

February 1, 1999

Administrative Order
Number Two (1999)

Governor George H. Ryan's Washington, DC office assists our Congressional Delegation and State government leaders in advocating Illinois' federal interests. Whenever appropriate and feasible, the DC staff will also support public & private sector initiatives which benefit people in Illinois.

Each Agency is responsible for the success of its federal government initiatives and for monitoring congressional activity and executive branch policies, programs & regulations which impact the Agency's performance.

Each Agency is also responsible for alerting the Governor's Chief of Staff, the Director of the Governor's DC office and the Director of the Bureau of the Budget of major developments within the federal government that could or do significantly affect the Agency's capability of fulfilling its responsibilities.

Governor Ryan's policy and guidelines for federal government relations include:

1. All written Illinois Agency communications to and responses from the executive and legislative branches of the US federal government should be copied -- by fax whenever possible -- to the Director of the Washington, DC office.
2. The Governor's Chief of Staff, the Governor's General Counsel, the Director of the DC office and the Director of Bureau of Budget should also be alerted about any legal actions or court decisions which do or could substantially impact the federal government's interface with Illinois.
3. Any Illinois Agency communication to or response from the federal government that includes a statement or representation about the Governor's, the State's or Agency's position on pending legislation, regulations, programs, grants or other federal government policies or decisions that could have an economic impact on Illinois or Governor Ryan's programs and policies must be copied to the Governor's Chief of Staff, the Director of the DC office and the Director of the Bureau of Budget.
4. On or before Monday, February 22, 1999, each Illinois Agency should send the Governor's Chief of Staff, the Director of the DC office and the Director of the Bureau of the Budget a list of federal goals & objectives to be accomplished during calendar year 1999, including:

desired congressional authorizations, appropriations or other legislation and federal regulations -- and ideas for proposed amendments to current federal laws, regulations or executive branch policies or programs;

new federal initiatives; and

pending federal grant applications and those planned in 1999.

For each item, clearly explain the economic and/or other major benefits for Illinois during calendar year 1999 and/or 2000 of achieving each item.

Please include some background information about the item along with a description of the advocacy effort to date, a short list of the most powerful proponents & opponents, and your best guess about prospects or likelihood for success.

If there are key deadlines to be met or dates when decisions will be made or are expected, please highlight those.

Please set forth with as much specificity as possible any state or local funds that must be committed and/or state or local laws or policies that must be changed in order to obtain the desired federal funds, and state whether or not these funds are presently reserved in your approved budget. In other words, what does Illinois need to do to appropriately utilize the federal item being sought.

List and briefly explain all of the Agency's significant federally-related achievements and major defeats during 1997 and 1998. To the extent possible, highlight the economic or other major consequence for Illinois of each.

Briefly list the Agency's resources -- available in 1999 -- for achieving its federal agenda.

5. The Director of the DC office should be alerted in advance:
 - about senior Agency officials' planned visits to DC and the objectives of the trip; be provided with a copy of the official's itinerary in DC; and
 - of any significant federally-related lobbying initiatives by or on behalf of an agency or a coalition or association that an Illinois agency funds or to which it pays dues, lends its name or in which a senior official of the Agency participates.
6. An Agency should consult in advance with the Director of the DC office before retaining or extending the current contracts of federal lobbyists.
7. The Director of the DC office should be alerted in advance of any state government announcements, decisions or relevant developments about decisions or issues in which a Member of the Illinois Congressional Delegation has taken a significant interest -- for or against.

The Director of the Illinois DC office should be alerted about cooperative efforts or major disagreements between any Agency and Members of the Illinois Delegation.
8. The Director of the DC office should be provided with the name, title and all contact information for that person(s) in the agency who is responsible for the agency's federally-related advocacy efforts.

Any questions about this policy or related matters should be addressed to Bernie Robinson, the Director of Governor Ryan's DC office.