



## TITLE: Administrative Policy #3230R1 Funding Statements in Publicly Distributed Outreach and Marketing Materials

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**Status:** Final

**Supersedes:** 3230

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### Purpose

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PacMtn has established the following policy pursuant to P.L. 117-328, Division H, Title V, Section 505. P.L. 117-328, 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, and related agencies appropriations act, 2023, to disclose for a grant program the dollar amount of Federal funds for the project or program, Federal funding entity (name of the fund allocation, grant, or program), The funding period, and Any other non-governmental sources of funds for the project or program.

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

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### Policy

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#### A. Stevens Amendment Language Content

PacMtn staff as well as PacMtn's Subrecipient Program Operators and Manager, when issuing statements, press releases, requests for proposals (RFPs), bid solicitations, and other documents and publications (see subsection b. below) describing projects or programs funded in whole or in part with Federal funds, **all grantees** receiving those funds must state:

1. The dollar amount of Federal funds used to support the project, activity, or program,
2. Federal funding entity (name of the fund allocation, grant, or program),
3. The funding period, and
4. The dollar amount of non-federal sources that will be used to support the project, activity, 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 a 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)

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, Wagner-Peyser Employment Service, Trade Adjustment Assistance, Jobs for Veterans State Grant, Reemployment Services and Eligibility Assistance, Unemployment Insurance, 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.

The following are considered some examples of documents that are not required to have Stevens Amendment language:

- WEX and OJT Contracts
- RESEA Action Plans
- Unemployment Insurance claim-specific communications, including eligibility letters, requests for information and determination letters (whether by US Mail, eService’s notification, or web message)

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. In an effort to minimize waste of costly resources, existing printed material 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.

G. Allowance of Hyperlinks and/or Quick Response (QR) codes

- i. When it is not practical to include all 4 elements as outlined in A. within a communication, a shortened statement (see options below) with a hyperlink to the funding information is sufficient.

To that end, PacMtn has developed a link to the [pacmtn.org](https://pacmtn.org/about/active-contracts/) site with a list of most grants received by program year or fiscal year, with funding levels, which can be <https://pacmtn.org/about/active-contracts/>. The information will be updated, at a minimum, by July 1 and October 31 each year, with ad hoc updates when new discretionary grants are received. It will not be revised when minor adjustments in funding are made.

OPTION ONE:

- ii. PacMtn may create their own funding page which includes the following elements:
  1. The dollar amount of Federal funds used to support the project, activity, or program,
  2. Federal funding entity -name of the fund allocation, grant, or program,
  3. The funding period, and
  4. The dollar amount of non-federal sources that will be used to support the project, activity, or program.

If linking to PacMtn’s funding page, the following shortened statement is sufficient:

***“[Local Board Name] [fill in the blank project/program(s)] receive(s) support and funding from a US Department of Labor [fill in the blank] grant(s). Read more about this USDOL grant funding at (program specific or local board website funding page).”***

***Example: Pacific Mountain Workforce Development Council’s Workforce Innovation and Opportunity Act (WIOA) programs are federally support 100% by the U.S. Department of Labor as part of an award totaling \$4,888,596.00. Read more about this grant funding at <https://pacmtn.org/about/active-contracts/>.***

- iii. In instances where brevity is essential, specific to social media posts or blogs/vlogs, a QR code may be used, provided it includes an explanation of the USDOL funding and information viewers may obtain by following the QR code.

**Examples of appropriate compliance statements:**

If the document includes all four (4) of the elements in Section A. (above) in the body of the document, no additional Stevens Amendment statement or weblink is needed.

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

For Example:

### **Version 1: PacMtn-Specific Information**

"The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$765,123 is financed by the PY23 allocation of Federal funds to Pacific Mountain Workforce Development, and \$50,000 is being financed by other sources to ensure comprehensive services for youth in the Pacific Mountain region."

### **Version 2: PacMtn Funding Link and Statement**

"This job fair receives support and funding from the U.S. Department of Labor WIOA Title I-B Youth Grants. Read more about this grant funding at <https://pacmtn.org/about/active-contracts/>."

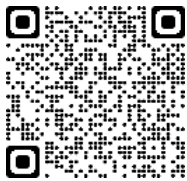
### **Version 3: Link to PacMtn Webpage**

"This youth training program receives support and funding from a U.S. Department of Labor WIOA Title I-B Youth grant. Read more about this USDOL grant funding at <https://pacmtn.org/about/active-contracts/>."

OR

#### **2. QR Code and accompanying grant funding statement:**

For Example:



***“XXX Activity is funded through a USDOL grant. To learn more about funding, follow this QR code.”***

#### **a. DOL Direct Grants**

DOL grants received directly by PacMtn – and therefore not reflected on the [esd.wa.gov/about/stevens-amendment](https://esd.wa.gov/about/stevens-amendment) webpage developed and managed by the State – must be addressed directly and not through link or QR code to the State’s site.

**Option 1:** PacMtn and/or its contractors will embed the document with their own weblink or QR code directing to its webpage describing the fund(s) name, effective dates (i.e., PY24), dollar amount in federal funds, and any other contributing non-federal funds;

OR

**Option 2:** The document or publication must contain the Stevens Amendment statement in example 3 above.

b. Compliance and Monitoring

Grantees are not required to develop their own Stevens Amendment Language policy or procedures, but it is the responsibility of PacMtn as pass-through entities to communicate this policy's requirements to their subrecipient(s), service providers, and/or contractors and to ensure compliance through monitoring. Additionally, it is the responsibility of Employment Security Department (ESD) to ensure compliance for the DOL-funded programs it administers.

PacMtn, as the Administrative Entity and Fiscal Agent for the Pacific Mountain 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.

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### **Policy Guidelines**

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None

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### **Attachment**

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None

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### **References**

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Consolidated Appropriations Act of 2023, Pub. L. No. 117-328, div. H, Title V, Sec. 505 (Dec 29/2022)

ESD System Policy 1027, R1

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards November

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