

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

17 OCT 27 AM 11:18

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: Tracey Chow
- 2. a. Name of accompanying relative: \_\_\_\_\_ *or* None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- 3. a. Dates of departure and return: Departure: Oct. 13, 2017 Return: Oct. 17, 2017
- b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
- 4. Departure city: Washington, DC Destination: Tegucigalpa, Honduras Return city: Washington, DC
- 5. Sponsor(s) (who paid for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
- 6. Describe meetings and events attended: Please see Addendum A


- 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:  DATE: 10/27/17

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. Jeff Denham DATE: 10/27/17

SIGNATURE OF SUPERVISING MEMBER: 

**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): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

2. Travel Destination(s): Honduras

3. Date of Departure: Oct. 13 2017 Date of Return: Oct. 17, 2017

4. Name(s) of Traveler(s): Tracey Chow

(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	\$1,621.30	\$654.77	\$234.08	Interpreter: \$58 Security: \$260; Travel Insurance: \$97
Accompanying Relative				

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: \_\_\_\_\_

Name: Robert Roche Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

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

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email Address: rroche@care.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

1. Name of Traveler: Tracey
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance & Relief Everywhere, Inc (CARE)
3. Travel destination(s): Tegucigalpa, Honduras
4. a. Date of departure 10/13/17 Date of return: 10/17/17  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
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.  
I'm the Legislative Assistant who handles my Member's Ag Committee work. The Committee has key oversight of international food aid and agriculture-related assistance.
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

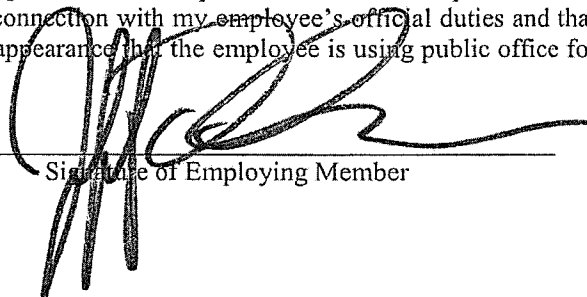
10. **FOR STAFF TRAVELERS:**

**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: 9/13/17

  
\_\_\_\_\_  
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): \_\_\_\_\_  
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
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 Bill & Melinda Gates 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 Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: October 13, 2017 Date of return: October 17, 2017
7. a. City of departure: Washington, DC  
b. Destination(s): Tegucigalpa, Honduras  
c. City of return: Washington, DC
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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. CARE places a special

emphasis on women and girls because, when equipped with proper resources, they help families and communities escape poverty. Gates Foundation provided CARE a grant to fund various activities,

including congressional tours providing educational opportunities on international development.

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:

See Addendum C.

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): \_\_\_\_\_

Meal costs will comply with the U.S. Government per diem rates of \$97/day in Tegucigalpa, \$98/day in San Pedro Sula, and \$80/day in Gracias, Honduras.

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_

The U.S. Government is an important development partner in Honduras working to respond to immediate food insecurity while building sustainable long-term food and nutrition security in Honduras.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Intercontinental City: Tegucigalpa Cost per night: \$187

Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.

Hotel name: Posada de Don Juan City: Gracias Cost per night: \$80

Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.

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:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$2,275	\$721	\$372
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$647	interpreter, security, insurance*
For each accompanying relative	*Note: See Addendum	D for all cost break downs.

**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: \_\_\_\_\_

Name: Robert Roche

Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email address: roche@care.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)

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 Bill & Melinda Gates Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
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: Katy M. Button  
Name: Katy Button Title: sr. Gov't Rel. officer  
Organization: The Bill + Melinda Gates Foundation  
Address: 1300 I St. NW Washington, DC 20005  
Telephone number: 202-662-8189 Email: Katy.Button@GatesFoundation.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)



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

October 11, 2017

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

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

Ms. Tracey Chow  
Office of the Honorable Jeff Denham  
1730 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Chow:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Honduras,<sup>1</sup> scheduled for October 13 to 17, 2017, sponsored by the Cooperative for Assistance and Relief Everywhere Inc., with financial support from the Bill and Melinda Gates Foundation.

