



U.S. House of Representatives

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Steven Horsford

2. a. Name of Accompanying Relative: _____ **OR** None

b. Relationship to Traveler: Spouse Child Other (specify): _____

3. a. Dates: Departure: March, 30 2023 Return: April 2, 2023

b. Dates at Personal Expense, if any: _____ **OR** None

4. Departure City: Washington DC Destination: Los Angeles CA Return City: Washington DC

5. Sponsor(s), Who Paid for the Trip: Congressional Black Caucus Institute

6. Describe Meetings and Events Attended (attach additional pages if necessary):

Met with CBCI Board of Directors to produce an annual report of multi-industry policy recommendations. Participated in panels highlighting the impact of both on screen and live events on the economy and creating jobs. Engaged in policy discussions surrounding the issue of homelessness and visited completed and under construction homeless housing units.

7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:

- a. a completed *Sponsor Post-Travel Disclosure Form*;
- b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
- c. page 2 of the completed *Traveler Form* submitted by the Member or officer; **and**
- d. the letter from the Committee on Ethics approving my participation on this trip.

8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.

Signify statement is true by checking the box.

b. If not, explain:

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature: 

Date: 4/26/23



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SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) who paid for the trip: Congressional Black Caucus Institute
- Travel Destination(s): Santa Monica, CA
- Date of Departure: March 30, 2023 Date of Return: April 2, 2023
- Name(s) of Traveler(s): Rep. Steven Horsford

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$30.00	\$1,697.10	\$237.00	
Accompanying Family Member				

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *Signify statement is true by checking box.*

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Vanessa Griddine-Jones Date: 04/09/2023

Name: Vanessa Griddine-Jones Title: Executive Director

Organization: Congressional Black Caucus Institute

I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 413 New Jersey Ave SE Washington, DC 20003

Email: vgriddine@cbcinstitute.org Telephone: 202-785-3634

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Rep. Steven Horsford

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name of Signatory (if other than traveler): Sierra Kelley-Chung

For Staff (name of employing Member or Committee): _____

Office Address: 406 Cannon House Office Building

Telephone Number: 202-225-9894

Email Address of Contact Person: sierra.kelley-chung@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.



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TRAVELER FORM

1. Name of Traveler: Rep. Steven Horsford

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Congressional Black Caucus Institute

3. City and State OR Foreign Country of Travel: Los Angeles and Santa Monica, CA

4. a. Date of Departure: March 30, 2023 Date of Return: April 2, 2023

b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____

5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**

(1) Name of Accompanying Family Member: _____

(2) Relationship to Traveler: Spouse Child Other (specify): _____

(3) Yes No Accompanying Family Member is at least 18 years of age:

6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?

b. **If yes, and you are requesting lodging for two nights, explain why the second night is warranted:**

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

Member needs to attend as chairman of the congressional Black caucus. He will have a leadership role during this trip.

9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member *Steven Horsford* Date 2/28/23



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PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip:
Congressional Black Caucus Institute
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
All 58 members of the Congressional Black Caucus are invited to serve as panelists and participate
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 30, 2023 Date of return: April 2, 2023
7. a. City of departure: At the Members' discretion
b. Destination(s): Los Angeles and Santa Monica, CA
c. City of return: At the Members' discretion
8. **Check only one.** I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
 - a. I checked 8(a) or (b) above; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
 CBCI hosts quarterly meetings to discuss current policy concerns relevant to 21st Century Council membership and the African American community.

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: Ground Transportation Only)
- b. Class of travel: Coach Business First Charter Other (specify: N/A)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*

15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
 If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
 - 2) Provide the reason for selecting the location of the event or trip:

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Santa Monica Proper Hotel City: Santa Monica Cost Per Night: 439.00
 Reason(s) for Selecting: availability, proximity to offsite meetings, meeting space and nightly rate
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$30.00	\$1317.00 plus taxes and fees	245.00
For each Accompanying Family Member	\$30.00		245.00

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$400	waived registration fee
For each Accompanying Family Member	\$400	waived registration fee


NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Digitally signed by Vanessa Griddine-Jones
Date: 2023.02.06 16:53:57 -05'00' Date: _____

Name: Vanessa Griddine-Jones Title: Executive Director

Organization: CBCI

Address: 413 New Jersey SE; Washington, DC 20003

Email: vgriddine@cbcinstitute.org Telephone: 202-785-3634

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

March 22, 2023

The Honorable Steven A. Horsford
U.S. House of Representatives
406 Cannon House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Santa Monica, California, scheduled for March 30 to April 2, 2023, sponsored by Congressional Black Caucus Institute.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc



CONGRESSIONAL BLACK CAUCUS INSTITUTE

21st Century Council

**1st Quarter Meeting
Santa Monica, CA
The Proper Hotel**

Each quarter of the year, we convene in various locations throughout the country hosting policy and issue-based sessions representative of the Council’s membership. The resulting year-long discussions amongst the members have created carefully crafted solutions to the critical challenges affecting our nation. These meetings culminate with an industry-focused annual report of recommendations that is presented for review by Congress and the Executive Branch.

The Members of Congress will participate in the daily discussions and sessions being educated on the various industries represented below. The council’s membership will field questions and receive suggestions regarding the policy positions and recommendations being made by their respective organizations.

