COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM ☑ *Original* ☐ *Amendment*

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: Samantha DeVito

2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☒ Spouse ☐ Child ☒ Other (specify): _____

3. a. Dates: Departure: 02/20/2024 Return: 02/22/2024
   b. Dates at Personal Expense, if any: _____ ***OR*** ☒ None

4. Departure City: Washington, DC Destination: Austin, TX Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Jobs for the Future

6. Describe Meetings and Events Attended: Had meetings with the Mayor of Austin, government and local officials, and stakeholders about workforce development efforts. Visited a YouthBuild facility, a semiconductor manufacturing facility, and a community college.

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: Samantha DeVito **Date:** 03/01/2024

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: Joe Courtney **Date:** 03/01/2024

Signature of Supervising Member: Joe Courtney

last updated 7/2023

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM ☑ *Original* ☐ *Amendment*

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: Samantha DeVito

2. a. Name of Accompanying Relative: _____ ***OR*** ☐ None
   b. Relationship to Traveler: ☒ Spouse ☐ Child ☒ Other (specify): _____

3. a. Dates: Departure: 02/20/2024 Return: 02/22/2024
   b. Dates at Personal Expense, if any: _____ ***OR*** ☐ None

4. Departure City: Washington, DC Destination: Austin, TX Return City: Washington, DC

5. Sponsor(s), Who Paid for the Trip: Jobs for the Future

6. Describe Meetings and Events Attended: Had meetings with the Mayor of Austin, government and local officials, and stakeholders about workforce development efforts. Visited a YouthBuild facility, a semiconductor manufacturing facility, and a community college.

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: Samantha DeVito **Date:** 1/16/2024

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: Joe Courtney **Date:** 03/01/2024

Signature of Supervising Member: Joe Courtney

last updated 7/2023

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ *Original* ☐ *Amendment*

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in 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 or provided in-kind support for the trip: Jobs for the Future
2. Travel Destination(s): Austin, TX
3. Date of Departure: 02/20/2024 Date of Return: 02/22/2024
4. Name(s) of Traveler(s): Brian Arata, Amaris Benavidez, Adrienne Castro, Samantha DeVito, Grace Iheke, Amy Jones, Cruz Perez, Ashley Lund, Cody Rowe, Jerome Vainisi, Tonia Wu

   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:

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description)
Traveler	$733	$353	$139.90	None
Accompanying Family Member	None	None	None	None

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: Kristina Sampson **Date:** 2/29/24

Name: Kristina Sampson **Title:** Vice President Finance

Organization: Jobs for the Future

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

Address: 50 Milk St, 17th Floor, Boston, MA 02109

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

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

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

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Samantha DeVito

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Jobs for the Future

3. City and State **OR** Foreign Country of Travel: Austin, TX

4. a. Date of Departure: 2/20/24 Date of Return: 2/22/24

   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, invitation, 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.**

   I am a Legislative Assistant for Congressman Courtney and handle a variety of relevant issues including education, workforce, and manufacturing. The site visits on this trip will highlight the successes and challenges of education, workforce and economic development programs in Austin TX/.

9. **Yes ☐ No ☐ Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Joe Courtney **Date:** 03/01/2024

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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Sponsor who will be paying for the trip:

   Jobs for the Future

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, services, or in-kind assistance 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; 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):

   Please 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: 2/20/2024 Date of Return: 2/22/2024
7. a. City of departure: 2/22/24
   b. Destination(s): Austin, TX
   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 the statement is true by clicking the 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 selected sites because of their evidence-based models for serving jobseekers, workers, and learners. The programs and initiatives featured during this trip will shed light on federal K-12 education, postsecondary education, workforce development, and human services 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 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 detail; costs are in line with GSA per diem rates for Austin, TX.
      2) Provide the reason for selecting the location of the event or trip: See attachments for detailed response. JFF selected Austin, TX.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Hotel Indigo - Downtown City: Austin, TX Cost Per Night: $184
   Reason(s) for Selecting: Geographic location & hotel offered GSA per diem rate for lodging in Austin, TX.
   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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$416	$368	$176
For each Accompanying Family Member	None	None	None

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	None	None
For each Accompanying Family Member	None	None

