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, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Bowen Peard

2. a. Name of Accompanying Relative: ____________________________  OR None
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): ____________________________

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


5. Sponsor(s), Who Paid for the Trip: Jobs for the Future with a grant from the Joyce Foundation

6. Describe Meetings and Events Attended:
   The visit highlighted the Shenandoah Valley region’s effective & quality partnerships to ensure regional vitality and economic growth. See attached agenda and pre-travel forms for more detail.

7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
   a. □ a completed Sponsor Post-Travel Disclosure Form;
   b. □ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
   c. □ page 2 of the completed Traveler Form submitted by the 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 statement is true by checking the 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: Bowen Peard Date: 05.02.2022

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: Susie Lee Date: 5-2-22

Digitally signed by Bowen Peard Date: 2022.05.02 09:35:52 -04'00'

Version date 3/2021 by 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 ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: Jobs for the Future with a grant from the Joyce Foundation

2. Travel Destination(s): Harrisonburg, VA & the Shenandoah Valley region of VA

3. Date of Departure: April 19, 2022 Date of Return: April 20, 2022

4. Name(s) of Traveler(s): Caitlin Burke, Agatha Gucyki, and Bowen Peard

   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 Question 4:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$75</td>
<td>$96</td>
<td>$86</td>
<td>NONE</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: Maria Flynn Date: 4/28/22

Name: Maria Flynn Title: President and CEO

Organization: Jobs for the Future

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

Address: 122 C St NW Washington, DC 20001

Email: mflynn@jff.org Telephone: (617) 728-4446

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.

Version date 3/2021 by 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. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.

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

Name of Traveler: Bowen Peard

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: Bowen M. Peard

Name of Signatory (if other than traveler): ________________________________

For Staff (name of employing Member or Committee): Congresswoman Susie Lee

Office Address: 365 Cannon House Office Bldg. Washington, DC 20515

Telephone Number: (202) 225-3252

Email Address of Contact Person: bowen.peard@mail.house.gov

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

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

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

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

Version date 3/2021 by Committee on Ethics
1. Name of Traveler: Bowen Peard

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   Jobs for the Future (JFF) with a grant from the Joyce Foundation

3. City and State OR Foreign Country of Travel: Harrisonburg, VA

4. a. Date of Departure: April 19, 2022 Date of Return: April 20, 2022
   b. Yes ☐ No ☐ Will you be extending the trip at your personal expense?
      If yes, list dates at personal expense:

5. a. Yes ☐ No ☐ Will you be accompanied by a family member at the sponsor’s expense? If yes:
   (1) Name of Accompanying Family Member: ________________________________
   (2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): ________________________________
   (3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age:

6. a. Yes ☐ No ☐ Did the trip sponsor answer “Yes” to Question 8(c) on the Primary Trip Sponsor Form
      (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
   b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

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

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

8. Explain why participation in the trip is connected to the traveler’s individual official or representational duties.
   Staff should include their job title and how the activities on the itinerary relate to their duties.
   Participation in this trip is connected to official and representational duties. As legislative assistant for a member of
   the House Committee on Appropriations, this traveler has responsibility over education, workforce development and
   poverty alleviation programs. The site visit will highlight the Shenandoah Valley region's successes and challenges
   related to these policy areas.

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

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

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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

    Signature of Employing Member ________________________________ Date 3-18-22

Bowen Peard
Jobs for the Future (JFF) with a grant from the Joyce Foundation
PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
   - Jobs for the Future (JFF) 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 attachments for more detail

5. Yes □ No [ ] Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: _____________________________ Date of return: ______________________________

7. a. City of departure: _____________________________
   b. Destination(s): ________________________________
   c. City of return: ________________________________

8. **Check only one.** I represent that:
   a. □ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
   b. □ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
   c. □ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations.

9. **Check only one of the following:**
   a. □ I checked 8(a) or (b) above: **OR**
   b. □ I checked 8(c) above but am not offering any lodging: **OR**
   c. □ I checked 8(c) above and am offering lodging and meals for one night: **OR**
   d. □ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:

---

Version date 3/2021 by Committee on Ethics
10. □ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following:**
   a. □ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
   b. □ Not Applicable. Trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

   JFF selects sites and topics of interest around which to base visits and forums, taking into account Congressional staff interest, the quality of programs and their relationship to education, workforce and poverty alleviation policy. See attachments for more detail.

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:

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

15. **Check only one.** I represent that either:
   a. □ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; *OR*
   b. □ The trip involves events that are arranged specifically *with regard* to congressional participation.