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 \$390 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.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> The U.S. Department of State has issued warnings concerning travel to Honduras, available at <http://travel.state.gov/content/passports/en/alertswarnings/honduras-travel-warning.html>. You may wish to contact the State Department concerning the safety of your proposed trip.



Ms. Tracey Chow  
Page 2

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

Sincerely,



Susan W. Brooks  
Chairwoman



Theodore E. Deutch  
Ranking Member

SWB/TED:re

FINAL

## ADDENDUM A

**AGENDA: CARE Learning Tour to Honduras, October 13-17, 2017**  
**\*Note: See Addendum B below for an explanation of schedule changes.**

**Friday, October 13**

**Travel Day**

7:00am	Depart U.S. for Tegucigalpa, Honduras (DL #1339)
11:30am	Delegation arrives in Tegucigalpa, Honduras (DL #849)
12:30pm	Delegation transfers to hotel
12:30-3:00pm	Check in/unpacking time
3:00-3:30pm	<u>Welcome briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another
3:30-5:00pm	<u>Scene-setter briefing</u> with technical experts to gain social, political and historical context of food assistance and nutrition programming in Honduras
5:00-6:00pm	Downtime to prepare for reception
6:00-6:30pm	Transfer to reception
6:30-8:30pm	<u>Reception with U.S. Ambassador, local government, and NGO leaders</u> to discuss the role of international partners, the Honduran Government and NGOs in fostering development in Honduras
8:30-9:00pm	Transfer to hotel

*Overnight: Intercontinental Hotel – Tegucigalpa, Honduras*

**Saturday, October 14**

**Tegucigalpa/Intibuca, Honduras**

Breakfast on own	
8:30-10:30am	Transfer to Site visit 1
10:30-11:30pm	<u>Site visit 1: Visit cash transfer program</u> to discuss with beneficiaries why and how cash transfer programs are implemented and their impact
11:30-12:00pm	Transfer to site visit 2
12:00-1:15pm	<u>Site visit 2: Tour Food for Education warehouse</u> to learn about the different food commodities the program provides and the process for shipping, storing, and distributing the commodities to communities and schools
1:15-1:45pm	Transfer to site visit 3

- Note: Lunch provided in vehicles*
- 1:45-3:15pm Site visit 3: Meet with mothers and tour school benefitting from Food for Education commodities to learn the impact this assistance has on maternal and child nutrition, school retention rates, and food security for vulnerable families
  - 3:15-5:15pm Transfer to hotel
  - 5:15-7:00pm Shower/preparation for dinner
  - 7:00-9:30pm Dinner briefing with U.S. Mission to learn about the U.S. government's development priorities in Honduras

*Overnight: Intercontinental Hotel – Tegucigalpa, Honduras*

**Sunday, October 15**

**Gracias, Honduras**

Breakfast on own/check-out of Intercontinental hotel

- 8:30-8:45am Transfer to airport
- 8:45-9:00am Transfer to Gracias, Honduras
- 9:00-10:30am Transfer to site visit 1
- 10:30-11:30am Site visit 1: Visit USAID nutritional education center to learn how malnutrition is identified and tracked at the community level and the importance of investing in nutrition training, community gardens, and outreach to mothers
- 11:30-11:45am Transfer to homes
- 11:45-12:30pm Site visit 2: Visit mother's homes to discuss the impact of the training and learn about how agricultural technical assistance is improving household gardens
- 12:30-1:30pm Transfer to site visit 3  
*Notes: Lunch provided in vehicles*
- 1:30-2:45pm Site visit 3: Meet with USAID market access women's group to learn about how horticulture gardens and small-holder farms, women's savings and business groups, and technical assistance to support market access are promoting entrepreneurship and furthering women's economic independence in Honduras' dry corridor
- 2:45-3:45pm Transfer to coffee
- 3:45-5:00pm Coffee meeting with influential women advocates to learn about local and regional advocacy around issues of food security and resiliency to climate shocks
- 5:00-6:00pm Transfer to hotel
- 6:00-7:30pm Check in/unpacking time

