



Contribution and Agent Declaration Form (LEVINE ACT) FREQUENTLY ASKED QUESTIONS (FAQ)

Background and Disclaimer

The material below is intended for use by applicants for a Grant issued by the County of Los Angeles through the Department of Arts and Culture and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you and your organization/agency, you should call your lawyer or contact the Fair Political Practices Commission for further guidance at 1-866-ASK-FPPC (1-866-275-3772) or advice@fppc.ca.gov.

This FAQ will be updated from time to time during the application window for the 2024 Organizational Grant Program (OGP), Community Impact Arts Grant Program (CIAG), and Arts Internship Program (AIP).

Q: What is the Levine Act?

SB 1439 amends Government Code section 84308 ("Section 84308," also known as the Levine Act) of the Political Reform Act to prohibit certain appointed and elected local officers, including members of the Board, from taking part in a proceeding involving a license, permit, or other entitlement for use (including most contracts) if the officer has received a contribution of more than \$250 from a party, participant, or an agent in the proceeding within the preceding 12 months. An officer is also prohibited from soliciting, or directing a contribution while the proceeding is pending. An officer is also prohibited from accepting, soliciting, or directing a contribution of more than \$250 from a party or participant in the proceeding for 12 months after a final decision is rendered. For local elected officers, the law only applies to contributions made after January 1, 2023. For more information, visit: [Pay-to-Play Limits and Prohibitions \(ca.gov\)](#)

Q: What will you do with the information I provide in the form? Will it be reviewed as part of the evaluation or scoring of my grant application?

The information you provide on the Agent Contribution Declaration form will be used for compliance monitoring purposes only. The information on the Agent Contribution Declaration form will not be included in the panelist review process and will in no way be considered in the evaluation, scoring, and determination of grant awards. Information on the Agent Contribution Declaration form will be kept on file by the Department of Arts and Culture and the Executive Office of the Board of Supervisors and will be analyzed to determine if any Supervisors or other Officers must recuse themselves from participating in the grant approval process.

Q: Can I still apply for a grant if I do not complete the Agent Contribution Declaration Form?

No. Failure to complete the Agent Contribution Declaration form in its entirety will result in immediate disqualification of your application to the grant program without exception. No grace period will be provided to complete this requirement.

Q: If I have contributions to report for my organization, will that exclude our application from being funded?

No. Reporting contributions will not disqualify you from the grant program.

Q: I had to complete a Contribution and Agent Declaration form as part of my application for a Social Program Agreement with a County Supervisor's office. Do I need to complete it again?

Yes, all applicants must submit the Agent Contribution Declaration form each time they submit an application for grant funding or submit a solicitation proposal to the County.

Q: Is information provided in a Contribution and Agent Declaration form subject to the Public Records Act?

All information submitted as part of a grant application, including the Contribution and Agent Declaration form, are potentially subject to the California Public Records Act.

Q: My organization needs to update our Contribution and Agent Declaration form information to report a contribution or paid agent/representative. How do I do that?

By submitting an application to a grant program, you will attest that you will provide updates to the County about the information provided in the Contribution and Agent Declaration Form between the date of submitting the application, and within 12 months following the approval or denial of the requested grant award. To provide such updates, the Department has developed a webform that grant program applicants may use to submit any updated information for the Contribution and Agent Declaration Form. After June 5, 2024, you will be able to access this form at any time by visiting <https://lacountyarts.org/levine-act-sb1439-compliance-applicants-grant-programs>

If your organization has no changes to report, you do not need to submit an updated form.

Q: Staff from our organization have served on a grant panel. Do they need to disclose contributions?

Serving on a grant panel does not automatically require you to disclose contributions. Respond to the questions on the form to determine who, if anyone, representing your organization will need to disclose contributions.

Q: If paid staff or other paid agents representing our organization attend a public meeting and speak for or against an item on the agenda, do they need to disclose contributions?

Speaking at a public meeting does not automatically require the speaker to disclose contributions. Consider the purpose of their speaking, who they are addressing, and if their comment is to specifically

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influence a County decision about the grant application that you will submit. After consideration of these details, respond to the questions on the form to determine who, if anyone, representing your organization will need to disclose contributions.

Q: Our organization staff have participated in advocacy-related calls to action and have sent letters or emails to elected officials in support of or against policy decisions. Do those individuals need to disclose contributions?

Sending letters or emails to local officials to support or oppose policy decisions does not automatically require the sender to disclose contributions. Consider the purpose of the letter or email, who it is addressed to, and if their comment is to specifically influence a County decision about the grant application that you will submit. After consideration of these details, respond to the questions on the form to determine who, if anyone, representing your organization will need to disclose contributions.

Q: A board member of our organization is also an employee of the County of Los Angeles. Do they need to disclose contributions?

Being an employee of the County of Los Angeles does not automatically require a board member to disclose contributions. Respond to the questions on the form to determine who, if anyone, representing your organization will need to disclose contributions.

Q: Do contributions to state or federal officers need to be reported?

No, the Contribution and Agent Declaration form only applies to contributions made to local officers.

Q: When are informational workshops scheduled and can I find more information on the Arts & Culture website?

Visit <https://lacountyarts.org/levine-act-sb1439-compliance-applicants-grant-programs>.

Q: If my organization is applying to more than one grant program this cycle, such as OGP & AIP or CIAG & AIP, am I required to complete this form twice?

Yes, the task for this form is embedded in the application and you will complete it once with each application.

Q: I'm the grantwriter and do not communicate directly with the board. May I request an extension to complete this new requirement?

No, the deadline will not be extended. We recommend that the staff in regular contact with the board share the template of required questions found on our website to communicate the requirement and solicit responses from the organization to enter into the form.

Q: I am applying with a Model A Fiscal Sponsor. Who needs to complete this requirement?

If you are applying as a fiscally sponsored org, you must collect this information from your organization as well as your fiscal sponsor.

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Q: Will this be an ongoing requirement moving forward for all grant applications?

Yes. Should there be any changes in the future they will be communicated to all applicants.

Q: Is the required form an attachment we will submit with application?

No, this form is a required “task” you will complete in SM Apply in order to submit your application. We have a template on our website for reference so that you can see, review and share the required questions.

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