   If “b” is checked:
   1) Detail the cost per day of meals (approximate cost may be provided):

      *See attachments for more details, cost follows GSA per diem rates for Harrisonburg, VA*

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

      *See attachments for more details, JFF selected the Shenandoah Valley region of VA.*

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

   **Hotel Madison**
   City: Harrisonburg, VA
   Cost Per Night: $96
   Reason(s) for Selecting: *The geographic location and the hotel offered government per diem rates.*

   Hotel Name: ____________________________ City: ______________________ Cost Per Night: ____________
   Reason(s) for Selecting: ____________________________________________________________

   Hotel Name: ____________________________ City: ______________________ Cost Per Night: ____________
   Reason(s) for Selecting: ____________________________________________________________

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

<table>
<thead>
<tr>
<th></th>
<th>Actual Amounts</th>
<th>Good Faith Estimates</th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$75 (see attachments for more detail)</td>
<td>$96 (see attachments for more detail)</td>
<td>$92 (see attachments for more detail)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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

19. **Check only one:**

a. I certify that I am an officer of the organization listed below; OR

b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

a. I read and understand the Committee’s Travel Regulations;

b. I am not a registered federal lobbyist or registered foreign agent; and

c. The information on this form is true, complete, and correct to the best of my knowledge.

**Signature:** Maria K. Flynn  
**Date:** 03/14/2022

**Name:** Maria Flynn  
**Title:** President/CEO

**Organization:** Jobs for the Future

**Address:** 122 C St NW Washington, DC 20001

**Email:** mflynn@jff.org  
**Telephone:** (617) 728-4446

**INSTRUCTIONS**

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

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

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

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building  
Washington, D.C. 20515  
ethicscommittee@mail.house.gov | 202-225-7103

More information and forms available at ethics.house.gov
ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance 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. Name of Primary Trip Sponsor: Jobs for the Future (JFF)
2. Name of your organization: The Joyce Foundation
3. Yes ☐ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☐ Does your organization receive funding from any foreign government or multinational organization?
5. Check one.
   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. OR
   c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only 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.
7. I certify by my signature that
   a. I read and understand the Committee's Travel Regulations;
   b. I am not a registered federal lobbyist or registered foreign agent;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: ____________________________________________ Date: 03/16/2022
Name: Ellen Alberding Title: President
Organization: The Joyce Foundation
Address: 321 North Clark Street, Suite 1500, Chicago, IL 60654
Email: lbaumann@joycefdn.org Telephone: (312) 795-3829

Version date 3/2021 by 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 website (ethics.house.gov) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:
   Jobs for the Future (JFF) 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 attachments for more detail

5. Yes □ No [ ] Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: ___________________________ Date of return: ___________________________

7. a. City of departure: Washington, DC
   b. Destination(s): Harrisonburg, VA & Shenandoah Valley region of VA
   c. City of return: Washington, DC

8. Check only one. I represent that:
   a. [ ] The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR
   b. [ ] The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
   c. [ ] The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations.

9. Check only one of the following:
   a. [ ] I checked 8(a) or (b) above: OR
   b. [ ] I checked 8(c) above but am not offering any lodging: OR
   c. [ ] I checked 8(c) above and am offering lodging and meals for one night: OR
   d. [ ] I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:
10. [ ] Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following:**
   a. [ ] I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
   b. [ ] Not Applicable. Trip sponsor is a U.S. institution of higher education.

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
   - JFF selects sites and topics of interest around which to base visits and forums, taking into account Congressional staff interest, the quality of programs and their relationship to education, workforce and poverty alleviation policy. See attachments for more detail.

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:

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

15. **Check only one.** I represent that either:
   a. [ ] The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR
   b. [ ] The trip involves events that are arranged specifically with regard to congressional participation. If “b” is checked:
      1) Detail the cost per day of meals (approximate cost may be provided):
         *See attachments for more details, cost follows GSA per diem rates for Harrisonburg, VA*
      2) Provide the reason for selecting the location of the event or trip:
         *See attachments for more details, JFF selected the Shenandoah Valley region of VA.*

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   - **Hotel Name:** Hotel Madison
     - City: Harrisonburg, VA
     - Cost Per Night: $96
     - Reason(s) for Selecting: The geographic location and the hotel offered government per diem rates.
   - Hotel Name: ________________________________
     - City: ________________________________
     - Cost Per Night: __________________
     - Reason(s) for Selecting: ____________________________________________________________
   - Hotel Name: ________________________________
     - City: ________________________________
     - Cost Per Night: __________________
     - Reason(s) for Selecting: ____________________________________________________________

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Actual Amounts</th>
<th>Good Faith Estimates</th>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Expenses (dollar amount per item):

<table>
<thead>
<tr>
<th>Item</th>
<th>None</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
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<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.):

<table>
<thead>
<tr>
<th>Item</th>
<th>None</th>
<th>None</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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

19. **Check only one:**

a. [ ] I certify that I am an officer of the organization listed below; **OR**

b. [ ] Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

a. I read and understand the Committee’s Travel Regulations;

b. I am not a registered federal lobbyist or registered foreign agent; and

c. The information on this form is true, complete, and correct to the best of my knowledge.

