



1. Background

Division H, Title V, Section 505 of each Consolidated Appropriations Act, also known as the Stevens Amendment, requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by non-federal funds.

2. Definitions

- **Subrecipient:** a recipient of Federal funds for the purpose of providing workforce development services in Spokane County, such as the local one-stop center or other entity designated by the Spokane Workforce Council (SWC).

3. Policy

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including the Spokane Workforce Council (SWC) and subrecipients of the SWC such as brokering agencies and service providers, must clearly state: the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-federal sources.

- a. **Applicability** – This policy applies to any communication from the SWC or subrecipients of the SWC describing Federally-funded projects or programs. An email that does not constitute one of the included subjects below does not require an acknowledgment statement. Examples of documents or locations that require Stevens amendment disclosure include, but are not limited to:
 - i. Request for proposals,
 - ii. Public websites,
 - iii. Outreach materials such as posters, flyers, brochures, resource guides, or other materials advertising services available at the Spokane WorkSource Campus,
 - iv. Marketing materials advertising Spokane WorkSource Campus services and programs,
 - v. Press releases and other public statements,
 - vi. Social media posts referencing programs, services, grants, etc.,
 - vii. Bid solicitations.
- b. **Formatting** – the funding statement should be formatted as follows:
 - i. **Programs/projects partially funded with Federal fund sources:**
[Program/project] is funded with federal awards totaling \$[amount] ([percentage]) and funded from non-federal sources totaling \$[amount] ([percentage]).
 - ii. **Programs/projects fully funded with Federal fund sources:**
[Program/project] is 100% funded with federal awards totaling \$[amount].
- c. **Funding amount** - The funding amount used is the total cost of the program or project that is financed with federal funds using the annual award amount. This is the entire amount of the federal award received by the grantee, not the amount/cost of the specific activity.

- d. **Programs/projects spanning multiple years** – Should a program or project span multiple years, only the funding currently in effect needs to be included in the acknowledgment statement.
- e. **Linking to funding statement** – If a material is digital, a link or QR code may be provided to a press release, website, or other electronic source that has the funding statement posted. If a material is printed, a printed link or QR code can be used to meet the disclosure requirement, however a printed link should be no more than 15 characters. The following text is to be used when linking to a funding statement:

This [program/project] was funded with Federal grant funds. To learn the sources and proportions, please go to [link].

- f. **Contracts** – Contracts, such as OJT or WEX contracts, do not require funding disclosure.
- g. **Indirect activities** – Indirect activities funded through the application of an indirect cost rate do not require funding disclosure.

4. Action Required

Subrecipients are required to implement and comply with the requirements contained within this policy within 30 days of publication.

5. References

- [WorkSource Information Notice 0132 – QUEST DR DWG Instructions](#)
- [US DOL Employment and Training Administration Core Monitoring Guide August 2018](#)
- [Public Law 115-141 Consolidated Appropriations Act of 2018](#)

6. Supersedes

- N/A