Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2020 JAN -3 PM 4:05

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Youth Policy Forum

Travel date(s): October 8-10, 2019

Name of accompanying family member (if any): N/A
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$422.36 (includes round-trip flight, bus transportation to site visits and water taxi)	$546	$130	None

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see the attached trip itinerary

1/3/20 — (Date)

Manuel Contreras — (Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

1/3/20 — (Date)

Patty Murray — (Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): American Youth Policy Forum (AYPF)

2. Description of the trip: The trip will bring together a group of bipartisan congressional staff to visit three programs in Massachusetts and Rhode Island that are improving outcomes for youth.

3. Dates of travel: October 8-10, 2019

4. Place of travel: Boston/Lowell, Massachusetts and East Providence/Pawtucket, Rhode Island

5. Name and title of Senate invitees: See attached list

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   OR

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   AND

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   AND

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AYPF is the sole sponsor of the trip and created the agenda, organized logistics, and managed and facilitated all program site visits.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AYPF's mission is to provide professional development for policymakers on education and youth issues. This trip will provide participants with an opportunity to learn about nationally recognized youth programs that are improving outcomes for youth involved in the juvenile justice and child welfare systems.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

AYPF has sponsored fact finding study tours since its founding in 1993.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

AYPF organizes and facilitates a number of educational opportunities, including Capitol Hill forums, day-long discussion groups, and webinars for congressional staff, federal agency staff, and other youth serving professionals.

16. Total Expenses for Each Participant:

	Transportation Expenses	**Lodging Expenses**	**Meal Expenses**	**Other Expenses**
☒ Good Faith estimate ☐ Actual Amounts	Round-trip Flight $400 Local coach class bus transportation- $47 per person Basic water taxi service to dinner $24 per person	$273 per hotel night at $546 total for two nights	Total for entire trip is $99. Plus reimbursement (up to $31) for day 2 dinner.	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was specifically organized with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Massachusetts and Rhode Island have nationally recognized programs, models, and policies that connect system-involved youth to education and workforce opportunities to improve outcomes.

19. Name and location of hotel or other lodging facility:

Hyatt Boston Harbor-101 Harborside Drive, Boston, MA 02128

20. Reason(s) for selecting hotel or other lodging facility:

The Hyatt Boston is convenient to the group's arrival and departure airport (Logan International). The hotel also quoted AYPF per-diem prices for sleeping rooms and food/beverage.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Both meals and lodging are below the federal per diem rates for Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip coach airfare from Washington, DC to Boston, MA

Bus; coach class charter bus for transportation to and from sites

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

___None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Samaura Stone

Name and Title: Samaura Stone, Senior Director

Name of Organization: American Youth Policy Forum

Address: 1200 18th Street NW, Suite 1200, Washington, DC 20036

Telephone Number: 202-775-9731

Fax Number: 202-775-9733

E-mail Address: sstone@aypf.org

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour
October 8-10, 2019
Boston, Massachusetts and East Providence, Rhode Island

Nationally, there are 4.6 million young adults between the ages of 16-24 that are not in school or working. These outcomes are more troubling for young adults "aging out" of foster care and/or involved in the juvenile justice systems due to additional barriers. For example, incarcerated youth can face systemic discrimination, as many employers and workforce development programs can perceive them as less reliable and workforce ready due to their past convictions. For young adults aging out of foster care, their unemployment rates can be as high as 69% compared to only about 10% of young adults ages 16 to 24 who are not in foster care due to their lack of stable housing and other critical supports. Despite these numbers, three nationally recognized programs in Rhode Island and Massachusetts have found a way to successfully combine youth voice, education, and employment to create a new narrative for the young people they serve. The programs offer social enterprises, job training, case management, mentoring, and share a deep commitment to harnessing the potential of young adults.

The Study Tour will consist of multiple policy discussions, site visits, testimonies from young adults, and presentations from labor/workforce, child welfare, and juvenile justice leaders about the steps they are taking to coordinate systems and streamline services to achieve greater outcomes for youth. Additionally, we will discuss relevant federal legislation and programs that are supporting this work.