**Signature:** ____________________________  **Date:** 03/14/2022

**Name:** Maria Flynn  **Title:** President/CEO

**Organization:** Jobs for the Future

**Address:** 122 C St NW Washington, DC 20001

**Email:** mflynn@jff.org  **Telephone:** (617) 728-4446

**INSTRUCTIONS**

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

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

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

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building  ethicscommittee@mail.house.gov  |  202-225-7103
Washington, D.C. 20515

More information and forms available at ethics.house.gov
ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance 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. Name of Primary Trip Sponsor: Jobs for the Future (JFF)

2. Name of your organization: The Joyce Foundation

3. Yes [ ] No [ ] Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?

4. Yes [ ] No [ ] Does your organization receive funding from any foreign government or multinational organization?

5. Check one. I certify that my organization:
   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. OR
   c. [ ] Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).

6. Check only 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.

7. I certify by my signature that
   a. I read and understand the Committee’s Travel Regulations;
   b. I am not a registered federal lobbyist or registered foreign agent;
   c. I am an officer of this organization and am duly authorized to sign this form; and
   d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: ___________________________ Date: 03/16/2022

Name: Ellen Alberding
Title: President

Organization: The Joyce Foundation

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

Email: bbaumann@joycefdn.org Telephone: (312) 795-3829
April 4, 2022

Mr. Bowen Peard  
Office of the Honorable Susie Lee  
365 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Peard:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Harrisonburg, Virginia, scheduled for April 19 to 20, 2022, sponsored by Jobs for the Future, and the Joyce Foundation.

This approval represents the Committee’s determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 $415 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,

Theodore E. Deutch
Chairman

Jackie Walorski
Ranking Member

TED/JW:adw
House staff have been invited because of their work on education, workforce development, and poverty alleviation issues. All have responsibility for these federal issues in their offices. The site visit will highlight the successes and challenges of education, workforce, and poverty programs in the Shenandoah Valley region of Virginia.
work to attain the education, training, and credentials necessary to find good jobs and family sustaining careers. The Joyce Foundation invests in public policies and strategies to advance racial equity and economic mobility. Both sponsors’ work is informed by research, analysis, and best practice. The missions and interests of JFF and The Joyce Foundation support the purpose of the trip: highlighting innovative, evidence-based programs and policies that drive economic mobility.

The purpose of this trip is to examine innovative, high-quality education and workforce training programs that focus on the economic needs of the Shenandoah Valley region, its employers, and its people. Staff will see strategies the region is implementing to meet the region’s talent needs; they will engage with apprentices, educators, state officials and employers who are involved in these programs.

Jobs for the Future (JFF) and the Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering Congressional staff interest, the quality of programming, and whether these programs have a relationship to workforce development and education policy. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

**Question #15 Part 2, Explanation of Location Choice:**

The sponsors selected the Shenandoah Valley region of Virginia for this site visit because of its innovative workforce development and education efforts, specifically the way the workforce, economic development, social welfare, and postsecondary systems are collaborating to meet the unique needs of a rural area. These efforts are rooted in a deep understanding of why labor market participation rates have dropped in recent decades. The region’s leaders are striving to address barriers to education and employment by partnering with community-based organizations to provide critical support services that are tailored to community needs. The visit will also highlight cross-sector partnerships that engage employers in efforts to promote skill development and economic uplift. These models for career-connected learning, sector-based skill development and holistic systems alignment will shed light on K-12, postsecondary, workforce development, and welfare policy.

**Question #18 Good Faith Estimates for House Participants:**

**Transportation:** On the ground transportation, via chartered coach class bus service for travel to Harrisonburg, time in the Shenandoah Valley of Virginia and travel back to D.C = $75.00 per person. Totally transportation expenses = **$75.00 per person**.

**Lodging:** Lodging at the Hotel Madison for one night = **$96.00 per person** ($96.00 per night in line with per diem)

**Meals:** Meals for one day and one day of travel = **$92.00 per person** (in line with per diem)
Dear Everyone!

The JFF team is inviting you to participate in an in-person, two-day site visit to the Shenandoah Valley region of Virginia on Tuesday April 19, 2022 – Wednesday April 20, 2022. This visit will present high quality educational opportunities for staff as well as beautiful views and networking time together.

