LobbyGov Bill Review Process
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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:

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 led 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:

<table>
<thead>
<tr>
<th>Bill #</th>
<th>Companion Bill #</th>
<th>Abbrev. Title</th>
<th>Department</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 2216</td>
<td></td>
<td>Sports pools maximum bet</td>
<td>OPB</td>
<td>12/17/2019</td>
</tr>
<tr>
<td>HB 2219</td>
<td></td>
<td>Sports pool boards/WSGC</td>
<td>OPB</td>
<td>12/17/2019</td>
</tr>
<tr>
<td>SHB 2185</td>
<td>SB 6116</td>
<td>Higher ed residency/military</td>
<td>OPB</td>
<td>02/06/2020</td>
</tr>
<tr>
<td>EHB 2216</td>
<td></td>
<td>Sports boards maximum bet</td>
<td>OPB</td>
<td>02/26/2020</td>
</tr>
<tr>
<td>SHB 1223</td>
<td>SB 5156</td>
<td>Diaper changing stations</td>
<td>Facilities</td>
<td>08/26/2020</td>
</tr>
</tbody>
</table>

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:

Hello,

You have been identified by the Office of Planning & Budgeting (OPB) as a reviewer for a legislative bill proposal. As soon as possible, please review the bill and provide requested feedback through the UW's LobbyGov platform.

Please log-in to uw.lobbygov.com to review this bill, or click the link below and select "SAML login" to be directed to the UW login page.

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.

SB 5000 - Creating a hydrogen fuel cell electric vehicle pilot sales and use tax exemption program.

Please login for further details.

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).
Reviewers view after clicking “Review Bill”:

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