

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.

1. **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)
  - other documents describing projects or programs funded in whole or in part with federal funds.
  
2. 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.
  
3. All grantees receiving federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:
  - The dollar amount of Federal Funds for the program or program.
  - Federal funding entity (name of the fund allocation, grant, or program).
  - The funding period.
  - The dollar amount of the total costs of the project or program that will be financed by non-federal sources.

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.*

4. 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.

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

*“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](http://esd.wa.gov/usdol).”*

6. Link to their own website or webpage where users will find the following statement:

*QR Code and accompanying grant funding statement:*

*(insert QR Code)*

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

7. **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.**

a. 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 Rev1.