- 7:30-7:45pm Transfer to dinner
- 7:45-9:00pm Debrief dinner to reflect on site visits and discuss the different food assistance modalities and approaches to short-term food security

*Overnight: La Posada de Don Juan Hotel – Gracias, Honduras*

**Monday, October 16**

**Gracias/San Pedro Sula, Honduras**

Breakfast on own/check-out of La Posada de Don Juan Hotel

- 7:15-7:45am Transfer to airport
- 7:45-8:30am Transfer to San Pedro Sula
- 8:30-10:00am Vehicle briefing on food aid modalities  
Note: Transfer to site visit 1
- 10:00-12:00pm Site Visit 1: Visit CARE/Cargill program training local farmers on how to increase crop yields and link producers to national and global markets. Tour a drought-resistant corn plot and tilapia farm to see the impact of technical training, meet families benefitting from the training and increased market access, and observe a farmer’s group savings meeting
- 12:00-1:30pm Transfer to site visit 2
- 1:30-2:45pm Lunch roundtable with vulnerable youth participating in USAID violence prevention program to learn about the intersection of food insecurity, migration, and violence and the importance of youth empowerment programming
- 2:45-3:15pm Transfer to airport
- 3:15-4:00pm Transfer to Tegucigalpa
- 4:00-4:30pm Transfer to hotel
- 4:30-6:30pm Shower/packing time
- 6:30-7:00pm Transfer to closing dinner
- 7:00-9:00pm Closing Dinner to reflect on trip take-aways and discuss next steps
- 9:00-9:30pm Transfer to hotel

*Overnight: Intercontinental – Tegucigalpa, Honduras*

**Tuesday, October 17**

**Tegucigalpa, Honduras**

9:15-9:30am	Transfer to meeting
9:30-10:30am	<u>Meeting with Minister of Agriculture and Livestock</u> to discuss the bilateral relationship between Honduras and the United States
10:30-10:45am	Transfer to hotel
10:45-11:00am	Downtime to change clothes/pack
11:00-11:15am	Transfer to airport
12:10pm	Delegation departs for home (UA #1488)

## **ADDENDUM B**

We originally planned to use chartered helicopters for many of our movements in Honduras to reduce our transfer times. However, due to changing weather patterns and safety concerns which arose in the weeks leading up to the trip, we decided against using helicopters and to instead drive to most of the site locations. The agenda was adjusted after the Ethics Committee pre-trip paperwork deadline to accommodate this shift and account for drive times while still maintaining our original site and meeting selections. Additionally, we decided to have the delegation arrive on a slightly earlier flight than originally planned to allow us flexibility for these changes.



### Addendum A:

Names and titles of ALL House invitees and explanation of why the individual was invited.

We invited staffers handling agriculture issues for members of Congress on the following committees. These committees and offices hold a particular relevance to the issue of U.S. foreign assistance and global food security which will be the focus of the trip agenda.