Our goals include:

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults.
- Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory.
- Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

Agenda

Tuesday, October 8th

1:00pm-3:00pm **Hotel Arrivals**
Hyatt Regency Boston Harbor
101 Harborside Drive
Boston, MA 02128

Participants will arrive at the Boston Airport (BOS) by 1:00pm and take the Hyatt Regency Boston Harbor Shuttle to Hotel

3:00pm-3:45pm **Welcome and Introductions**
Hyatt Regency - Aquitana Room (First Floor)
Betsy Brand, Executive Director, AYPF

3:45pm-4:00pm **The Road Ahead: Overview of Agenda, Program Book and What to Expect**
Samaura Stone, Senior Director, AYPF
Maria Duarte, Policy Associate, AYPF

4:00pm-4:20pm **Drive to Site #1, Artists for Humanity via charter bus.**

Artists for Humanity
100 W 2nd St., Boston MA, 02127

Site Description:
Artists For Humanity (AFH) is one of the largest employers of youth in the City of Boston, with 250 under-resourced teens employed as artists and designers each year during critical out-of-school hours. During the summer, the teen artists work 25 hours per week and 9 hours per week during the school year. Nearly 83% of their youth employees are from low-income diverse families. Moreover, 54% live in the Boston neighborhoods most beset with violence, and 44% live in single-parent households. These factors place their youth at higher risk for failing or dropping out of school and for significantly decreased employability. AFH counteracts the risks facing young people by giving youth a job; enrichment that comes from the arts and cultural experiences; a safe place to go with their peers after school; an opportunity to learn and conduct business in the innovation economy; and essential life skills.

4:20pm-5:00pm **Artists for Humanity (AFH) Tour**
Richard Frank, Marketing Director, AFH

Participants will have the opportunity to tour AFH's five creative studios and talk with teen artists and designers.

5:00pm-6:00pm **Youth Guided Art Activity**
An important part of the study tour and learning experience is for participants to interact with youth as much as possible. We'll be visiting AFH during an evening when youth artists will be working on various art projects throughout the studio. Participants will have the opportunity to experience first-hand how AFH youth artists work with clients and attain workforce skills. They will showcase their knowledge by leading our group in a very brief and fun art activity.

6:15pm-7:30pm **Dinner at Worden Hall**
22 West Broadway, Boston, MA 02127

7:30pm-8:15pm **From the Field: Program Sneak Peeks**

- Bernadette Tavares, Program Coordinator, Foster Forward
- Geoff Foster, Director of Organizing and Policymaker, UTEC

Staff from Foster Forward and UTEC will provide brief overviews about their programs, populations served, and what we can expect to see during tomorrow's visits.

Wednesday, October 9th

7:30am-8:30am **Breakfast Available**
Hyatt Regency - Aquitana Room

8:30am-9:30am **Walking in Their Shoes: Ice Breakers and Reflections**
In preparation for a full day of site visits and engaging with young people, participants will gain more context around the barriers that young adults in the programs face in their pursuit of workforce and education opportunities.

9:30am-10:30am **Drive to Site #2, (From Boston, MA to Lowell, MA)**
UTEC
35 Warren St., Lowell, MA 01852

Site Description:
UTEC's mission is to ignite and nurture the ambition of its most disconnected young people to trade violence and poverty for social and economic success. UTEC offers several programs and opportunities for young adults, including transitional coaching, workforce development training through social enterprises, GED classes and a dual-enrollment

program to earn college credits. In 2018, UTEC served 148 young adults in their intensive enrollment program, and nearly a total of 600. Of enrolled young adults, 94% had a criminal record; 66% lacked a high school credential; and 52% were expecting/parenting. As a result of working with UTEC, 97% had no new convictions or technical violations; 88% had no new arrests or technical violations; and 63% received an industry-recognized certification.

10:30am-10:40am **Welcome to UTEC (Main Building)**
Geoff Foster, Director of Organizing and Policymaking, UTEC

Geoff will provide participants with an overview of the various programs at UTEC that young adults can participate in and their recruitment process to find young people with prior involvement in the juvenile justice system. Additionally, participants will be provided with a brief history of the organization, their program model, and success rates.