During this visit staff will hear from Blue Ridge Community College, the Shenandoah Valley Workforce Development Board, the Shenandoah Partnership (economic development entity), and regional employers who will discuss how they are meeting today’s and tomorrow’s talent needs and the unique economic needs of a rural region. Blue Ridge leaders will talk about how they are implementing state workforce programs including FastForward and G3 – aligning postsecondary options to in-demand careers. The Shenandoah Valley Workforce Board will discuss how they are expanding apprenticeships for opportunity youth, and we will hear from economic development and business leaders about how they are developing and sustaining robust partnerships with the education and workforce systems. Additionally, we will delve into the issue of labor market participation, examining why workers are leaving their jobs and how the region is addressing this challenge through comprehensive supports designed to eliminate barriers related to childcare, addiction, and transportation.

The JFF team is getting excited for the visit and the rich discussions that will take place. Please respond by Friday, February 25th stating your plans for participation. Once your attendance is confirmed our team will share final information for the trip, including an agenda and the necessary Ethics documentation. Thank you and we hope you can join us!

Best,

Mary Clagett, Senior Director for Workforce Policy, JFF

February 16, 2022
Tuesday, April 19, 2022 – Wednesday, April 20, 2022
Site Visit to Shenandoah Valley

**Tuesday, April 19th**

8:30 – 9:00 AM  
Bus Pick Up & Departure  
*Garfield Circle*  
*United States Capitol, Washington DC 20016*

9:00 AM – 12:00 PM  
Bus Ride to Blue Ridge Community College (BRCC)  
*1 College Ln, Weyers Cave, VA 24486*

12:30 – 1:30 PM  
Lunch Session – An Introduction to the Region and a Cross-Sector Approach to Workforce Development in the Shenandoah Valley Region  
*Blue Ridge Community College*  
*Plecker Workforce Center*  
*1 College Ln, Weyers Cave, VA 24486*

Luncheon speakers will provide an overview of the Shenandoah Valley region, discussing the regional economy, demographic characteristics, challenges in addressing poverty and equity issues, education and workforce development efforts, and opportunities that lie ahead. As part of this session, speakers will outline the skill needs of the region and high demand industry sectors.

Speakers:
- **John Downey**, President, Blue Ridge Community College (BRCC)
- **Jay Langston**, Executive Director, Shenandoah Valley Partnership
- **Sharon Johnson**, Chief Executive Officer, Shenandoah Valley Workforce Development Board

1:30 – 2:45 PM  
How BRCC is Partnering with Other Regional Education Providers to Prepare Student for In-Demand Opportunities in the Shenandoah Valley  
*Blue Ridge Community College*  
*1 College Ln, Weyers Cave, VA 24486*

Staff will hear from BRCC President John Downey about how they are successfully implementing state programs like FastForward and G3 – helping to provide postsecondary options that tie to in-demand occupations and careers. BRCC leaders will also talk about how they are partnering with James Madison University (JMU), to address the spectrum of workforce needs at a local major pharmaceutical manufacturing plant (Merck) and developing strong transfer pathways and internships that support student progress from college to high-wage careers.
Speakers:
● John Downey, President, BRCC
● Kathleen Gass, Regional Manufacturing Liaison, BRCC & JMU
● Melissa Lubin, Chief Economic Engagement Officer, and Dean, JMU

2:45 – 3:30 PM  Tour of Bioscience and Advanced Manufacturing Training Facilities at BRCC
Blue Ridge Community College
1 College Ln, Weyers Cave, VA 24486

BRCC’s Vice President of Instruction & Student Services will lead staff on a tour of two training facilities at BRCC where students learn technical skills in two high demand industries in the region: Advanced Technology and Biomanufacturing. This tour will demonstrate BRCC’s different postsecondary options and allow staff to better understand the student experience in these fields.

Speaker:
● Bob Young, Vice President, BRCC

3:30 - 4:00 PM  Drive to Dynamic Aviation
1402 Airport Rd, Bridgewater, VA 22812

4:00 - 5:30 PM  Tour of Dynamic Aviation
1402 Airport Rd, Bridgewater, VA 22812

An employer leader in the region, Dynamic Aviation will provide staff with a tour of their facilities so staff can learn from and see individuals on the job. During this tour staff will also learn about Dynamic Aviation’s investment in and commitment to skill development and reaching more people to diversify the aviation workforce pipeline through their NEXTGEN Aviators program. NEXTGEN seeks to help bridge the gap in the nationwide shortage of aviation education and the workforce.

