■ *Original* ☐ *Amendment*

**U.S. House of Representatives**
**Committee on Ethics**

LEGISLATIVE RESOURCE CENTER
2016 SEP -2 PM 3:22
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

# EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you **must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, 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: Lindsay Manson

2. a. Name of accompanying relative: _____ *or* None ■
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates of departure and return: Departure: 08-14-2016 Return: 08-19-2016
   b. Dates at personal expense (if any): 08/14/16 & 08/15/16 *or* None ☐

4. Departure city: DC Destination: Seattle, WA Return city: DC

5. Sponsor(s) (who paid for the trip): Jobs for the Future

6. Describe meetings and events attended: Met with workforce development, CTE, & business leaders on job training and employment programs and toured training centers. See attached agenda.

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 Grantmaking or Non-Grantmaking Sponsor Forms;
   c. ■ page 2 of the completed Traveler Form submitted by the employee; *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 that statement is true by checking box*): ■
   b. If not, explain: _____

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

SIGNATURE OF TRAVELER: Lindsay Manson DATE: 09-02-2016

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Rep. Dave Reichert, WA-08 DATE: 09-02-2016

SIGNATURE OF SUPERVISING MEMBER: Dave Reichert

(22)

*Version date 2/2015 by Committee on Ethics*

■ *Original* ☐ *Amendment*

**U.S. House of Representatives**
**Committee on Ethics**

## SPONSOR POST-TRAVEL DISCLOSURE FORM

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 10 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.**

1. Sponsor(s) (who paid for the trip): Jobs for the Future

2. Travel Destination(s): Seattle, Washington

3. Date of Departure: August 16, 2016 Date of Return: August 19, 2016*

4. Name(s) of Traveler(s): Lindsay Manson
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

| | Total *Transportation* Expenses | Total *Lodging* Expenses | Total *Meal* Expenses | *Other* Expenses (dollar amount per item and description) |
|---|---|---|---|---|
| Traveler | $865.70 | $606.00 | $160.12 | NA |
| Accompanying Relative | NA | NA | NA | NA |

6. 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: Mary Clagett

Name: Mary Clagett Title: Director, National Workforce Policy

Organization: Jobs for the Future

**I am an officer of the above-named organization *(signify statement is true by checking box)*:** ■

Address: 88 Broad Street, 8th Floor, Boston, MA 02110

Telephone number: 617-728-4446 (703-517-6368 Cell)

Email Address: mclagett@jff.org

*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.

**U.S. House of Representatives**
**Committee on Ethics**

# 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. ***Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or 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: Lindsay Manson

**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:** Lindsay Manson

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Dave Reichert

Office address: 1127 LHOB

Telephone number: 225-7761

Email address of contact person: lindsay.manson@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:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

RECEIVED
2016 JUL 15 PM 4:49
COMMITTEE ON ETHICS

**U.S. House of Representatives**
**Committee on Ethics**

# 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. ***Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or 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: Lindsay Manson

**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:** Lindsay Manson

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Dave Reichert

Office address: 1127 LHOB

Telephone number: 225-7761

Email address of contact person: lindsay.manson@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:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

**U.S. House of Representatives**
**Committee on Ethics**

# TRAVELER FORM

1. Name of Traveler: Lindsay Manson

2. Sponsor(s) (who will be paying for the trip): Jobs for the Future

3. Travel destination(s): Seattle, WA

4. a. Date of departure 08/16/2016 Date of return: 08/19/2016
   b. Will you be extending the trip at your personal expense? ■ Yes ☐ No
   If yes, dates at personal expense: 08/14/2016-08/15/2016

5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ■ No
   b. If yes:
   (1) Name of accompanying relative: _____
   (2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
   (3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No

6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ■ No
   b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ■ Yes ☐ No
   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.

   Rep. Reichert is a member of the Ways and Means, Human Resources Subcommittee with jurisdiction over UI and TANF. We will be visiting sites to help inform the reauthorization and reform of these programs.

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

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.

Date: 07/15/2016

Signature of Employing Member

**U.S. House of Representatives**
**Committee on Ethics**

**TRAVELER FORM**

1. Name of Traveler: Lindsay Manson

2. Sponsor(s) (who will be paying for the trip): Jobs for the Future

3. Travel destination(s): Seattle, WA

4. a. Date of departure 08-14-2016 Date of return: 08-19-2016
   b. Will you be extending the trip at your personal expense? ■ Yes ☐ No
   If yes, dates at personal expense: 08/14/2016 - 08/15/2016

5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ■ No
   b. If yes:
   (1) Name of accompanying relative: _____
   (2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
   (3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No

6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ■ No
   b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ■ Yes ☐ No
   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.