10:40am-11:00am **Eliminating Barriers: 2Gen Early Childhood Education Center Site Visit**
More than a third of UTEC's young adults are also young parents and finding affordable, high-quality child care is often a major barrier to seeking employment and education opportunities. In 2017, UTEC opened an onsite, UTEC-operated early childhood education center to help young families break the cycle of poverty. With a child-centered, social-emotional based curriculum, their 2Gen Center is inspired by the Reggio Emilia philosophy that encourages children to lead their own learning. With experienced, educated teachers supporting independence and self-regulation, children at the 2Gen Center are building on the same Core Competencies that their parents are working on next door.

11:00am-11:50am **Youth in Action: UTEC's Food Manufacturing, Café, and Woodwork Social Enterprises Tour**
UTEC's social enterprises offer young adults paid work experience to develop the job and life skills required to excel in any workplace. Their social enterprises achieve a triple bottom line by: 1) facilitating positive youth development, along with paid work experience; 2) generating earned revenue to support their mission; and 3) supporting the communities' economic development.

11:50am-12:30pm **Shifting Gears: How UTEC's Work is Shaping Policies and Programs**

- Peter J. Koutoujian, Sheriff, Middlesex County Sheriff's Office
- Edward Donlan, Commissioner of Probation, Massachusetts Department of Probation

The Middlesex County Sheriff's Office and Department of Probation will join us to discuss two new programs that UTEC is implementing to connect young adults with opportunities and reduce recidivism rates. Program descriptions below:

Young Adult Unit: Working with the Vera Institute of Justice and UTEC, the Middlesex Sheriff's Office created a program for young adults with histories of incarceration, to operate a unit for individuals ages 18 to 24. The Middlesex Sheriff's Office is the first local jurisdiction in the nation to create such a specialized unit. UTEC will be able to integrate their education, job training, and counseling services to support young adults before they are released. This shift will help to improve opportunities for success, and ultimately reduce recidivism among young adults.

Transitional Youth Early Intervention Probation Pilot: The Office of the Commissioner of Probation, the Trial Court, and UTEC will work together to develop strategies to reduce recidivism among young adults between the ages of 18 and 24 who are at the highest risk of reoffending. Participation in the pilot program may occur as a court-ordered condition of probation, as an intermediate sanction prior to incarceration, or as a voluntary referral for services by a probation officer. Participants will receive specialized recidivism-reduction programming as well as education and employment services.

12:30pm-1:00pm **A Youth's Perspective: Why This Work Matters Lunch Conversation**
Participants will have the opportunity to hear from several young adults about their experiences and which key elements of UTEC's programs have been the most meaningful to them.

1:00pm-2:00pm **Drive to Site #3, (From Boston, MA to Pawtucket, RI)**

Foster Forward
50 Ann Mary St.,
Pawtucket, RI 02860

Site Description:
Foster Forward is a nationally and locally recognized leader committed to empowering lives impacted by foster care. In Rhode Island, the youth unemployment rate is 20%, it is more than double at 52% for youth who have experienced foster care. Works Wonders, a program of Foster Forward was originally started as a research initiative funded through a Children's Bureau grant to research ways to help Rhode Island's foster youth who have aged out of or are about to age out of state care succeed

in the workplace. About 60% of youth in the Works Wonders program did not have previous work experience. The program has grown into an evidence-supported career development and employment engagement program that provides 8-10 hours of skills-based training, 12 weeks of one-on-one career coaching, and paid work-based learning opportunities.

2:00pm-2:10pm **Welcome to Foster Forward**
Lisa Guillette, Executive Director, Foster Forward

2:10pm-2:30pm **The Power of Community: Foster Forward's Storefront Tour**
As the saying goes, "It takes a village to raise a child." This sentiment rings true especially for youth and families involved in the foster care system. Foster Forward's Storefront is an amazing space where those impacted by foster care in Rhode Island may gather for activities and shop for donated clothes, toys, and other household needs. Youth, foster parents, and others can shop for free items during designated days and times. We'll make a brief stop to check out the space and hear about how the storefront began and its impact on those involved in the foster care system.