Speaker:
● Shane Combs, Director of NEXTGEN Aviators, Dynamic Aviation
● Michael Stoltzfus, President/CEO, Dynamic Aviation
● Anthony Whitehead, Relations and Engagement Specialist, Dynamic Aviation

5:30 - 6:00 PM  Drive to Dinner Session
Bella Luna Wood-Fired Pizza
80 W Water St, Harrisonburg, VA 22801

*This dinner was originally located at the Hotel Madison; we had to relocate due to a last-minute conflict at the venue. Price decrease reflected in the post-travel disclosure forms.
6:00 - 8:00 PM  Dinner Session: A Conversation with Key Employer Partners  
*This dinner was originally located at the Hotel Madison; we had to relocate due to a last-minute conflict at the venue. Price decrease reflected in the post-travel disclosure forms.*

Bella Luna Wood-Fired Pizza  
80 W Water St, Harrisonburg, VA 22801

Jay Langston, the economic development leader in the region, will build on the introductory session, discussing how the region is addressing challenges related to skill shortages and fall outs from the COVID-19 crisis by convening a session with two major employers in the area. These industry partners will discuss their work together and how this employer buy-in/coordination is critical to the vitality of Harrisonburg and the Shenandoah Valley region. Panelists will also discuss innovative efforts to support career pathways and key sector initiatives. Lastly, speakers will highlight how they are being intentional about equity as they work to strengthen and diversify talent pipelines.

Speakers:
- **Jay Langston**, Executive Director, Shenandoah Valley Partnership
- **Jon Gass**, Associate Vice President, Elkton Plant Manager, Merck
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation

8:00 - 8:30 PM  Check-in & End of Programming  
Hotel Madison  
710 S Main St, Harrisonburg, VA 22801

**Wednesday, April 20th**

8:30 – 9:30 AM  Breakfast Session: The Importance of Supportive & Aligned Services to Ensure That Individuals Economically Advance  
Hotel Madison  
710 S Main St, Harrisonburg, VA 22801

This session will identify how leaders in the Shenandoah Valley region are coordinating and aligning skill development programs with poverty alleviation strategies. Speakers will explain why this connection is critical to ensure jobseekers and workers are able to persist and complete in training as well as retain employment. Speakers will discuss their efforts in literacy, transportation, access to broadband, child care and other barriers that youth and adults face in their region.

Speakers:
- **Ben Craig**, Executive Director, Way to Go
● Victoria Garber, Regional Specialist and PluggedIn VA Coordinator, Shenandoah Initiative for Adult Education (SHINE)
● Aline Jackson-Diggs, Placement Counselor, Department of Aging and Rehabilitative Services (DARS)

9:30 – 9:45 AM
Drive to Shenandoah Valley Workforce Development Board (SVWDB)
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

9:45 - 10:45 AM
Expanding High-Quality Apprenticeship Opportunities for Youth and Adults
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

Staff will hear from leaders at SVWDB that are working to drive and expand apprenticeship opportunities in the region. Staff will learn about SVWDB’s apprenticeship efforts, which serve both adults and youth, and their achievements in reaching more individuals, including opportunity youth. Staff will also hear about challenges in ensuring this impactful programming continues at scale.

Speakers:
● Scott Carlson, Employer Network Director, SVWDB
● Debbi Hopkins, Previous Chief Workforce Officer, and AAI Project Director, SVWDB
● Sharon Johnson, CEO, SVWDB

10:45 – 11:00 AM
Tour of SVWDB One Stop
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

Staff will get a chance to walk around SVWDB’s Harrisonburg one-stop. Staff will get to see the infrastructure of a one-stop and learn about all the different services provided at a high-quality job center.

Speakers:
● Sharon Johnson, CEO, SVWDB

11:00 AM – 12:00 PM
Commitment to Skills: Expanding Evidence-Based Skill Development Approaches for Jobseekers and Workers
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

For this session, SVWDB leaders will discuss how they are working to deliver on the workforce system’s vision of serving both industry and individuals. Speakers
will discuss SVWDB’s business services work and how they leverage their robust 
employer partnerships to prepare individuals for in-demand and quality jobs.
Speakers will also discuss their efforts to develop and sustain career pathways
approaches that respond to regional labor market needs as they evolve.

Speakers:
- Sharon Johnson, CEO, SVWDB
- Kathleen Gass, Regional Manufacturing Liaison, BRCC & JMU
- Kaystyle Madden, Director, Employer Network, SVWDB

12:00 – 12:30 PM  Working Lunch – Trip Debrief
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

Informal discussion with staff about key take-aways from the trip - reflection
on what was learned, and ways federal policymakers can assist states and
localities to improve system alignment, programming, and individual outcomes.

