

Washington State WorkSource System Policy

Policy Number: 1027

Policy Title: Stevens Amendment Funding Disclosure Requirement

Effective Date: December 12, 2023

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 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.

3. Policy:

a. Stevens Amendment Language Content

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 for the project or program,
2. Federal funding entity (name of the fund allocation, grant, or program),
3. The funding period, and
4. Any other 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, 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, eServices 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 elements from 3.a. above within a communication, a hyperlink to the funding information is sufficient, 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). Read more about USDOL grant funding at esd.wa.gov/usdol.“

To that end, the State has developed a link to the www.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 www.esd.wa.gov/about/stevens-amendment or www.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.

ii. 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. 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.

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 or weblink is needed.

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 is financed by PY23 allocation of Federal funds to XXX LWDB, and \$50,000 is being financed by other sources.”

OR

2. The ESD funding link and statement:

“This [fill in the blank-project(s)/program(s)] receive(s) support and funding from a US Department of Labor [fill in the blank] grant(s). Read more about USDOL grant funding at esd.wa.gov/usdol.”

OR

3. Link to their own website or webpage stating:

“This [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).”

OR

4. QR Code and accompanying grant funding statement:



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

h. DOL 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 or QR code directing to the LWDB’s 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.

i. Compliance and Monitoring

LWDBs are not required to develop their own Stevens Amendment Language policy or procedures, but it is the responsibility of LWDBs 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.

4. Definitions:

None

5. References:

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

6. Supersedes:

None or previous version

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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