House Agriculture Committee

House Budget Committee

House Foreign Affairs Committee

### Invited Staffers

- Rhonda Foxx, Chief of Staff - Rep. Alma Adams (D-NC-12)
- Felix Muniz, Legislative Assistant - Rep. Marcia Fudge (D-OH-11)
- Caren Street, Policy Director - Congressional Black Caucus
- Dalton Henry, Legislative Director - Rep. Roger Marshall (R-KS-01)
- Craig Anderson, Legislative Assistant - Rep. Austin Scott (R-GA-08)
- Paul Babbitt, Legislative Assistant - Rep. Tom O'Halleran (D-AZ-01)
- Margaret Franklin, Legislative Director - Rep. Al Lawson (D-FL-05)
- Elizabeth Connolly, Legislative Director - Rep. Lisa Blunt Rochester (D-At-Large)
- Brandon Honeycutt, Legislative Assistant - Rep. Jimmy Panetta (D-CA-20)
- Jeff Kratz, Legislative Director - Rep. Don Bacon (R-NE-02)
- Evan Lee, Legislative Director - Rep. Neal Dunn (R-FL-02)
- Mike Nichola, Legislative Director - Rep. Darren Soto (D-FL-09)
- Patrick Rooney, Legislative Director - Rep. John Faso (R-NY-19)
- Elissa McLerran, Legislative Assistant - Rep. Jodey Arrington (R-TX-19)
- Jimmy Walsh, Legislative Director - Rep. Ted Yoho (R-FL-03)
- Joan Condon, Senior Professional Staff Member - House Foreign Affairs Committee Majority
- Michael Tehrani, Legislative Director- Rep. Austin Scott (R-GA-08)
- Kendra Brown, Legislative Director - Rep. Dwight Evans (D-PA-02)
- Robert Cogan, Senior Advisor - House Budget Committee (Majority)
- Erin Wilson, Legislative Assistant – Rep. Glenn Thompson (R-PA-05)
- Tracey Chow, Legislative Assistant – Rep. Jeff Denham (R-CA-10)

### Invited Members of Congress

- Rep. Dwight Evans (D-PA-02)

**Addendum B:**

Cities of Departure:

**Friday, October 13, 2017:**

11:10am – Depart Washington, DC (Avianca #581)  
3:20pm – Arrive Tegucigalpa, Honduras (Avianca #568)

**Saturday, October 14, 2017:**

10:15am – Depart Tegucigalpa, Honduras (charter flight)  
11:00am – Arrive in Intibuca region, Honduras  
4:30pm – Depart Intibuca region, Honduras (charter flight)  
5:15pm – Arrive in Tegucigalpa, Honduras

**Sunday, October 15, 2017:**

8:45am – Depart Tegucigalpa, Honduras (charter flight)  
9:00am – Arrive Gracias, Honduras

**Monday, October 16, 2017:**

9:00am – Depart Gracias, Honduras (charter flight)  
9:45am – Arrive San Pedro Sula, Honduras  
2:30pm – Depart San Pedro Sula, Honduras (charter flight)  
3:30pm – Arrive in Tegucigalpa, Honduras

**Tuesday, October 17, 2017:**

12:50pm – Depart Tegucigalpa, Honduras (Delta #552)  
11:46pm – Arrive in Washington, DC (Delta #2612)

**Addendum C:**

On October 14, 2017, the delegation will travel on chartered helicopters from Tegucigalpa to the Intibuca region and back to Tegucigalpa. On October 15, 2017, the delegation will travel on a chartered flight from Tegucigalpa to Gracias, and on October 16, 2017 the delegation will travel on a chartered flight from Gracias to San Pedro Sula and then from San Pedro Sula to Tegucigalpa, Honduras.

Due to our schedule and limited flight options within Honduras, as well as tough terrain in Honduras, we have selected helicopters and a charter plane both leased by Tag Airlines. The cost of the helicopters and charter plane are expected to be \$1,000 per person. The Airline Operating Certificate (AOC) is forthcoming.

**Addendum D:**

- Transportation Estimation per person - \$2,275
  - Flight estimation: \$762
  - Charter flight: \$1,000
  - Vehicles: \$513
- Lodging Estimation per person – \$721
  - \$187 per night x 3 nights: \$561
  - \$80 per night x 1 night: \$160
- Meals Estimation per person - \$372
  - \$97 x 2 days/Tegucigalpa: \$194
  - \$80 x 1 day/Gracias: \$80
  - \$98 x 1 day/San Pedro Sula: \$98
- Other Expenses Estimation per person - \$647
  - Security: \$500
  - Interpreter: \$50
  - Travel Insurance: \$97