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: 03/01/2024

Name: Maria Flynn Title: President & CEO

Organization: Jobs for the Future

Address: 50 Milk St, 17th Floor, Boston, MA 02109

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

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

COMMITTEE ON ETHICS

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Name of Primary Trip Sponsor for this trip: Jobs for the Future

2. Name of your organization: Bill & Melinda Gates 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: Kathryn Young Digitally signed by Kathryn Young Date: 2024.01.11 09:57:41 -05'00' Date: 1/11/2024

Name: Kathryn Young Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 1300 I Street NW, Washington, DC 20005

Telephone: (202) 230-2174 Email: kathryn.young@gatesfoundation.org

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

last updated 7/2023

COMMITTEE ON ETHICS

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. Signatures must comply with section 104(bb) of the Travel Regulations.

1. Name of Primary Trip Sponsor for this trip: Jobs for the Future

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: Kathleen Clarke Digitally signed by Kathleen Clarke DN: cn=Kathleen Clarke gn=Kathleen Clarke c=US United States l=US United States Reason: I am the author of this document Location: Date: 2024-01-10 21:30-06:00 Date: 1.10.24

Name: Kathleen Clarke Title: COO

Organization: The Joyce Foundation

Address: 321 N Clark, Suite 1500, Chicago, IL 60654

Telephone: 312-782-2464 Email: kclarke@joycefdn.org

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

last updated 7/2023

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

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

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

ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

February 13, 2024

Ms. Samantha DeVito
Office of the Honorable Joe Courtney
2449 Rayburn House Office Building
Washington, DC 20515

Dear Ms. DeVito:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Austin, Texas, scheduled for February 20 to 22, 2024, sponsored by Jobs for the Future, the Joyce Foundation, and Bill & 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 $480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:rp

Attachments

Congressional Staff Network for Economic Advancement Site Visit to Austin, Texas
February 20-22, 2024

Question #4 House Invitees:

Brian Arata
Legislative Director
Office of Rep. Glenn "GT" Thompson
brian.arata@mail.house.gov

Amaris Benavidez
Professional Staff Member
House Committee on Education & the Workforce
amaris.benavidez@mail.house.gov

Adrienne Castro
Senior Legislative Assistant
Office of Rep. Mark Takano
adrienne.castro@mail.house.gov

Juliana Dauchess
Legislative Assistant
Office of Rep. Lloyd Smucker
juliana.dauchess@mail.house.gov

Samantha DeVito
Legislative Assistant
Office of Rep. Joe Courtney
samantha.devito@mail.house.gov

Grace Iheke
Legislative Assistant
Office of Rep. Bonnie Watson Coleman
grace.iheke@mail.house.gov

Amy Jones
Education and Human Services Policy Director
House Committee on Education & the Workforce
amy.jones@mail.house.gov

Arion Laws
Legislative Aide

Office of Rep. Sara Jacobs
arion.laws@mail.house.gov

Ashley Lund
Legislative Aide
Office of Rep. Raja Krishnamoorthi
Ashley.Lund@mail.house.gov

Gianni Morsell
Legislative Assistant
Office of Rep. Alma Adams
gianni.morsell@mail.house.gov

Heather Painter
Legislative Director
Office of Rep. Derek Kilmer
Heather.Painter@mail.house.gov

Cruz Perez
Legislative Assistant
Office of Rep. Nathaniel Moran
cruz.perez@mail.house.gov

James Redstone
Professional Staff Member
House Appropriations Committee
James.Redstone@mail.house.gov

Cody Rowe
Legislative Assistant
Office of Rep. Burgess Owens
Cody.Rowe@mail.house.gov

Crystal Sung
Legislative Aide
Office of Speaker Emerita Nancy Pelosi
crystal.sung@mail.house.gov

Jamie Thompson
Senior Legislative Assistant
Office of Rep. Adam B. Schiff
jamie.thompson@mail.house.gov

Philip Tizzani

Professional Staff Member
House Appropriations Committee
Philip.Tizzani@mail.house.gov

Jerome Vainisi
Legislative Assistant
Office of Rep. Kay Granger
jerome.vainisi@mail.house.gov

Tonia Wu
Policy Adviser
Office of Rep. Hakeem Jeffries
tonia.wu@mail.house.gov

House staff were invited because of their work on education, workforce development, economic development, and social welfare issues. All have responsibility for these federal issues in their offices. The site visit will highlight the successes and challenges of education, workforce and economic development, and human services programs and initiatives in Austin.