Speakers:
- Sharon Johnson, President/CEO, Shenandoah Workforce Development
  Board
- Bob Young, Vice President, BRCC
- Jay Langston, Executive Director, Shenandoah Valley Partnership

12:30 – 3:30 PM  Bus Ride from Shenandoah Valley back to DC

3:30 PM  Arrive Back in DC - Programming Ends
Congressional Staff Participants

Caitlin Burke  
Professional Staff  
House Education & Labor Committee  
Caitlin.burke@mail.house.gov

Adam Edgerton  
Analyst in Education Policy  
CRS  
aedgerton@crs.loc.gov

Agatha Gucyski  
Economic Policy Advisor  
Office of U.S. Representative Lisa Blunt Rochester  
Agatha.Gucyski@mail.house.gov

Katherine Hitchcock  
Legislative Assistant  
Office of U.S. Senator Todd Young  
katherine_hitchcock@young.senate.gov

Brittany Matthews  
Senior Policy Advisor for Education & Workforce  
Office of U.S. Senator Maggie Hassan  
Brittany_Matthews@hassan.senate.gov

Karisma Merchant  
Senior Education and Workforce Policy Advisor  
Office of U.S. Senator Tim Kaine  
Karishma_Merchant@kaine.senate.gov

Bowen Peard  
Legislative Assistant  
Office of U.S. Representative Susie Lee  
bowen.peard@mail.house.gov

Montrel Tennessee  
Legislative Fellow  
Office of U.S. Senator Tim Kaine  
Montrel_Tennessee@kaine.senate.gov

Shenandoah Valley Participants

Scott Carlson  
Employer Network Director  
Shenandoah Valley Workforce Development Board

Shane Combs  
Director of NEXTGEN Aviators  
Dynamic Aviation

Ben Craig  
Executive Director  
Way to Go

John Downey  
President  
Blue Ridge Community College

Victoria Garber  
Regional Specialist and PlugggedIn VA coordinator  
Shenandoah Initiative for Adult Education (SHINE)

Kathleen Gass  
Regional Manufacturing Liaison  
Blue Ridge Community College & James Madison University

Jon Gass  
Associate Vice President, Elkton Plant Manager  
Merck

Debby Hopkins  
Previous Chief Workforce Officer  
Shenandoah Valley Workforce Development Board

Aline Jackson-Diggs  
Placement Counselor, Department of Aging and Rehabilitative Services (DARS)

Sharon Johnson  
CEO  
Shenandoah Valley Workforce Development Board
Jay Langston  
Executive Director  
Shenandoah Valley Partnership

Melissa Lubin  
Chief Economic Engagement Officer & Dean  
James Madison University

Kaystyle Madden  
Employer Network Director  
Shenandoah Valley Workforce Development Board

Jeff Stapel  
Human Resources and Safety Manager  
Shickel Corporation

Michael Stoltzfus  
President/CEO  
Dynamic Aviation

Anthony Whitehead  
Relations and Engagement Specialist  
Dynamic Aviation

Bob Young  
Vice President  
Blue Ridge Community College

The Joyce Foundation Participant

Chibuzo Ezeigbo  
Program Officer  
The Joyce Foundation

Jobs for the Future Participants

Vanessa Bennett  
Associate Director  
vbennett@jff.org
Question #4 House Invitees:

Caitlin Burke  
Professional Staff  
House Education & Labor Committee  
Caitlin.burke@mail.house.gov

Agatha Gucyski  
Economic Policy Advisor  
Office of U.S. Representative Lisa Blunt Rochester  
Agatha.Gucyski@mail.house.gov

Kaitlyn Montan  
Legislative Director  
Office of U.S. Representative Joaquin Castro  
Kaitlyn.Montan@mail.house.gov

Lorin Obler  
U.S. Government Accountability Office Detailee  
House Education & Labor Committee  
lorin.obler@mail.house.gov

Heather Painter  
Legislative Director  
Office of U.S. Representative Derek Kilmer  
heather.painter@mail.house.gov

Bowen Peard  
Legislative Assistant  
Office of U.S. Representative Susie Lee  
bowen.peard@mail.house.gov

House staff have been invited because of their work on education, workforce development, and poverty alleviation issues. All have responsibility for these federal issues in their offices. The site visit will highlight the successes and challenges of education, workforce, and poverty programs in the Shenandoah Valley region of Virginia.

Question #12 Interest and Role of Sponsors:

JFF is interested in the development of education, training and supportive programs and policies that expand opportunities for youth and adults who are living in poverty and disconnected from school and
work to attain the education, training, and credentials necessary to find good jobs and family sustaining careers. The Joyce Foundation invests in public policies and strategies to advance racial equity and economic mobility. Both sponsors’ work is informed by research, analysis, and best practice. The missions and interests of JFF and The Joyce Foundation support the purpose of the trip: highlighting innovative, evidence-based programs and policies that drive economic mobility.

