

## 3110POL Stevens Amendment Language Requirement

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Effective Date: November 17, 2023

Last Modified September 2023

To ensure Olympic Workforce Development Council (OWDC) policy compliance, this policy provides guidance on 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.

- A. **OWDC staff as well as all subrecipients receiving DOL grants, and cooperative agreements 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
  - blogs/vlogs
  - brochures
  - email blasts
  - manuals
  - promotional materials (e.g., fliers, posters, advertisements)
  - visual presentations (e.g., PowerPoint presentations)
  - Equal Opportunity and Grievance/Complaint handouts provided to enrollees.
  - other documents describing projects or programs funded in whole or in part with federal funds.
- B. The following are considered some examples of documents that are not required to have Stevens Amendment language:
- Contracts
  - WEX and OJT contracts
  - RESEA Action Plans
  - Unemployment Insurance claim-specific communications, including eligibility letters, requests for information, and determination letters.
- C. All grantees receiving federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:
- i. The dollar amount of Federal Funds for the program or program.
  - ii. Federal funding entity (name of the fund allocation, grant, or program).
  - iii. The funding period.
  - iv. Any other non-governmental sources of funds for the project or program.

Full Stevens Amendment statement example:

***The local WIOA Adult/Dislocated Worker program is supported by the USDOL Employment and Training Administration. \$76,123 is financed by PY23 allocation of federal funds to (insert agency name), and \$50,000 is financed by other sources OR 0% is being financed by other sources.***

- D. 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.
- E. When it is not practicable to put the entire disclosure statement within a communication, a hyperlink to the state is sufficient, stating:

***This project is made possible by the support and funding from a U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA) grant. For more detailed information, see (insert link or QR code to ESD.WA.Gov)***

- F. **OWDC will formally monitor annually web pages, and outreach and marketing materials distributed by self and subrecipients receiving state or federal funds in accordance with the grant requirements.**
  - Upon completion of monitoring, any items out of compliance will be documented in a Corrective Action Plan with 60 days to resolve issue.

#### **References**

Stevens Amendment Language Requirement, WorkSource Information Notice (WIN) 1027.