Question #12 Interest and Role of Sponsors:

Jobs for the Future (JFF) identifies sites of interest and priority topics for site visit programming, including featured programs and initiatives, based on their evidence base, scalability, and quality. JFF develops and executes the agenda, coordinates logistics for the trip, and serves as the point of contact for staff. JFF will use grant funding from the Bill & Melinda Gates Foundation and the Joyce Foundation to support the Congressional Staff Network and this site visit.

Question #15 (B) Part 2, Explanation of Location Choice:

JFF selected Austin, Texas for this site visit because of the innovative workforce training, economic development, and education efforts happening on the ground, as well as the unique challenges greater Austin area faces in terms of balancing rapid growth with concerns around housing affordability, infrastructure capacity, and support service accessibility.

The site visit will highlight Austin's exemplary workforce development system, which is a national leader in delivering quality business services under the Workforce Innovation and Opportunity Act (WIOA). Panels and site visits will explore sector-based strategies for workforce development, incumbent worker training programs that enable upward mobility, and apprenticeship models that expand and diversify talent pools in critical industries. This site visit will have a particular focus on industries impacted by recent federal investments through the CHIPS and Science Act and Infrastructure Investment and Jobs Act.

Staff will also learn about Texas' Tri-Agency Workforce Initiative, which has led reform efforts to better connect the education and workforce systems via pathways that integrate work and learning, as well as improved cross-agency coordination on data and resource-sharing. Staff will also visit the Austin

Community College to hear about how they are meeting the postsecondary education needs of those seeking career-focused postsecondary credentials.

During each session, speakers and staff will reflect on how federal policy can help scale, replicate, and better support these innovative state- and local-level strategies. Programming will shed light on federal levers to promote effective education-to-career pathways for people who have not historically received equitable investment from the public or private sector.

Question #18 Total Expenses for Each House Participant (Good Faith Estimates):

Transportation: Round trip economy class airfare from Washington, DC (Dulles Airport) to Austin, Texas = $250 per person. On the ground transportation via chartered coach bus in Austin = $166 per person. Total transportation expenses = **$416 per person**.

Lodging: Lodging at the Hotel Indigo Austin Downtown for two nights = **$368.00 per person** (in line with the U.S. General Services Administration (GSA) per diem rate of $184 per night for February 2024).

Meals: Meals for the three-day trip = **$176.00 total** (in line with GSA per diem rates for Austin).

CONGRESSIONAL STAFF NETWORK
FOR ECONOMIC ADVANCEMENT

Dear CSN members,

I am writing to invite you to participate in an upcoming three-day Congressional Staff Network for Economic Advancement (CSN) site visit to **Austin, TX from Tuesday, February 20 – Thursday, February 22**.

In Austin, staff will learn about the region's evidence-based workforce development strategy, which centers on career pathways, industry sector partnerships, and career exploration/navigation supports. We will visit NXP Semiconductors' manufacturing plant to gain a better understanding of the skill demands in that industry and how employers hope to implement CHIPS and Science Act funding in support of workforce development. Staff will also see YouthBuild programming in action – a model that works to build young people's foundational and occupational skills, encouraging them along pathways to family supporting careers – and hear directly from youth participants about their experience.

At the state level, architects of Texas' Tri-Agency Workforce Initiative will discuss how they designed and are implementing a comprehensive, integrated education and workforce data infrastructure, including a shared data governance policy. This statewide longitudinal data system offers policymakers a model to consider as they evaluate federal programs under the Workforce Innovation and Opportunity Act and Higher Education Act. Finally, postsecondary system leaders will discuss the impetus for and implications of Texas House Bill 8, which codified a new outcomes-based approach to state community college funding and expands no-cost dual enrollment for high school students. We will also visit Austin Community College's innovative training and community engagement facilities, including the Make it Center, which offers students and families hands-on career exploration experiences, and the Innovative IMPACT Lab, a business incubator for aspiring manufacturers.

Please confirm your participation by Wednesday, January 10. Once you confirm your plans to participate, our team will share final information for the trip, including the agenda and the necessary ethics documentation.