2:30pm-2:45pm **Drive to 55 S. Brow St., Providence, RI (FF's Main Location)**

2:45pm-3:00pm **Where the Magic Happens: Foster Forward's Main Building Tour**
Foster Forward runs several programs focused on providing critical supports to older foster youth. These programs include: Works Wonders; Youth Establishing Self-Sufficiency (YESS) Aftercare Services through the Department of Children, Youth and Families (DCYF); Aspiring Young Leaders; Real Connections Mentoring; and ASPIRE, Jim Casey Youth Opportunities Initiative and IDA matched savings account. We will chat briefly with program staff as we take a quick tour of their building.

3:00pm-3:45pm **Youth In Transition: The State's New Legislation to Extend Foster Care Services to Age 21**

- Senator Louis DiPalma, District 12, Rhode Island General Assembly
- Blanca Goetz, Foster Forward Participant
- Hailey Cote-Grenon, Foster Forward Participant
- Victoria Ferrara, Director of Programs, Foster Forward (Moderator)

Last year, Rhode Island passed legislation that would provide eligible 18-year-old youth in foster care with the option to stay in foster care and request services, such as housing assistance and job training. This policy existed in Rhode Island, until it was eliminated in 2007 due to a budget

shortfall. Shortly after, the 2008 federal *Fostering Connections to Success and Increasing Adoptions Act* allowed states to extend foster care to 21 with federal reimbursement through the Social Security's Act for foster care. According to the National Conference of State Legislatures, there are now approximately 25 states and the District of Columbia that have enacted legislation to extend foster care beyond age 18. Youth remaining in foster care after 18 doubled their odds of working or completing high school at 19 and are twice as likely to complete one year of college.

3:45pm-4:10pm **Using a Systems Approach to Implement Change: How Foster Forward Leveraged their Partnerships with the Department of Labor, Providence Housing Authority, and DCYF.**

- Pauline Abetti, Director of Career Pathways, Rhode Island Department of Labor
- Lisa Guillette, Executive Director, Foster Forward

Aligning systems continues to be one of the greatest priorities and challenges for state, federal, and nonprofit leaders serving young adults involved in the juvenile justice and child welfare systems. Many organizations and policymakers struggle to engage with labor and housing stakeholders, despite how critical their involvement is with the youth populations. We will learn about how Foster Forward was able to skillfully develop partnerships with housing and labor to strengthen their programming for youth transitioning out of foster care.

4:10pm-4:45pm **What Makes Foster Forward Different?**
Several young adults from Foster Forward's programs will talk about their experiences and which key elements of Foster Forward programs have been the most meaningful to them.

4:45pm-6:30pm **Drive via charter bus from East Providence back to Hyatt Regency Boston**

6:30pm **Dinner on Your Own**

Thursday, October 10, 2019

***Please check out of your hotel rooms by <u>Noon</u>. You can store luggage in the meeting room.**

7:30am-8:45am **Breakfast Available**
Aquitana Room

8:45am-9:15am **Program Reflections**

	We will open the day with brief reflections from our program visits and discuss a few of the key takeaways.
9:15am-10:30am	**Putting It All Together: How Do We Create Stronger Policies Using the Voices of Young Adults Involved in the Foster Care and Juvenile Justice Systems?** After a day of program visits and conversations, the group will be divided to reflect upon several questions pertaining to creating or improving state and federal policies. The questions will be guided by policy recommendations from youth.
10:30am-11:05am	**Group Share Out** The full group will reconvene to discuss the various themes that emerged within their groups.
11:05am-11:15am	**Break**
11:15am-12:30pm	**The Path Forward: Reforming our Policies to Support Youth (Closing Discussion)** There is a strong momentum and incentive to create policies for young adults that are focused on prevention, youth development models, holistic family supports, and encompass restorative justice approaches. The Family First Prevention Services Act, Foster Youth to Independence Housing Initiative through HUD, the reauthorization of the Juvenile Justice Delinquency and Prevention Act (JJDPA) and the Cross-Over Youth Practice Model, as well as other state efforts are several examples of new or expanded approaches to serving youth. We will end our day on a positive note, by highlighting and discussing many of the new and exciting policies and initiatives at the federal, state, and local level.
12:30pm-1:00	**Lunch**
1:00-1:30pm	**What Are You Taking with You? Closing Activity** Participants will complete a final reflection about their key takeaways and "aha" moments from the trip.
1:30pm	**Adjourn** **Shuttles from the hotel to the airport will be available and scheduled based on participant's departure times.*