The purpose of this trip is to examine innovative, high-quality education and workforce training programs that focus on the economic needs of the Shenandoah Valley region, its employers, and its people. Staff will see strategies the region is implementing to meet the region’s talent needs; they will engage with apprentices, educators, state officials and employers who are involved in these programs.

Jobs for the Future (JFF) and the Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering Congressional staff interest, the quality of programming, and whether these programs have a relationship to workforce development and education policy. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

Question #15 Part 2, Explanation of Location Choice:

The sponsors selected the Shenandoah Valley region of Virginia for this site visit because of its innovative workforce development and education efforts, specifically the way the workforce, economic development, social welfare, and postsecondary systems are collaborating to meet the unique needs of a rural area. These efforts are rooted in a deep understanding of why labor market participation rates have dropped in recent decades. The region’s leaders are striving to address barriers to education and employment by partnering with community-based organizations to provide critical support services that are tailored to community needs. The visit will also highlight cross-sector partnerships that engage employers in efforts to promote skill development and economic uplift. These models for career-connected learning, sector-based skill development and holistic systems alignment will shed light on K-12, postsecondary, workforce development, and welfare policy.

Question #18 Good Faith Estimates for House Participants:

Transportation: On the ground transportation, via chartered coach class bus service for travel to Harrisonburg, time in the Shenandoah Valley of Virginia and travel back to D.C = $75.00 per person. Totally transportation expenses = $75.00 per person.

Lodging: Lodging at the Hotel Madison for one night = $96.00 per person ($96.00 per night in line with per diem)

Meals: Meals for one day and one day of travel = $92.00 per person (in line with per diem)
Tuesday, April 19th, 2022 – Wednesday, April 20th, 2022
Site Visit to Shenandoah Valley

**Tuesday April 19th**

9:00 – 12:00 PM
Bus Ride to Blue Ridge Community College (BRCC)
1 College Ln, Weyers Cave, VA 24486

12:30 – 1:30 PM
Lunch Session – An Introduction to the Region and a Cross-Sector Approach to Workforce Development in the Shenandoah Valley Region
*Blue Ridge Community College*
*Plackard Workforce Center*
1 College Ln, Weyers Cave, VA 24486

Luncheon speakers will provide an overview of the Shenandoah Valley region, discussing the regional economy, demographic characteristics, challenges in addressing poverty and equity issues, education and workforce development efforts, and opportunities that lie ahead. As part of this session, speakers will outline the skill needs of the region and high demand industry sectors.

Speakers:

- **John Downey**, President, Blue Ridge Community College (BRCC)
- **Jay Langston**, Executive Director, Regional Economic Development Partnership
- **Sharon Johnson**, President/CEO, Shenandoah Workforce Development Board

1:30 – 2:45 PM
How BRCC is Partnering with Other Regional Education Providers to Prepare Student for In-Demand Opportunities in the Shenandoah Valley
*Blue Ridge Community College*
1 College Ln, Weyers Cave, VA 24486

Staff will hear from BRCC President, John Downey about how they are successfully implementing state programs like FastForward and G3 – helping to provide postsecondary options that tie to in-demand occupations and careers. BRCC leaders will also talk about how they are partnering with James Madison University (JMU), to address the spectrum of workforce needs at a local major pharmaceutical manufacturing plant (Merck) and developing strong transfer pathways and internships that support student progress from college to high-wage careers.

Speakers:

- **John Downey**, President, BRCC
- **Kathleen Gass**, Regional Manufacturing Liaison, BRCC & JMU
Melissa Lubin, Dean/CEEO, JMU

2:45 – 3:30 PM Tour of Bioscience and Advanced Manufacturing Training Facilities at BRCC
Blue Ridge Community College
1 College Ln, Weyers Cave, VA 24486

BRCC’s Vice President of Instruction & Student Services will lead staff on a tour of two training facilities at BRCC where students learn technical skills in two high demand industries in the region: Advanced Technology and Biomanufacturing. This tour will demonstrate BRCC’s different postsecondary options and allow staff to better understand the student experience in these fields.