Thank you and we hope you can join us!

Best,

Mary Clagett

Mary G. Clagett
Senior Director, Workforce Policy
Jobs for the Future

CONGRESSIONAL STAFF NETWORK
FOR ECONOMIC ADVANCEMENT

AGENDA

CSN Site Visit to Austin, TX

Tuesday February 20 – Thursday February 22, 2024

Tuesday February 20, 2024

12:46 – 3:32 PM	**Flight: IAD to AUS** *United Airlines Flight # UA 545*	**DULLES AIRPORT** 1 Saarinen Cir Dulles, VA 20166
3:32 – 5:30 PM	**Travel to Hotel, Check in**	**HOTEL INDIGO AUSTIN DOWNTOWN** 810 Red River St Austin, TX 78701
5:30 – 6:15 PM **Hill staffers please arrive at 5:20pm!*	**Introduction to Austin: Strengths & Challenges** Mayor Kirk Watson will welcome staffers to the city of Austin and provide an overview of the city's strengths and challenges in workforce and economic development. ➢ **Kirk Preston Watson**, Mayor, City of Austin	**HOTEL INDIGO AUSTIN DOWNTOWN** One-Knite Room 810 Red River St Austin, TX 78701
6:15 – 7:00 PM	**Balancing Growth and Inclusion in Austin's Economic Development Strategy** Austin is among the fastest-growing economies in the country; since 2010, its GDP has doubled and its population has grown by 36%. While that rapid growth spurred new economic activity and job creation, it has brought new challenges in terms of affordability, infrastructure, and inequality. This session will focus on the intersection between economic development and workforce development. Regional leaders will share how they are collaborating to balance the city's high growth with inclusion, ensuring that all Austinites share in that prosperity. ➢ **Tamara Atkinson**, Chief Executive Officer, Workforce Solutions Capital Area ➢ **Veronica Briseño**, Assistant City Manager, City of Austin	**HOTEL INDIGO AUSTIN DOWNTOWN** One-Knite Room 810 Red River St Austin, TX 7870

JFF Congressional Staff Network (CSN) Site Visit to Austin, TX

Tuesday, February 20 – Thursday, February 22, 2024

7:00 – 7:30 PM

Travel to Dinner

7:30 – 9:30 PM

Dinner Session: Austin's Economic Landscape

MOONSHINE GRILL - DOWNTOWN

303 Red River St
Austin, TX 78701

Austin native and urban economic development expert Dr. Steven Pedigo will establish critical context for the next two days, helping staff understand the region's key economic and demographic trends. He will also highlight learning objectives for the trip and lessons that Austin's economic development story can lend to the national policy discourse.

- **Tamara Atkinson**, Chief Executive Officer, Workforce Solutions (WFS) Capital Area
- **Steven Pedigo**, Professor of Practice, Lyndon B. Johnson School of Public Affairs, and Director, LBJ Urban Lab, The University of Texas at Austin

Wednesday February 21, 2024

8:15 AM

Meet in Lobby

HOTEL INDIGO AUSTIN DOWNTOWN

810 Red River St
Austin, TX 78701

8:15 – 9:00 AM

Travel to Workforce Solutions Capital Area

9:00 – 9:45 AM

Understanding Effective Workforce Board Governance

WORKFORCE SOLUTIONS CAPITAL AREA

9001 N IH35
Suite 110e
Austin, TX 78753

Workforce Solutions (WFS) Capital Area, the workforce development board serving Austin/Travis County, is a national leader in delivering client and business services. This session will provide staff with an overview of Austin's workforce ecosystem, the board's strategic plan, and its service delivery strategy.

- **Tamara Atkinson**, Chief Executive Officer, WFS Capital Area
- **Yael Lawson**, Chief Operations Officer, WFS Capital Area

9:45 – 10:45 AM

Site Visit: American Job Center (AJC) and Conversations with AJC Clients

WFS CAPITAL AREA

9001 N IH35
Suite 110e
Austin, TX 78753

Staff will have a chance to see an AJC operate, hear from AJC clients about their experience, and connect with AJC and affiliate organization staff to learn more about WIOA program and service delivery on the ground.