FINAL

AGENDA: CARE Learning Tour to Honduras, October 13-17, 2017

Friday, October 13

Travel Day

- 11:10am Depart U.S. for Tegucigalpa, Honduras (AV #581)
- 3:20pm Delegation arrives in Tegucigalpa, Honduras (AV #568)
- 4:30pm Delegation transfers to hotel
- 5:00-7:00pm Check in/unpacking time
- 7:00pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another
- 7:30pm Dinner briefing with U.S. Mission to learn about the U.S. government's development priorities in Honduras

*Overnight: Intercontinental Hotel – Tegucigalpa, Honduras*

Saturday, October 14

Tegucigalpa/Intibuca, Honduras

- 8:30-10:00am Scene-setter breakfast briefing with technical experts to gain social, political and historical context of food assistance and nutrition programming in Honduras
- 10:00-10:15am Transfer to airport
- 10:15-11:00am Transfer to Intibuca, Honduras
- 11:00-11:30am Transfer to site visit 1
- 11:30-12:30pm Site visit 1: Visit cash transfer program to discuss with beneficiaries why and how cash transfer programs are implemented and their impact
- 12:30-1:00pm Transfer to site visit 2  
*Note: Lunch provided in vehicles*
- 1:00-2:00pm Site visit 2: Tour Food for Education warehouse to learn about the different food commodities the program provides and the process for shipping, storing, and distributing the commodities to communities and schools
- 2:00-2:30pm Transfer to site visit 3
- 2:30-4:00pm Site visit 3: Meet with mothers and tour school benefitting from Food for Education commodities to learn the impact this assistance has on maternal and child nutrition, school retention rates, and food security for vulnerable families
- 4:00-4:30pm Transfer to airport

4:30-5:15pm	Transfer to Tegucigalpa
5:15-5:30pm	Transfer to hotel
5:30-7:00pm	Shower/preparation for reception
7:00-7:15pm	Transfer to reception
7:15-9:00pm	<u>Reception with U.S. Ambassador, local government, and NGO leaders</u> to discuss the role of international partners, the Honduran Government and NGOs in fostering development in Honduras

*Overnight: Intercontinental Hotel – Tegucigalpa, Honduras*

**Sunday, October 15**

**Gracias, Honduras**

Breakfast on own/check-out of Intercontinental hotel

8:30-8:45am	Transfer to airport
8:45-9:00am	Transfer to Gracias, Honduras
10:00-11:00am	<u>Vehicle briefing</u> on food aid modalities Note: Transfer to site visit 1
11:00-12:00pm	<u>Site visit 1: Visit nutritional education center</u> to learn how malnutrition is identified and tracked at the community level and the importance of investing in nutrition training, community gardens, and outreach to mothers
12:00-12:15pm	Transfer to homes
12:15-1:00pm	<u>Site visit 2: Visit mother's homes</u> to discuss the impact of the training and learn about how agricultural technical assistance is improving household gardens
1:00-2:00pm	Transfer to site visit 2 Note: Lunch provided in vehicles
2:00-3:15pm	<u>Site visit 3: Meet with market access women's group</u> to learn about how horticulture gardens and small-holder farms, women's savings and business groups, and technical assistance to support market access are promoting entrepreneurship and furthering women's economic independence in Honduras' dry corridor
3:15-4:15pm	Transfer to hotel
4:15-6:30pm	Check in/unpacking time
6:30-8:30pm	<u>Debrief dinner</u> to reflect on site visits and discuss the different food assistance modalities and approaches to short-term food security