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour
October 8-10, 2019
Boston, Massachusetts and East Providence, Rhode Island

Dear Manuel,

We are excited to invite you to participate in our Study Tour to **Boston, Massachusetts and East Providence, Rhode Island**. We will conduct site visits to **Artists for Humanity**, **UTEC**, and **Foster Forward**. All three programs have been nationally recognized for successfully combining youth voice, education, and employment to create a new narrative for the young people they serve.

Our goals include:

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults.
- Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory.
- Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

This is an invitation-only event and space is limited. **Please, register using the link below**. The deadline to register is **Friday, August 30, 2019** and ethics documents must be submitted by **Monday, September 9, 2019**. Attached is a detailed agenda, as well as all necessary ethics paper work.

REGISTER HERE

Sincerely,

Samaura Stone
Senior Director

Please contact Samaura Stone at SStone@aypf.org or 202-775-9731 if you have any questions

**This learning opportunity is being organized for Congressional staff and therefore intends to comply with Ethics Rules. AYPF will pay for airfare, ground transportation, lodging, and meals during the study tour.*

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

Study Tour Invitee List

First Name	Last Name	Office	Title
Mimi	Teixeira	Sen. Mike Lee	Legislative Assistant
Rachel	Wright	Sen. Chuck Grassley	Juvenile Justice
Ryan	Martin	Senate Finance Committee	Senior Human Services Advisor
Catherine	Brown	Sen. Susan M. Collins	Policy Advisor
Meghan	Herrington	Sen. Portman	Legislative Assistant
Conor	Sheehey	Sen. Scott	Legislative Assistant
Matteo	Moran	Sen. Tom Cotton	Education Legislative Assistant
Catlin	Wilson	Sen. Blunt	Legislative Assistant/Counsel
Robert	Moran	Senate Health, Education, Labor, and Pensions Committee	Education Policy Director
Manuel	Contreras	Senate Health, Education, Labor, and Pensions Committee	Policy Advisor
Brent	Palmer	Sen. Dianne Feinstein	Education Legislative Assistant
Joshua	Delaney	Sen. Elizabeth Warren	Education Legislative Assistant
David	Caruolo	Sen. Sheldon Whitehouse	Education Legislative Assistant
Andrew	Zack	Sen. Ed Markey	Education Legislative Assistant
Moira	Lenehan	Sen. Jack Reed	Education Legislative Assistant
Nia	Lesesne	Sen. Cory Booker	Legislative Aide
Nick	Wunder	Sen. Kamala Harris	Senior Counsel on Juvenile Justice Reform
Matthew	Halek	Sen. Dianne Feinstein	Judiciary Legal Assistant
Nick	Xenakis	Sen. Dianne Feinstein	Judiciary Legal Counsel
Allison	Feikes	Sen. Mike Braun	Legislative Assistant
Jessica	Vu	Sen. Marsha Blackburn	Chief Counsel
Michael	Rady	Sen. Cory Booker	Legislative Fellow
Pete	Mills	Sen. Chris Murphy	Legislative Fellow
Robert	Curtis	Sen. Debbie Stabenow	Legislative Assistant
Brenna	Barber	Sen. Tina Smith	Education Policy Advisor
Becca	Murdoch	Sen. Doug Jones	Legislative Correspondent
Trevor	Dean	Sen. Catherine Cortez-Mastro	Legislative Assistant
Brad	Middleton	Sen. Dick Durbin	Senior Policy Advisor
Brian	Steele	Sen. Richard Blumenthal	Education Legislative Assistant
Shilesha	Bamberg	Sen. Sherrod Brown	Legislative Aide
Mike	Thomas	Sen. Ben Cardin	Legislative Assistant
Rebecca	Nathanson	Sen. Ron Wyden	Legislative Assistant
Kathryn	Toomajian	Sen. Patrick Leahy	Legislative Assistant
Sarah	Schenning	Sen. Chris Van Hollen	Legislative Assistant
Leila	Schochet	Senate Health, Education, Labor and Pensions Committee	Policy Advisor
Marisa	Morin	Sen. Ron Wyden (Finance Committee)	Policy Advisor