JFF Congressional Staff Network (CSN) Site Visit to Austin, TX

Tuesday, February 20 – Thursday, February 22, 2024

10:45 AM – 12:00 PM

Austin's Industry Sector Partnerships and the Role of Apprenticeship and Upskilling

WFS CAPITAL AREA

9001 N IH35
Suite 110e
Austin, TX 78753

This session will cover how local workforce development boards can foster strong industry sector partnerships, serving as an intermediary to tailor training opportunities to match employer needs, register new apprenticeship programs, and ensure jobseekers and incumbent workers have the support they need to persist through upskilling programs.

Panelists will discuss specific examples of the power of the board's intermediary function in the skilled trades, mobility and infrastructure, and healthcare industries.

- **Joe Cooper**, Training Director, Local Union #286 Plumbers And Pipefitters
- **Geronimo M. Rodriguez**, Chief Advocacy Officer, Seton Healthcare
- **Kevin Russell**, Airport Deputy Chief of Talent, Austin-Bergstrom International Airport
- **Amber Warne**, Senior Director of Business Engagement, WFS Capital Area

12:00 – 12:45 PM

Working Lunch: Discussion with WFS Staff

WFS CAPITAL AREA

9001 N IH35
Suite 110e
Austin, TX 78753

This informal luncheon will allow Hill staff to further discuss the topics and ideas presented during the morning sessions with practitioners.

- **Tamara Atkinson**, Chief Executive Officer, Workforce Solutions (WFS) Capital Area
- **Yael Lawson**, Chief Operations Officer, WFS Capital Area
- **Amber Warne**, Senior Director of Business Engagement, WFS Capital Area

12:45 – 1:30 PM

Travel to NXP Semiconductors

1:30 – 3:30 PM

Site Visit and Session: Deep Dive on Semiconductor Manufacturing

NXP SEMICONDUCTORS

3501 Ed Bluestein Blvd
Austin, TX 78721

During this site visit and session, staff will gain a deeper understanding of the labor and processes involved in semiconductor manufacturing, and learn about a real-world example of employers planning to leverage state and federal funding for inclusive workforce development.

- **Barbara Casas**, Director of Operations, Business Improvement and Industrial Engineering, NXP Semiconductors
- **Aaron Glynn**, Director of Operations, Oak Hill Fab,

NXP Semiconductors
- **Brendan Greenwood**, Vice President of Operations, ATMC Fab, NXP Semiconductors
- **Darren Lewis**, Director of Equipment Engineering, NXP Semiconductors

3:30 – 4:00 PM

Travel to American Youthworks

4:00 – 5:30 PM

Site Visit: American Youthworks' YouthBuild

AMERICAN YOUTHWORKS

1901 E Ben White Blvd
Austin, TX 78741

American YouthWorks' YouthBuild has served Austin's "opportunity youth" (young adults ages 16–24 who are neither in school nor employed) since 1997. This holistic youth services program offers young adults the opportunity to finish their high school education while engaging in paid career training, culminating in an industry-recognized certification.

Staff will see YouthBuild programming in action, speak directly with program participants about their experience, and learn about American YouthWorks' unique initiatives, including New Start, a re-entry pathway for court-involved youth, and onsite childcare services.

- **David Clauss**, YouthBuild Program Director, American YouthWorks
- **Parc Smith**, CEO, American YouthWorks

5:30 – 6:30 PM

Travel to Dinner

6:30 – 9:30 PM

Dinner Session: Roundtable Discussions

The ABGB

1305 W Oltorf St
Austin, TX 78704

Over dinner, Hill staff will sit down with practitioners and regional leaders to reflect further on the implications of the day's sessions for federal policy. Specifically, conversations will focus on federal policy levers to better align the workforce development system with industry needs and help scale career pathways ecosystems. Staff will be asked to consider the impact of comprehensive support services on learner and worker outcomes, the need for on- and off-ramps in pathways to career advancement, and strategies to engage young people in communities that, historically, have not received equitable investments from the public or private sector.