Thursday, March 30, 2023

3:00 - 8:00 PM	Registration
6:00– 8:30 PM	Opening Welcome Reception – CBCI Hospitality Suite
9:00 PM	Members Arrive

Friday, March 31, 2023

8:00– 9:30 AM	Registration
7:30 – 8:45 AM	Open Policy Discussion Breakfast (Tech and Diversity)
9:00- 10:00 AM	Board Meeting CBCI-Board of Directors

10:30 AM – 12:00 PM

Annual Report Review and Policy Discussion

Each year, the council produces an annual report of multi-industry policy recommendations. Each section will share their recommendations and Q&A before the Members of Congress and fellow council members. The council's membership will field questions and receive suggestions regarding the policy positions and recommendations being made by their respective organizations.

Report Sections are as follows:

- Communications
- Technology
- Education
- Biopharmaceuticals
- Energy
- Financial Services
- Reducing Recidivism
- Transportation
- National Security
- Workforce Development
- Racial Justice
- UN Sustainable Development Goals
- Regulated Consumer Products
- Hospitality
- Nutrition and Wellness

12:30-1:30 PM Lunch (at hotel) Continued discussions on Annual Report Review

1:30-2:45 PM Apple TV+ Diversity Briefing to discuss the uniqueness of the platform and get a peak into how content gets the green light. Meeting participants will hear how an idea goes from script to screen from the executives leading programming and casting for Apple TV+, and how this talented team is

creating shows that reflect the diverse tapestry of our world and connect with audiences in a unique and powerful way.

Rita Cooper Lee, Head of Communications and Publicity, Apple TV+; Tamara Hunter, head of casting, Apple TV+; Zennen Clifton, Creative Executive, Apple TV+; and Erika Clarke, Creative Executive, Apple TV+.

- 3:00 PM** **Depart for Live Nation Entertainment**
9348 Civic Center Dr., Beverly Hills, CA
- 3:30-4:45 PM** **Live Nation Entertainment** The panel will highlight the contributions and impacts of the vast and diverse live event ecosystem, and how live events drive economies, create jobs and memorable experiences that uplift communities and culture. During this discussion, there will also be a question-and-answer session for any issues not covered that may be of interest to Members of Congress and 21st Century Council members.
- 5:00 PM** **Depart for Hotel (Travel Time is 30 to the hotel)**
- 6:30 PM** **Depart for Policy Dinner | Meet in Hotel Lobby**
(25 minutes travel time)
- 7:00 -9:00 PM** **Policy Dinner- Continued discussion from today's sessions on Apple TV+ and Live Nation Entertainment and various sections of the annual report**
Location: BOA 9200 Sunset Boulevard; 90069

Saturday, April 1, 2023

8:30 –10:00 AM

Open Policy Discussion Breakfast – Innovative solutions to Homelessness and Tech lead into today’s education tour and conversations.

10:00-11:30 AM

Members’ Roundtable- Legislative Priorities for 118th Congress

11:45AM-12:45 PM

Lunch (at hotel) Continued discussions on Legislative Priorities

1:00-1:30 PM

Depart for Beehive Educational Tour and Briefing

1:30-2:00 PM

The Beehive

961 E. 61st Street Los Angeles; 90001

The nation’s first OZ business campus and is comprised 92,000 square feet of commercial space in South LA. Among current Beehive tenants are the first Black-owned craft brewery in California, a Black-owned and designed art gallery for South LA emerging creatives, and a state-of-the-art Technology and Entrepreneurship Center to develop future tech leaders.

2:15 PM

Depart For Solis Village

2:30-3:15 PM

Hilda L. Solis Care First Village

1000 N Alhambra Ave; 90012

232-bed homeless housing units along with a supplemental administration building, using various modular construction solutions. 132-beds were delivered through two 3-story buildings using 66 retrofitted shipping container units. The remaining 100 beds were constructed using 20 temporary style modular wood structures.

3:30-4:00 PM

Los Angeles Cleantech Incubator-525 S. Hewitt St. 90013 by unlocking innovation by working with startups to accelerate the commercialization of clean technologies, transforming.

markets through partnerships with policymakers, innovators, and market leaders in transportation, energy and sustainable cities, and enhancing communities through workforce development, pilots, and other programs.

4:00 PM

Depart for Getty House
605 S. Irving Boulevard, 90005
(25 minutes travel time)

4:15—5:30 PM

Reception with Mayor Bass- Discussion on Homelessness and Innovations from today's tours. Q&A

5:30-6:00 PM

Travel back to hotel

6:00 PM

Dinner on your own

Sunday, APRIL 2, 2023

EVERYONE DEPARTS

Fernandez, Larissa

From: Denikka Brown <Dbrown@cbcinstitute.org>
Sent: Tuesday, April 25, 2023 11:51 AM
To: Fernandez, Larissa
Subject: Re: CBCI Q1 LA Attendees

Hi Larissa,

Ethics does not require this as we spoke to them directly. So, you can let her know the question is answered on the primary trip sponsor form (question 4).

Best,
Denikka Brown

From: Fernandez, Larissa <Larissa.Fernandez@mail.house.gov>
Sent: Tuesday, April 25, 2023 11:36 AM
To: Denikka Brown <Dbrown@cbcinstitute.org>
Subject: CBCI Q1 LA Attendees

Hi Denikka,

Could you please send over a list of attendees from the CBCI Quarter 1 Meeting? It looks like we need one for Ethics!

Thanks so much,

Larissa Fernandez | *Director of Scheduling*
Office of Congressman Steven Horsford
406 Cannon House Office Building
Washington, DC 20515
O: (202) 225-9894



[Sign up for our newsletter](#)

Please Note: All meetings scheduled with Congressman Horsford are pending votes and committee business, and may change at any time. If a last minute schedule change occurs, the meeting will be handled by staff. Thank you in advance for your understanding.