   Rep. Reichert is a member of the Ways and Means, Human Resources Subcommittee with jurisdiction over UI and TANF. We will be visiting sites to help inform the reauthorization and reform of these programs.

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

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.

Date: 07/15/2016

Signature of Employing Member

**U.S. House of Representatives**
**Committee on Ethics**

# 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 Web site (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): Jobs for the Future, with a grant from the Joyce Foundation.

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: The Joyce Foundation

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):
   See attachment two.

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No

6. Date of departure: 8/16/2016 Date of return: 8/19/2016

7. a. City of departure: Washington, D.C.
   b. Destination(s): Seattle, Washington
   c. City of return: Washington, D.C.

8. I represent that (*check one of the following*):
   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 one of the following:
   a. I checked 8(a) or (b) above: ☒
   b. I checked 8(c) above but am not offering any lodging: ☐
   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 "d" is checked, explain why the second night of lodging is warranted:

10. Attached is a detailed agenda of the activities the 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 one:
    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. N/A – 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:
    See attachment three.

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

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 box*): ☒

15. I represent that either (*check one of the following*):
    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):
    See attachment four, following Government per diem rate in Seattle during August.
    2) Provide reason for selecting the location of the event or trip:
    See attachment two.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel name: The Best Western, Executive Inn City: Seattle Cost per night: $202.00
    Reason(s) for selecting: Location and pricing (200 Taylor Ave N, Seattle WA 98109)
    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 box*): ■

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| ☐ actual amounts ■ good faith estimates | Total *Transportation* Expenses per Participant | Total *Lodging* Expenses per Participant | Total *Meal* Expenses per Participant |
|---|---|---|---|
| For each Member, Officer, or employee | $828.00 - $1200.00 (Including flight & ground) | $606.00 (Over 3 Nights) | $258.00 (Not more than per diem) |
| For each accompanying relative | N/A | N/A | N/A |

| | *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 | N/A | N/A |
| For each accompanying relative | N/A | N/A |

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

19. Check one:
    a. I certify that I am an officer of the organization listed below. ■ *or*
    b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■

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

Signature: Maria Flynn

Name: Maria Flynn

Title: Senior Vice President

Organization: Jobs for the Future

Address: 122 C St NW Washington DC

Telephone number: 617-728-4446

Email address: mflynn@jff.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

*Version date 4/2013 by Committee on Ethics*

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 box*): ■

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| ☐ actual amounts ■ good faith estimates | Total *Transportation* Expenses per Participant | Total *Lodging* Expenses per Participant | Total *Meal* Expenses per Participant |
|---|---|---|---|
| For each Member, Officer, or employee | $828.00 - $1200.00 (Flight + Ground) | $606.00 (over 3 nights) | $258.00 (Not more than Per Diem) |
| For each accompanying relative | N/A | N/A | N/A |

| | *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 | N/A | N/A |
| For each accompanying relative | N/A | N/A |

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

19. Check one:
    a. I certify that I am an officer of the organization listed below. ■ *or*
    b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■

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

Signature: Ellen Alberding

Name: Ellen Alberding

Title: President

Organization: The Joyce Foundation

Address: 321 North Clark St. Suite #1500 Chicago, IL 60654

Telephone number: 312-782-2464

Email address: _____

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

*Version date 4/2013 by Committee on Ethics*

**Attachment 2.**

**Congressional Staff Network for Workforce and Economic Security Issues**
**House Invitee List**
**August 16, 2016 Site visit to Seattle, WA**

**House Staff:**

- Haig Hovespian, Legislative Assistant, Office of Rep. McDermott
- Amy Jones, Director of Education and Human Services Policy, Education and Workforce Committee
- Rosemary Lahasky, Professional Staff Member, Ways and Means Committee
- Lindsay Manson, Professional Staff Member, Ways and Means Committee
- Emily Slack, Professional Staff Member, Education and Workforce Committee
- James Redstone, Professional Staff Member, Education and Workforce Committee

**House staff have been invited as a result of their work on education and workforce development issues.** All have primary responsibility over these federal issues in their offices. The site visit will focus on highly successful education and workforce programs in the state of Washington and the Seattle region.