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Manuel Contreras

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): American Youth Policy Forum (AYPF)

Travel date(s): October 8-10, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Boston/Lowell, Massachusetts and East Providence/Pawtucket, Rhode Island.

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will allow me to better understand how federal education programs in my policy portfolio on the HELP Committee can better support innovative and effective programs that connect systems-involved youth to education and workforce opportunities. I work on K-12 and cultural agencies issues, and am interested in hearing from youth and practioners who are coordinating educational opportunities that improve outcomes for systems-involved youth. This visit will inform Senator Murray's legislative priorities in upcoming federal education law reauthorizations.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

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

9/9/19
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Murray *(Print Senator's/Officer's Name)* hereby authorize Manuel Contreras *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

9/9/19
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

American Youth Policy Forum

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour
October 8-10, 2019
Boston, Massachusetts and East Providence, Rhode Island

Dear Manuel,

We are excited to invite you to participate in our Study Tour to **Boston, Massachusetts and East Providence, Rhode Island**. We will conduct site visits to **Artists for Humanity**, **UTEC**, and **Foster Forward**. All three programs have been nationally recognized for successfully combining youth voice, education, and employment to create a new narrative for the young people they serve.

Our goals include:

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults.
- Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory.
- Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

This is an invitation-only event and space is limited. **Please, register using the link below**. The deadline to register is **Friday, August 30, 2019** and ethics documents must be submitted by **Monday, September 9, 2019**. Attached is a detailed agenda, as well as all necessary ethics paper work.

REGISTER HERE

Sincerely,

Samaura Stone
Senior Director

Please contact Samaura Stone at SStone@aypf.org or 202-775-9731 if you have any questions

**This learning opportunity is being organized for Congressional staff and therefore intends to comply with Ethics Rules. AYPF will pay for airfare, ground transportation, lodging, and meals during the study tour.*

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): American Youth Policy Forum (AYPF)

2. Description of the trip: The trip will bring together a group of bipartisan congressional staff to visit three programs in Massachusetts and Rhode Island that are improving outcomes for youth.

3. Dates of travel: October 8-10, 2019

4. Place of travel: Boston/Lowell, Massachusetts and East Providence/Pawtucket, Rhode Island.

5. Name and title of Senate invitees: See attached list.

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35,2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

AYPF organizes and facilitates a number of educational opportunities including Capitol Hill lunchtime forums, day-long discussion groups, and webinars for congressional staff, federal agency staff, and other youth serving professionals.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	Roundtrip Flight - $400 Local Coach Bus Transportation - $47 per person	$273 per hotel night at $546 total for two nights	Dinner Day 1 $31 Bfast Day 2 -$16 Lunch Day 2- $18 Bfast Day 3 -$16 Lunch Day 3-$18	Travel and meal reimbursement, snacks, and printed materials - $100

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was specifically organized with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Massachusetts and Rhode Island have nationally recognized programs, models, and policies that connect systems-involved youth to education and workforce opportunities to improve outcomes.

19. Name and location of hotel or other lodging facility:

Hyatt Boston Harbor- 101 Harborside Drive, Boston, MA 02128

20. Reason(s) for selecting hotel or other lodging facility:

The Hyatt Boston Harbor is convenient to the group's arrival and departure airport (Logan International). The hotel also quoted AYPF per diem prices for sleeping rooms and food & beverage.