- **Tamara Atkinson**, Chief Executive Officer, Workforce Solutions (WFS) Capital Area

Thursday February 22, 2024

8:15 – 8:30 AM

Meet in Lobby, Check out

HOTEL INDIGO AUSTIN DOWNTOWN

JFF Congressional Staff Network (CSN) Site Visit to Austin, TX

Tuesday, February 20 – Thursday, February 22, 2024

810 Red River St
Austin, TX 78701

8:30 – 9:00 AM

Travel to WFS Capital Area

9:00 – 11:30 AM

Texas' Tri-Agency Workforce Initiative

WFS CAPITAL AREA

9001 N IH35
Suite 110e
Austin, TX 78753

Leaders from the Texas Tri-Agency Workforce Initiative, launched in 2016, will share their perspective on the successes and challenges of this cross-agency collaborative effort. The initiative tasked the Commissioners of the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Workforce Commission to work together on developing strong links between education and industry, with the goal of helping Texas grow in economic prosperity.

This discussion-based session will offer staff a chance to learn more about Texas' innovative education-to-career pathways system and how its integrated statewide longitudinal data system contributes to broader education-workforce system alignment goals.

- **Kerry Ballast**, Deputy Director, Workforce Education, Texas Workforce Commission
- **Alexis Bauserman**, Director, College, Career, and Military Prep Division, Texas Education Agency
- **Ryan Franklin**, Senior Director of Policy and Advocacy, Educate Texas *(Moderator)*
- **Emily Lawley**, Tri-Agency Initiative and Special Projects Manager, Texas Workforce Commission
- **David Troutman**, Deputy Commissioner for Academic Affairs and Innovation, Texas Higher Education Coordinating Board

11:30 AM – 12:00 PM

Travel to Austin Community College

12:00 – 1:30 PM

Luncheon Session: How Austin Community College Champions Student Success

AUSTIN COMMUNITY COLLEGE: HIGHLAND CAMPUS

6101 Highland Campus Dr
Austin, TX 78752

Austin Community College (ACC) leadership will discuss the institution's response to Texas HB-8, which moves the state community college system to an outcomes-based financing model, and the broader implications of this new funding system.

College administrators will also dive into ACC's early college high school offerings, how it supports dual enrollment with school districts, and the impact of such programs on student success.

- **Chris Cervini**, Vice Chancellor, Community and Public Affairs, ACC
- **Garrett Groves**, Chief of Staff and Vice Chancellor of

Strategic Initiatives, ACC
- **Russell Lowery-Hart**, Chancellor, ACC
- **Laura Lucas**, Director, Strategic Initiatives, ACC

1:30 – 3:00 PM

Site Visit: Designing Instructional Space for the Modern Economy

ACC: HIGHLAND CAMPUS

6101 Highland Campus Dr
Austin, TX 78752

Staff will have a chance to explore ACC's innovative training and community engagement facilities, including the Make it Center, which offers students and families hands-on career exploration experiences, the Innovative Manufacturing Partnerships Accelerating Central Texas (IMPACT) Lab, a business incubator for aspiring manufacturers, the health sciences simulation center, and the ACCelerator learning lab.

- **Michelle Raymond**, Director, Strategic Events, ACC
- **Laura Marmolejo**, Assistant Dean, Advanced Manufacturing, ACC
- **Nina Means**, Director, Fashion Incubator, ACC
- **Nancy Lyon**, Director, Bioscience Incubator, ACC
- **Shane Allen**, Coordinator, Bioscience Incubator, ACC
- **Janelle Green**, Director, Make It Center, ACC
- **Mary Roby**, Manager, Make It Center, ACC

3:00 – 3:30 PM

Wrap up and Reflection

EN ROUTE TO AIRPORT

Informal discussion with staff about key takeaways from the trip – reflecting on learnings and ways that federal policymakers can assist states and localities to improve systems alignment, programming, and outcomes.

- **David Bradley**, Senior Director, Workforce Policy, Jobs for the Future

3:30 – 4:58 PM

Check in

AUSTIN-BERGSTROM AIRPORT

3600 Presidential Blvd
Austin, TX 78719

4:58 PM – 9:02 PM

Flight: AUS to IAD

AUSTIN-BERGSTROM AIRPORT

3600 Presidential Blvd
Austin, TX 78719

United Airlines Flight # UA 376

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FOR ECONOMIC ADVANCEMENT

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CSN Site Visit to Austin, TX

Tuesday February 20 – Thursday February 22, 2024

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