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**Economic Development, Continuing Studies,
& Government Relations**

This memo is for State employees.

Lobbyists and Clients are required to publicly disclose information about business relationships with State Persons, regardless of when the relationship commenced, if the criteria for a Reportable Business Relationships (RBR) exist.

State Persons by definition are any individuals who meet the one of the following criteria:

- (i) statewide elected officials;
- (ii) members of the legislature or legislative employees;
- (iii) heads of State departments and their deputies and assistants, other than members of the board of regents of the university of the State of New York who receive no compensation or are compensated on a per diem basis;
- (iv) officers and employees of statewide elected officials;
- (v) officers and employees of State departments, boards, bureaus, divisions, commissions, councils, or other State agencies; and
- (vi) employees of public authorities (other than multi-state authorities), public benefit corporations and commissions at least one of whose members is appointed by the governor, and members or directors of such authorities, corporations, and commissions who are compensated other than on a per diem basis.

If you are a State employee, please read and sign this memo, complete section II (page 2) and section III (top part of page 3) of the accompanied JCOPE Business Relationship form, and send back the signed memo and completed form to EconomicDevelopment@csi.cuny.edu

I attest and affirm that the foregoing information on JCOPE form, section II and section III, is, to the best of my knowledge, true and accurate.

Name (Print)

Signature

Date