American Youth Policy Forum

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour
October 8-10, 2019
Boston, Massachusetts and East Providence, Rhode Island

Nationally, there are 4.6 million young adults between the ages of 16-24 that are not in school or working. These outcomes are more troubling for young adults "aging out" of foster care and/or involved in the juvenile justice systems due to additional barriers. For example, incarcerated youth can face systemic discrimination, as many employers and workforce development programs can perceive them as less reliable and workforce ready due to their past convictions. For young adults aging out of foster care, their unemployment rates can be as high as 69% compared to only about 10% of young adults ages 16 to 24 who are not in foster care due to their lack of stable housing and other critical supports. Despite these numbers, three nationally recognized programs in Rhode Island and Massachusetts have found a way to successfully combine youth voice, education, and employment to create a new narrative for the young people they serve. The programs offer social enterprises, job training, case management, mentoring, and share a deep commitment to harnessing the potential of young adults.

The Study Tour will consist of multiple policy discussions, site visits, testimonies from young adults, and presentations from labor/workforce, child welfare, and juvenile justice leaders about the steps they are taking to coordinate systems and streamline services to achieve greater outcomes for youth. Additionally, we will discuss relevant federal legislation and programs that are supporting this work.

Our goals include;

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults.
- Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory.
- Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

Participants will have the opportunity to tour AFH's five creative studios and talk with teen artists and designers.

5:00pm-6:00pm **Youth Guided Art Activity**
AFH youth artists will guide participants through a fun, interactive art activity that will tie into the Study Tour theme of youth voice, education, and workforce development.

6:00pm-6:25pm **From the Field: Program Sneak Peeks**
Bernadette Tavares, Program Coordinator, Foster Forward
Geoff Foster, Director of Organizing and Policymaker, UTEC

Staff from Foster Forward and UTEC will provide brief overviews about their programs, populations served, and what we can expect to see during tomorrow's visits.

6:25pm-6:30pm **Closing Announcements**

6:30pm-8:00pm Dinner

8:00pm-8:20pm Charter bus from the restaurant back to the Hyatt Regency Boston Harbor

Wednesday, October 9th

7:30am-9:00am **Breakfast Available**
Aquitana Room

8:30am-9:30am **Walking in Their Shoes: Ice Breakers and Reflections**
In preparation for a full day of site visits and engaging with young people, participants will gain more context around the barriers that young adults in the programs face in their pursuit of workforce and education opportunities.

9:30am-10:30am **Drive to Site #2 (From Boston, MA to Lowell, MA)**
UTEC
35 Warren St., Lowell, MA 01852

Site Description:
UTEC's mission is to ignite and nurture the ambition of its most disconnected young people to trade violence and poverty for social and economic success. UTEC offers several programs and opportunities for young adults, including transitional coaching, workforce development training through social enterprises, GED classes and a dual-enrollment

12:30pm-1:00pm **A Youth's Perspective: Why This Work Matters Lunch Conversation**
Participants will have the opportunity to hear from several young adults about their experiences and which key elements of UTEC's programs have been the most meaningful to them. Using written statements and personal testimonies, the youth will convey how their lives have been impacted.

*Lunch will be catered by the Café UTEC youth workers.

1:00pm-2:00pm **Drive to Site #3 (From Boston, MA to Pawtucket, RI)**

<u>Foster Forward</u>
50 Ann Mary St.,
Pawtucket, RI 02860

Site Description:
Foster Forward is a nationally and locally recognized leader committed to empowering lives impacted by foster care. In Rhode Island, the youth unemployment rate is 20%, it is more than double at 52% for youth who have experienced foster care. Works Wonders, a program of Foster Forward was originally started as a research initiative funded through a Children's Bureau grant to research ways to help Rhode Island's foster youth who have aged out of or are about to age out of state care succeed in the workplace. About 60% of youth in the Works Wonders program did not have previous work experience. The program has grown into an evidence-supported career development and employment engagement program that provides 8-10 hours of skills based training, 12 weeks of one-on-one career coaching, and paid work-based learning opportunities.