**Reason for Selecting Location:** The state of Washington and the Seattle region are known for the high quality of their career and technical education, workforce development, and postsecondary education systems. All of these systems work together in support of a comprehensive skills development system. This visit will provide staff with a great deal of information about the importance of training that is geared to the needs of high demand employers.

**Attachment 3.**

A) **Role of the Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

B) **Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustaining careers. JFF's work is informed by research, analysis, and best practice.

The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Seattle area, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's crucial industries, talk with students, teachers, state and local officials, and employers who are involved in the development and in carrying out these programs.

C) **History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over five years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI; Wichita, KS, and Nashville, TN. The purpose of these trips (and the Network) is to provide in depth learning opportunities for staff on workforce, education and economic security issues.

D) **Other Educational Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancement for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

**Attachment 4: Good Faith Estimates for House Staff Travel and Meal Expenses**

**Airfares** are estimated to range from $800.00 to $1200.00 (fares traditionally increase as seats become more limited- all are coach fares.

Please Note: several staff have extended their stays in Seattle (at their own expense), with prior approval by the Ethics Committee. These changes in travel dates are reflected on page one of the primary trip sponsor form.

**On the ground travel estimates:**

Taxis from Airport to Hotel: Estimated at $50.00 x 7 taxis divided by 25 travelers = $14.00

Transportation (via bus) for two and a half days of site visits: $2500 divided by 25 staff = Approx. $100 each

**Meals:** will not exceed government per diem rates of $55.00 on first and last day of travel and $74.00 per day for August 17 and 18.

**Hotel:** Hotel rates meet the federal per diem rate of $202.00 per day.

**U.S. House of Representatives**
**Committee on Ethics**

# GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**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. I certify that (name of your organization): The Joyce Foundation has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
   ■ Yes ☐ No
2. Name of Primary Trip Sponsor: Jobs for the Future
3. I certify that my organization (*complete a or b*):
   a. ■ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. ***or***
   b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to (destination) _____ on (date) _____ that is being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
   a. ■ My organization does not employ or retain a registered federal lobbyist or foreign agent ***or***
   b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ■
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name: Ellen Alberding Title: President

Organization: The Joyce Foundation

Address: 321 North Clark Street Suite 1500 Chicago, IL 60654

Telephone number: 312-782-2464 Email: ealberding@joycefdn.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

*Version date 4/2013 by Committee on Ethics*

Charles W. Dent, Pennsylvania
*Chairman*
Linda T. Sánchez, California
*Ranking Member*

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut

ONE HUNDRED FOURTEENTH CONGRESS

# U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
*Staff Director and Chief Counsel*

Joanne White
*Administrative Staff Director*

Clifford C. Stoddard, Jr.
*Counsel to the Chairman*

Daniel J. Taylor
*Counsel to the Ranking Member*

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

August 5, 2016

Ms. Lindsay Manson
Office of the Honorable Dave Reichert
1127 Longworth House Office Building
Washington, DC 20515

Dear Ms. Manson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Seattle, Washington, scheduled for August 14 to 19, 2016, sponsored by Jobs for the Future and the Joyce Foundation. We note that this trip includes two days at your personal expense.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $375 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,

Charles W. Dent
Chairman

Linda T. Sánchez
Ranking Member

CWD/LTS:jls

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Sincerely,

Charles W. Dent
Chairman

Linda T. Sánchez
Ranking Member

CWD/LTS:jls

CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

**Congressional Staff Site Visit**
**August 16-19**
**Seattle, Washington**
**Working Agenda**

## Tuesday, August 16, 2016

| | |
|---|---|
| 8:00 to 10:43 AM | **American Flight from DCA to Seattle** |
| 11:30 AM | **Depart on Bus from Airport to Workforce Development Council (WDC) of Seattle-King County**<br>2003 Western Avenue, Suite 250<br>Seattle, WA 98121 |
| 12:30 to 3:30 PM | **Meeting/Working Lunch at WDC Offices** |
| | **Welcome and Introductions** |
| | **Overview of Washington State's and Seattle's Economy, Demographics, and Comprehensive Workforce Development System and Strategies**<br>-- Discussion will include: Washington's/Seattle's Efforts on Sector Strategies, Career Pathways, Partnerships, Strategies for Serving Special Populations, and Reemployment Strategies in Unemployment Insurance |
| | Marlena Sessions, Chief Executive Officer, Workforce Development Council (WDC) of Seattle-King County |
| | Eleni Papadakis, Executive Director, Workforce Training and Education coordinating Board, Washington |
| | Dale Peinecke, Commissioner, Department of Employment Security, Washington (Invited) |

| | |
|---|---|
| **3:30 to 5:00 PM** | **Tour of Downtown Worksource (One-Stop) Center** |
| **5:00 PM** | **Travel to Hotel** |
| **6:30 PM** | **Informal Dinner** (Time/Place TBD) |

