



STEVENS AMENDMENT REQUIREMENTS POLICY #2011 Rev 2

Date of Original Policy: 12/21/2021

Effective Revision Date: 4/25/2024

PURPOSE

Workforce Southwest Washington (WSW) has established this policy to ensure compliance with the Stevens Amendment. WSW integrates State ESD Policy 1027 guidance, in revision 1 of this local policy, to update and ensure funding information language for WSW federally funded projects or programs.

BACKGROUND

WSW has established the following policy pursuant to P.L. 115-141, Division H, Title V, Section 505. P.L. 115-141, Division H, Title V, Section 505 is an appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by nongovernmental funds. Additionally, a different two-part formulation of the Stevens Amendment is included in the Department of Agriculture's (USDA's) general permanent statutory authority at 7 USC 2209d.

The policy requirements below are separate from those in 2 CFR 200 and, when appropriate, both must be complied with.

POLICY

- a. Stevens Amendment Language Content
WSW staff as well as WSW's Subrecipient Program Operators and Managers will include a statement in all applicable outreach and marketing materials acknowledging the use of Federal funds. Applicable outreach and marketing materials include but are not limited to - statements; press releases; requests for proposals; bid solicitations; and other documents (see subsection b., Documents Subject to Disclosure) describing projects or programs funded in whole or in part with Federal money.

All grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

1. The dollar amount and percentage of Federal funds for the project or program,
2. Federal funding entity (name of the fund allocation, grant, or program),
3. The funding period, and
4. The dollar amount and percentage of non-governmental sources of funds for the project or program,

- b. Documents Subject to Disclosure

Under the Stevens Amendment, “documents” is any communication including but not limited to, public statements, social media posts, toolkits, resource guides, websites, and visual presentations. For example, an emailed newsletter intended for the public that describes a federally funded program requires the disclosure statement.

The following list includes some examples of documents or other publications that may describe a project or program that federal money funds in whole or in part:

- Bids for solicitations
 - Blogs/vlogs
 - Brochures
 - E-mail blasts
 - Manuals
 - Press releases
 - Promotional materials (e.g., fliers, posters, advertisements)
 - Requests for proposals (e.g., supplemental and continuation proposals)
 - Resource guides
 - Documents that include statements about the program or project
 - Toolkits
 - Visual presentations (e.g., PowerPoint presentations)
 - Equal Opportunity and Grievance/Compliant handouts provided to enrollees
- c. Organizational websites “describing projects or programs,” defined as: any communication in furtherance of accomplishing the goals of the federal project or program for which the grantee has an award, are subject to the Stevens Amendment disclosure statement.

For example, an organizational website page that describes DOL programs over which the organization has administrative and/or operational oversight, such as WIOA Title I-B, National Dislocated Worker Grants, etc.

- d. Contracts do not require the Stevens Amendment disclosure statement. The disclosure is necessary only when issuing statements, press releases, RFPs, bid solicitations, and other publicly available documents describing projects or programs funded in whole or in part with federal money.
- e. The Stevens Amendment is not required on all pages of a document or communication nor is it required on each separate web page. At least one page must contain the disclosure statement.
- f. To minimize waste of costly resources, existing printed documents that do not include the Stevens Amendment disclosure need not be thrown away and may continue to be used, but any reprinting, republication of existing documents, or creation of new documents or materials must be updated subsequent to publication of this policy and future printings must meet Stevens Amendment requirements.
- i. Allowance of Hyperlinks. When it is not practical to include all elements from 3.a. above within digital communication, WSW has developed a web page providing funding for the program or fiscal year, found linked in the website’s footer, which is sufficient when referenced along with the statement::

“This [fill in the blank-project(s)/program(s)] receive(s) support and funding from a U.S. Department of Labor [fill in the blank] grant(s) provided through Workforce Southwest Washington. Read more about U.S. DOL funding at www.workforcesw.org.”

- i. Use of QR Code. Because it is not possible to hyperlink on printed material, WSW and subrecipients may instead use a statement including a QR code on digital or print media when brevity is essential. Below is the QR code which links directly to WSW’s funding page.



Examples of appropriate compliance statements:

If the document includes all four (4) of the elements in Section 3.a. (above) in the body of the document, no additional Stevens Amendment statement, weblink, or QR code is needed. For example:

1. Full Stevens Amendment funding statement containing all the elements in section 3.a.

For Example: “The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$765,123 (93.9% of total) is financed by PY23 allocation of Federal funds to/through Workforce Southwest Washington, and \$50,000 (6.1% of total) is being financed by other sources.”

OR

2. ***“This [fill in the blank-project(s)/program(s)] receive(s) support and funding from a U.S. Department of Labor [fill in the blank] grant(s) provided through Workforce Southwest Washington. Read more about WSW federal funding at [WSW Funding Disclosures](#).”***

OR



3. ***“This [fill in the blank-project(s)/program(s)] is funded through a USDOL grant. To learn more about funding, follow this QR code.”***

- g. Compliance and Monitoring
WSW, as the Administrative Entity and Fiscal Agent for the Southwest Workforce Area and its subrecipients of WIOA funds, will formally monitor annually, the outreach and marketing materials distributed by self or subrecipients receiving state or federal dollars in accordance with the grant requirements.

REFERENCES

- Consolidated Appropriations Act, 2023 specifically Div. H, Title V, Sec. 505
- [ESD Policy 1027](#)

SUPERSEDES

- Stevens Amendment Requirements Policy 2011 effective 12/21/2021

WEBSITE

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES

Please contact Tamara Toles ttoles@workforcesw.org (360) 567-10575 with questions.