2:00pm-2:10pm **Welcome to Foster Forward**
Lisa Guillette, Executive Director, Foster Forward

2:10-2:30pm **The Power of Community: Foster Forward's Storefront Tour**
As the saying goes, "It takes a village to raise a child." This sentiment rings true especially for youth and families involved in the foster care system. Foster Forward's Storefront is an amazing space where those impacted by foster care in Rhode Island may gather for activities and shop for donated clothes, toys, and other household needs. Youth, foster parents, and others can shop for free items during designated days and times. We'll make a brief stop to check out the space and hear about how the storefront began and its impact on those involved in the foster care system.

2:30pm-2:45pm Drive to 55 S. Brow St., Providence, RI (FF's Main Location)

Aligning systems continues to be one of the greatest priorities and challenges for state, federal, and nonprofit leaders serving young adults involved in the juvenile justice and child welfare systems. Many organizations and policymakers struggle to engage with labor and housing stakeholders, despite how critical their involvement is with the youth populations. We will learn about how Foster Forward was able to skillfully develop partnerships with housing and labor to strengthen their programming for youth transitioning out of foster care.

4:30pm-5:15pm	**What Makes Foster Forward Different? Closing Activity Featuring Foster Forward Youth** Several young adults from Foster Forward's programs will talk about their experiences and which key elements of Foster Forward programs have been the most meaningful to them. Using written statements and personal testimonies, the youth will convey how their lives have been impacted.
5:15pm-6:45pm	**Drive via charter bus from East Providence back to Hyatt Regency Boston**
6:45pm	**Dinner/Evening on Your Own** Participants will have several options for the evening. The hotel's Harborside Grill restaurant offers a full menu and views overlooking the Boston Skyline and waterfront. Directly outside of the hotel is a Water Taxi service. AYPF will offer complimentary water taxi services from the Hotel to major stops along the waterfront, including the Seaport District with over 40+ restaurants and attractions. Additional information and maps will be provided to all guests to explore the area. ***(Note: AYPF will reimburse all participants up to the $31 per diem rate for dinner).***

Thursday, October 10, 2019

***Please check out of your hotel rooms by Noon. You can store luggage at the front desk or in the meeting room.**

7:30am-8:45am	Breakfast Available Aquitana Room
8:45am-9:15am	**Program Reflections** We will open the day with brief reflections from our program visits and discuss a few of the key takeaways.

Nick	Wunder	Sen. Kamala Harris	Senior Counsel on Juvenile Justice Reform
Matthew	Halek	Sen. Dianne Feinstein	Judiciary Legal Assistant
Nick	Xenakis	Sen. Dianne Feinstein	Judiciary Legal Counsel
Allison	Felkes	Sen. Mike Braun	Legislative Assistant
Jessica	Vu	Sen. Marsha Blackburn	Chief Counsel
Michael	Rady	Sen. Cory Booker	Legislative Fellow
Pete	Mills	Sen. Chris Murphy	Legislative Fellow
Robert	Curtis	Sen. Debbie Stabenow	Legislative Assistant
Brenna	Barber	Sen. Tina Smith	Education Policy Advisor
Becca	Murdoch	Sen. Doug Jones	Legislative Correspondent
Trevor	Dean	Sen. Catherine Cortez-Mastro	Legislative Assistant
Brad	Middleton	Sen. Dick Durbin	Senior Policy Advisor
Brian	Steele	Sen. Richard Blumenthal	Education Legislative Assistant
Shilesha	Bamberg	Sen. Sherrod Brown	Legislative Aide
Mike	Thomas	Sen. Ben Cardin	Legislative Assistant
Rebecca	Nathanson	Sen. Ron Wyden	Legislative Assistant
Kathryn	Toomajian	Sen. Patrick Leahy	Legislative Assistant
Sarah	Schenning	Sen. Chris Van Hollen	Legislative Assistant
Leila	Schochet	Senate Health, Education, Labor and Pensions Committee	Policy Advisor