## Wednesday, August 17, 2016

| | |
|---|---|
| 7:30 AM | **Breakfast at Hotel (individual but pre-paid)** |
| 8:15 AM | **Depart on Bus for Lake Washington Institute of Technology** |
| 9:00 AM | **Lake Washington Institute of Technology (LWIT)** |

**Overview of Washington's community and technical college system and of Washington's I-BEST program**

- Dr. Amy Morrison Goings, President, LWIT
- Representative Phyllis Gutierrez-Kenney, State Board of Community and Technical Colleges (SBCTC)
- Jan Yoshiwara, Deputy Executive Director of Education, SBCTC
- Nancy Dick, Director of Workforce Education, SBCTC
- Jon Kerr, Director of Basic Education for Adults, SBCTC
- William Durden, I-BEST Policy Associate, SBCTC
- Doug Emory, Dean, LWIT
- Suzy Ames, Dean LWIT

**Demonstration of I-BEST Integrated Teaching Model**

**Digital Gaming & Media Program Discussion and Viewing of Student Final Projects**

**Lunch w/ Students and Staff**

| | |
|---|---|
| 12:00 PM | **Lunch with I-BEST students & faculty** |
| 1:15 PM | **Depart LWIT for Maritime Training Center (travel by bus)** |
| 2:00 PM | **Arrive Maritime Training Center** |

2:00 to 5:00 PM

**Maritime Training Center at Vigor Industrial -- Project Overview**
(Partnership with South Seattle and the WDC of Seattle-King County)

- Instructor and Navigator, Maritime Training Program
- Marléna Sessions, CEO, Seattle-King County WDC
- Joshua Berger, Governor's Maritime Sector Lead

**Center Tour**

**Overview of South Seattle College Apprenticeship Education and Training Center and Programs**

- Jason Petrait, Director of Special Projects, South Seattle College

5:00 PM **Depart Maritime Center to Hotel (travel by bus)**

6:30 to 8:00 Informal Dinner (Place TBD)

## Thursday, August 18, 2016

8:00 to 9:00 AM Breakfast in Hotel

**Discussion with Washington Technology Industries Association (WTIA) Apprenticeship Program**

9:15 to 10:00 AM Depart for Everett Community College (travel by bus)

10:00 to 11:30 AM Overview of Everett Community College's Aerospace Training Program, the Statewide Aerospace Collaborative, the Aerospace and Advanced Materials Manufacturing Center of Excellence, and Industry Partnerships

- Dr. David Beyer, President, Everett Community College
- Dr. John Bonner, Vice President of Corporate & Workforce Training Everett Community College
- Mary Kaye Bredeson, Aerospace and Advanced Materials Manufacturing Center of Excellence Director

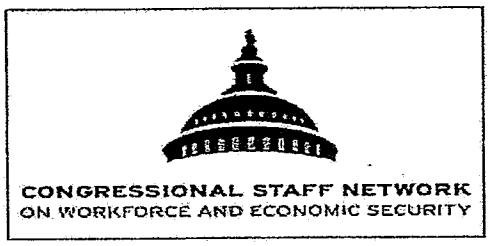
11:30 to 12:30 Tour

12:30 to 1:30 PM **Lunch (continued discussion)**

| | |
|---|---|
| 1:30 PM | **Depart Everett Community College for Boeing Training Center (travel by bus)** |
| 2:00 PM | **Boeing Tour**<br>• **Michelle Burreson, Senior Manager of Workforce Development & Integration at Commercial Airplanes, Boeing**<br>• **Gina Breukelman, Community Investor, Health & Human Services and Global Corporate Citizenship, Boeing** |
| 4:00 PM | **Depart Boeing for Hotel (travel by bus)** |
| | **Debrief on Bus** |
| 5:00 PM | **Return to Hotel** |
| 6:30 PM | **Informal Dinner** |