*Overnight: La Posada de Don Juan Hotel – Gracias, Honduras*

**Monday, October 16**

**Gracias/San Pedro Sula, Honduras**

Breakfast on own/check-out of La Posada de Don Juan Hotel

- 8:30-9:00am            Transfer to airport
- 9:00-9:45am            Transfer to San Pedro Sula region
- 9:45-10:00am           Transfer to site visit 1
- 10:00-12:00pm           Site Visit 1: Visit CARE/Cargill program training local farmers on how to increase crop yields and link producers to national and global markets. Tour a drought-resistant corn plot and tilapia farm to see the impact of technical training, meet families benefitting from the training and increased market access, and observe a farmer's group savings meeting
- 12:00-12:45pm           Transfer to site visit 2
- 12:45-2:00pm           Lunch roundtable with vulnerable youth participating in violence prevention program to learn about the intersection of food insecurity, migration, and violence and the importance of youth empowerment programming
- 2:00-2:30pm            Transfer to airport
- 2:30-3:15pm            Transfer to Tegucigalpa
- 3:15-3:30pm            Transfer to hotel
- 3:30-4:30pm            Coffee briefing with Honduran Minister of Agriculture to learn about what the Honduran government is doing to support long-term food and nutrition security
- 4:30-6:30pm            Shower/packing time
- 6:30-7:00pm            Transfer to dinner
- 7:00-9:00pm            Closing dinner to reflect on trip take-aways and discuss next steps
- 9:00-9:30pm            Transfer to hotel

*Overnight: Intercontinental – Tegucigalpa, Honduras*

**Tuesday, October 17**

**Tegucigalpa, Honduras**

- 9:00-10:30am            Breakfast briefing with influential women advocates to learn about local and regional advocacy around issues of food security and resiliency to climate shocks

10:30-11:00am

Transfer to airport

12:10pm

Delegation departs for home (UA #1488)



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

September 11, 2017

Tracey Chow  
Legislative Assistant  
Office of Congressman Jeff Denham  
1730 Longworth House Office Building  
Washington, DC 20515

Dear Tracey,

I'd like to invite you to join CARE's next Learning Tour to Honduras to examine the impact of U.S. investments in short and long-term food and nutrition security. This trip will take place **October 13-17, 2017** (including travel) during recess and will include other congressional staff as well as key thought leaders, corporate sector partners, and technical experts.

On your journey, you will visit program sites and meet with beneficiaries in Honduras to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including private sector and local partners, who are working toward solutions at the community level, as well as U.S. and Honduran government leaders and decision-makers.

Honduras is currently ranked as one of the poorest countries in Latin America, with more than 60 percent of the population living under the national poverty line. Due to changing weather patterns in the region, Honduras is particularly vulnerable to both excessive and prolonged droughts and severe rainy seasons both of which can devastate crop production and result in loss of livelihoods and household incomes, an increase in migration, and chronic food insecurity. In fact, one in four children in Honduras are chronically malnourished and around 23 percent of all children under five are too short for their age.

U.S. foreign assistance is helping to change this reality. International investments to meet the immediate food and nutrition needs of Hondurans as well as programming to support local farmers and agricultural markets are having a sustainable impact.

This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deeper understanding of how U.S. foreign assistance is changing the lives of some of Honduras' most vulnerable, particularly women and girls, while advancing U.S. interests.

In order to allow sufficient time for planning, we appreciate a response indicating your interest by **Wednesday, September 13, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions. You can reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (301) 401-4874.

Thank you for considering this opportunity.

Sincerely,

David Ray  
Vice President for Policy & Advocacy  
CARE USA



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

September 13, 2017

U.S. House of Representatives Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515

RE: CARE Learning Tour to Honduras, October 13-17, 2017

To Whom It May Concern:

Over the past eight years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Honduras, which will include staff for members of the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche  
Director, Learning Tours  
CARE USA

## **CARE and CARE Action Now Structure Explained**

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA  
GATES *foundation*

September 11, 2017

House Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515

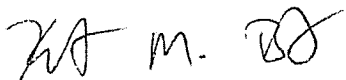
This letter is submitted in response to your request regarding a learning trip beginning October 13, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at [Katy.Button@gatesfoundation.org](mailto:Katy.Button@gatesfoundation.org), or 202.662.8189.

Sincerely,



Katy Button  
Senior Government Relations Officer  
Bill & Melinda Gates Foundation

PO Box 6176  
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