

Washington State WorkSource System Policy

Policy Number: 1027, Revision 2

Policy Title: Stevens Amendment Funding Disclosure Requirement

Effective Date: TBD

1. **Purpose:**

To communicate the requirement that all recipients of U.S. Department of Labor (DOL) grants must include funding information language for all state and local government projects or programs that utilize those funds.

2. **Background:**

The Stevens Amendment (SA) is a Congressional provision in annual DOL appropriations that requires grantees to disclose all projects or programs funded with federal monies in order to ensure transparency and accountability in federal spending. Recipients of DOL grants and cooperative agreements are required to acknowledge federal funding when publicly communicating any DOL-funded projects or programs.

This revision adds examples of applicable Stevens Amendment statements and clarifies language when using Quick Reference (QR) codes.

3. **Policy:**

a. **Stevens Amendment Statement Language Content**

When issuing statements, press releases, requests for proposals (RFPs), bid solicitations, and other documents and publications (see subsection b. below) describing activities, 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.

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
- Toolkits
- Visual presentations (e.g., PowerPoint presentations)
- Websites

- 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, National Dislocated Worker Grants, etc.

LWDBs may choose to create their own funding page that must adhere to all four components outlined in section 3.a. above.

- 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

- e. The Stevens Amendment (SA) statement is not mandatory on every page of a document or communication nor is it required on each separate page or web page. However, at least one page must contain one of the appropriate sample statements in sub-section I, below.

NOTE: If the Stevens Amendment statement encompasses all four (4) elements in the public facing document, no additional SA statement or weblink is needed.

- f. For WorkSourceWA.com only, due to current website limitations, in the short term, the homepage footer will include a hyperlink to the ESD.wa.gov funding page.

- g. In an effort to minimize waste of costly resources, existing printed material documents that do not include the Stevens Amendment statement can continue to be distributed. However, any reprinting, republication of existing documents, creation of new documents or materials, or future printings must be updated to meet the Stevens Amendment statement requirements.

h. Allowance of Hyperlinks

When it is not practical to include all elements from 3.a. above within a public-facing document, a shortened statement with a hyperlink to the funding information is sufficient. See below for examples of appropriate SA compliance statements.

The State has developed a link to the esd.wa.gov site with a list of most DOL grants received in Washington along with their program year or fiscal year funding levels, which can be found at esd.wa.gov/about/stevens-amendment or esd.wa.gov/USDOL. 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.

i. Allowance of QR Codes

In instances where brevity is essential, specific to social media posts or blogs/vlogs, a QR code may be used, provided it includes both the code square and a brief description of information viewers may obtain by following the QR code. Below is the QR code providing a direct link to the USDOL Grants page on esd.wa.gov.



Note: Check with appropriate Information Technology (IT) staff prior to publishing QR codes.

j. USDOL Direct Grants

DOL grants received directly by LWDBs – and therefore not reflected on the 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: LWDB will embed the document with their own weblink directing to the LWDB's funding 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 a Stevens Amendment statement that includes all the required elements in 3.a. above.

k. Compliance and Monitoring

Grantees are not required to develop their own Stevens Amendment Language policy or procedures. However, as the pass-through entities, LWDBs are responsible for communicating 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.

The SA statement or tagline should be written in the same language as the rest of the document or outreach materials subject to the SA compliance statement.

l. Examples of appropriate SA compliance statements:

- 1. Example of an approved compliance statement that encompasses all necessary elements and does not require a weblink:**

"The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$765,123 is financed by PY25 Allocation of WIOA Federal funds to XXX LWDB."

- 2. Example of an approved compliance statement including all elements and also includes non-federal funding:**

"The Adult Re-employment Bootcamp Activity receives support and funding from US Department of Labor WIOA Title I-B PY25 Adult grant funding of \$50,650 and private corporate funding of \$14,500."

- 3. Example of an approved compliance statement that includes some of the elements and the ESD funding link:**

"This Job Club receives support and funding from US Department of Labor WIOA Title I-B grants. Read more about USDOL grant funding at esd.wa.gov/usdol."

- 4. Example of an approved compliance statement for ESD-managed grants that includes some of the elements and the ESD funding link:**

"This workshop receives support and funding from the US Department of Labor Wagner-Peyser grant. Read more about USDOL grant funding at esd.wa.gov/usdol."

- 5. Example of approved compliance statement that includes some of the elements and link to local board website funding page where the rest of the elements can be found:**

"This local Job Fair receives support and funding from a US Department of Labor WIOA Title I-B Dislocated Worker grant. Read more about USDOL grant funding at (hyperlink to LWDB or non-federal entity funding page)."

6. Example of approved compliance statement that uses a QR code to link to funding page:

QR Code and accompanying grant funding statement:



“This Job Skills Workshop is funded through a USDOL grant. To learn more about funding, follow this QR code.”

4. Definitions:

None

5. References:

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

6. Supersedes:

WorkSource System Policy 1027

7. Website:

[Workforce Professionals Center](#)

8. Action:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachments:

None

Direct Inquiries To:

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