## Friday, August 19, 2016

| | |
|---|---|
| TIME | Depart Hotel for Airport (travel to airport by cab or shuttle) |
| 8:05 AM | Flight SEA to DCA |




**Congressional Staff Network for Workforce and Economic Security Issues**
**Site Visit to Seattle, WA**
**August 16-18, 2016**

**Congressional Staff Participants**

Laura Berntsen
Senior Advisor
Senate Finance Committee

Diane Browning
Legislative Assistant
Office of Senator Orrin Hatch

Manuel Contreras
Legislative Aide
Senate HELP Committee

Allen Ernst
Legislative Assistant
Senator Rob Portman

Ashley Eden
Senior Health and Education Advisor
Senator Cory Booker

Juliana Herman
Legislative Assistant
Senator Michael Bennet

Haig Hovespian
Legislative Assistant
Rep. Jim McDermott

Bill Knudsen
Education Policy Advisor
Senate HELP Committee

Amy Jones
Director of Education and Human Services Policy
House Education and Workforce Committee

Rosemary Lahasky
Professional Staff Member
House Ways and Means Committee

Lindsay Manson
Legislative Director
Rep. Dave Reichert

Lauren Marshall
Legislative Assistant
Senator Mark Warner

Bryce McKibben
Policy Advisor
Senate HELP Committee

Karishma Merchant
Legislative Assistant
Senator Tim Kaine

Katie Neal
Legislative Assistant
Senator Orrin Hatch

James Redstone
Professional Staff Member
House Education and Workforce Committee

Emily Slack
Professional Staff Member
House Education and Workforce Committee

Steve Townsend
Professional Staff Member
Senate HELP Committee

Russel Wade
Legislative Assistant
Senator Tim Kaine

David Weisshaar
Fellow
Senate HELP Committee

Congressional Research Service (CRS)

Boris Granovskiy
Analyst in Education Policy
Congressional Research Service

**Washington/Seattle Participants**

Eleni Papadakis
Executive Director
Washington Workforce Training and Education Coordinating Board

Dale Peinecke
Commissioner
Washington State Employment Security Department

Marlena Sessions
Chief Executive Officer
Workforce Development Council (WDC) of Seattle-King County

Dot Fallihee
Chief Operating Officer
WDC of Seattle-King County

Beth Blanchard
Director of WorkSource System
WDC of Seattle-King County

Marcelle Wellington
Director of Administration
WDC of Seattle-King County

Bryan Pannell
Performance Manager
WDC of Seattle-King County

Mike Davie
Director of Youth & Special Projects
WDC of Seattle-King County

Seanna Ruvkun
Project Manager
WDC of Seattle-King County

Min Song
Project Manager
WDC of Seattle-King County

Sasha Nollman
Project Manager
WDC of Seattle-King County

Tom Peterson
Chair, WDC of Seattle-King County
Vice President & General Manager

Hoffman Construction Company of Washington

Ron Wright
Vice Chair, WDC of Seattle-King County
Owner, Ron Wright & Associates

Dr. Amy Morrison Goings
President
Lake Washington Technical College

Representative Phyllis Gutierrez-Kenney
Washington State Board for Community and Technical Colleges (SBCTC)

Jan Yoshiwara
Deputy Executive Director of Education
SBCTC

Nancy Dick
Director of Workforce Education
SBCTC

Jon Kerr
Director of Basic Education for Adults
SBCTC

William Durden
I-BEST Policy Associate
SBCTC

Doug Emory
Dean
Lake Washington Technical College

Suzy Ames
Dean
Lake Washington Technical College

Instructor, Maritime Training Program
Navigator, Maritime Training Program

Joshua Berger
Governor's Maritime Sector Lead

Jason Petrait

Director of Special Projects
South Seattle College

Dr. David Beyer
President
Everett Community College

Mary Kaye Bredeson
Director
Aerospace and Advanced Materials Manufacturing Center of Excellence

**Joyce Foundation Participants**

Matthew Muench
Senior Program Officer
The Joyce Foundation

**Jobs for the Future Participants**

Mary Clagett
Director for Workforce Policy

Lexi Barrett
Director for Education Policy

Rachel Crew
Program Manager for National Policy

Maria Flynn
Senior Vice President

Taylor Maag
Intern