Speaker:
- Bob Young, Vice President, BRCC

3:30 - 4:00 PM Drive to Dynamic Aviation
1402 Airport Rd, Bridgewater, VA 22812

4:00 - 5:30 PM Tour of Dynamic Aviation
1402 Airport Rd, Bridgewater, VA 22812

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Speaker:
- Shane Combs, Director of NEXTGEN Aviators, Dynamic Aviation
- Michael Stoltzfus, President/CEO, Dynamic Aviation
- Anthony Whitehead, Training and Development Specialist, Dynamic Aviation

5:30 - 6:00 PM Drive to Dinner Session
Hotel Madison
Montpelier Restaurant and Bar
710 S Main St, Harrisonburg, VA 22801

6:00 - 8:00 PM Dinner Session: A Conversation with Key Employer Partners
Hotel Madison
Montpelier Restaurant and Bar
710 S Main St, Harrisonburg, VA 22801
Jay Langston, the economic development leader in the region will build on the introductory session, discussing how the region is addressing challenges related to skill shortages and fall outs from the COVID-19 crisis by convening a session with two major employers in the area. These industry partners will discuss their work together and how this employer buy-in/coordination is critical to the vitality of Harrisonburg and the Shenandoah Valley region. Panelists will also discuss innovative efforts to support career pathways and key sector initiatives. Lastly, speakers will highlight how they are being intentional about equity as they work to strengthen and diversify talent pipelines.

Speakers:
- **Jay Langston**, Director, Regional Economic Development Partnership
- **Jon Gaas**, Plant Manager, Merck
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation

8:00 - 8:30 PM
Check-in & End of Programming
*Hotel Madison*
710 S Main St, Harrisonburg, VA 22801

**Wednesday, April 20th**

8:30 – 9:30 AM
Breakfast Session: The Importance of Supportive & Aligned Services to Ensure That Individuals Economically Advance
*Hotel Madison*
710 S Main St, Harrisonburg, VA 22801

This session will identify how leaders in the Shenandoah Valley region are coordinating and aligning skill development programs with poverty alleviation strategies. Speakers will explain why this connection is critical to ensure jobseekers and workers are able to persist and complete in training as well as retain employment. Speakers will discuss their efforts in literacy, transportation, access to broadband, child care and other barriers that youth and adults face in their region.

Speakers:
- **Ben Craig**, Executive Director, Way to Go
- **Victoria Garber**, Regional Specialist and PluggedIn VA coordinate, SHINE
- **Nelly Shenk**, Executive Director, Skyline literacy

9:30 – 9:45 AM
Drive to Shenandoah Valley Workforce Development Board (SVWDB)
*Shenandoah Valley Workforce Development Board*
160 N Mason St, Harrisonburg, VA 22802
9:45 - 10:45 AM  Expanding High-Quality Apprenticeship Opportunities for Youth and Adults
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

Staff will hear from leaders at SVWDB that are working to drive and expand apprenticeship opportunities in the region. Staff will learn about SVWDB’s apprenticeship efforts, which serve both adults and youth, and their achievements in reaching more individuals, including opportunity youth. Staff will also hear about challenges in ensuring this impactful programming continues at scale.

Speakers:
- Scott Carlson, Employer Network Director, SVWDB
- Debbie Hopkins, Previous Chief Workforce Officer, and AAI Project Director, SVWDB
- Sharon Johnson, President/CEO, SVWDB

10:45 – 11:00 AM  Tour of SVWDB One Stop
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

11:00 – 12:00 PM  Commitment to Skills: Expanding Evidence-Based Skill Development Approaches for Jobseekers and Workers
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802

For this session, SVWDB leaders will discuss how they are working to deliver on the workforce system’s vision of serving both industry and individuals. Speakers will discuss SVWDB’s business services work and how they leverage their robust employer partnerships to prepare individuals for in-demand and quality jobs. Speakers will also discuss their efforts to develop and sustain career pathways approaches that respond to regional labor market needs as they evolve.

Speakers:
- Sharon Johnson, President/CEO, SVWDB
- Kathleen Gass, Regional Manufacturing Liaison, BRCC & JMU
- Kaystyle Madden, Employer Network Director, SVWDB
- Jeff Stapel, Human Resources and Safety Manager, Shickel Corporation

12:00 – 12:30 PM  Working Lunch – Trip Debrief
Shenandoah Valley Workforce Development Board
160 N Mason St, Harrisonburg, VA 22802
Informal discussion with staff about key take-aways from the trip - reflection on what was learned, and ways federal policymakers can assist states and localities to improve system alignment, programming, and individual outcomes.

Speakers:
- Sharon Johnson, President/CEO, Shenandoah Workforce Development Board
- Bob Young, Vice President, BRCC

12:30 – 3:30 PM  Bus Ride from Shenandoah Valley back to DC

3:30 PM  Arrive Back in DC - Programming Ends
**Congressional Staff Participants**

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Way to Go

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SHINE

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Regional Manufacturing Liaison
Blue Ridge Community College & James Madison University

Jon Gaas
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Debbie Hopkins
Previous Chief Workforce Officer
Shenandoah Valley Workforce Development Board

Sharon Johnson
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