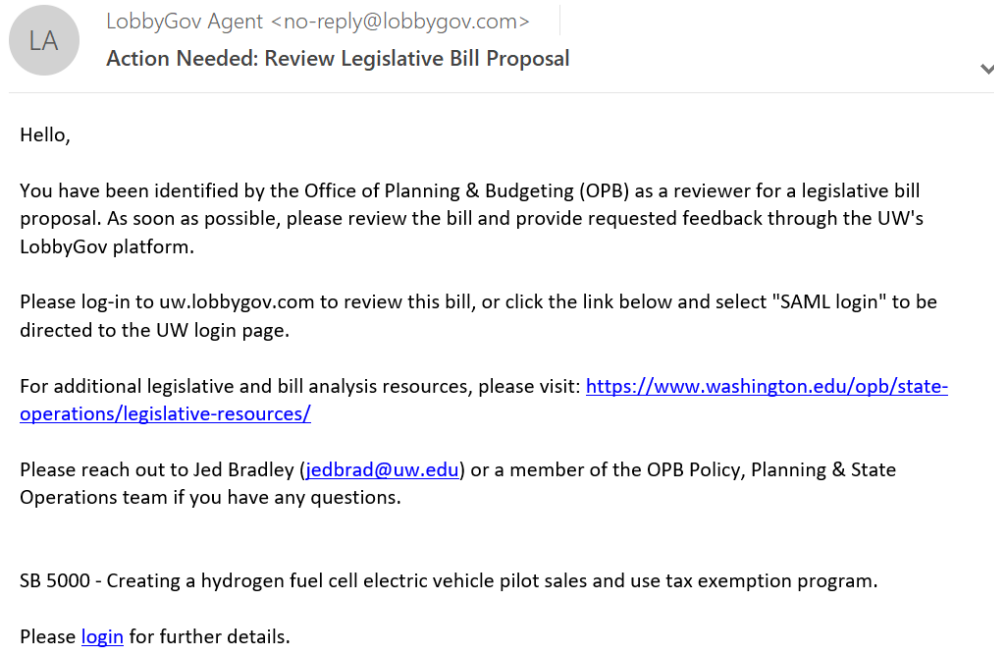
Reviewers: Barbara Reichart

[Close](#) [Save](#)

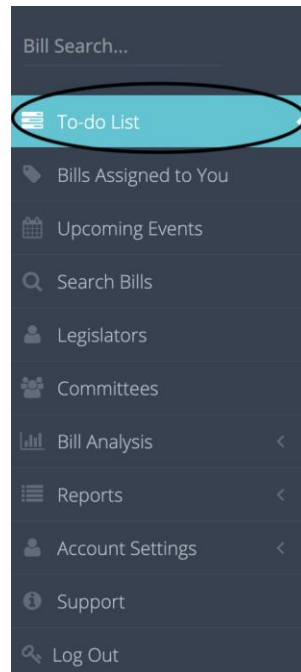
Note: Once reviews are submitted, Liaisons who have settings to approve reviews will need to go to "Needs Approval"

Reviewer View

Most stakeholders will be designated as Reviewers. Reviewers are assigned bills, either by their unit's Liaison or by an OPB analyst, and asked to provide assessments. After a bill has been assigned, Reviewers will receive the following email:



In LobbyGov, a Reviewer's To-Do List shows any bills that are pending review:



Reviewers can also view "Bills Assigned to You" and "Upcoming Events" (hearings for bills on their tracking list).

To-do List

---Biennium 2nd Half (2020) ▾
 Search bill #, descriptio
 Narrow By Department ▾
 Export CSV
 Print
 Number of results per page **20** 50 100

Bill #	Companion Bill #	Bill Status	Abbrev. Title	Department	Due Date	
SSB 5643	HB 1004	S Rules	Theater licenses	OPB	08/07/2019	Review Bill
HB 2185	SB 6116	H Rules C	Higher ed residency/military	OPB	12/10/2019	Review Bill
SB 5643	HB 1004	S Rules	Theater licenses	OPB	01/20/2020	Review Bill
SSB 5643	HB 1004	S Rules	Theater licenses	OPB	01/20/2020	Review Bill
SHB 1223	SB 5156	H Rules X	Diaper changing stations	Facilities	08/26/2020	Review Bill

Displaying 1-5 of 5 results.

Reviewers view after clicking "Review Bill":

[Legislature Bill Page](#)
 [Bill Summary](#)

Status: H Rules 3C
 Companion Bill: SB 5009
 Short Description: Addressing the state auditor's duties and procedures.
 Other Departments Assigned To: None

Your Review

Initial Questions

Bill misassigned to department
 Bill doesn't impact University of Washington

Review Questions

Please assess the impact of this bill on the UW.

Paragraph B I 12pt
 [Text formatting icons]

Do you have any suggested amendments for the bill? If so, please include them below in as much detail as possible.

Paragraph B I 12pt
 [Text formatting icons]

What is the impact of this bill on BIPOC communities (students, staff, faculty, or community members)? What is the impact on vulnerable communities (i.e., homelessness, displaced, low-income, disabled)?

Paragraph B I 12pt
 [Text formatting icons]

Recommended Position:

Recommended Priority:

Attached Files: [Upload](#)

Is your review complete?
 Yes
 No

[Cancel](#)
[Save](#)
[Download PDF](#)

Once complete, please click "Yes" that the review is complete and then press the "Save" button.