

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

STEVENS AMENDMENT POLICY 24-01

DATE OF ISSUE

August 15, 2024

EFFECTIVE DATE

September 1, 2024

APPLICABILITY

Southwestern Area Workforce Development Board (SAWDB) and the Administrative Entity of the SAWDB.

PURPOSE

The purpose of this policy is to ensure transparency and accountability over USDOL and HHS spending. This policy requires the Southwestern Area Workforce Development Board to acknowledge federal funding when publicly discussing any projects or programs that USDOL or HHS funded through its annual appropriation.

BACKGROUND

The SAWDB is a recipient of USDOL grant funding through NMDWS and must include a funding statement on all public materials that communicate information regarding programs funded in whole or in part with federal funds, including award announcements, requests for proposals (RFP), bid solicitations, presentations, website content, statements, press releases, marketing materials, and other documents must include language in compliance with the Stevens Amendment.

The Stevens Amendment does not require disclosure of the following:

- The cost of creating or issuing documents is subject to disclosure.
- Contracts executed by NMDWS.
- On every page of the document or website, at least one page must contain the disclosure statement.
- When it is not practical to put the Stevens Amendment disclosure statement within an electronic communication, a hyperlink to the statement is sufficient.
- Communications related to indirect funding (e.g., RFP for audit services).

The policy applies to the following:

- A. All materials that communicate information regarding programs funded in whole or in part with USDOL and DWS federal funds, including award announcements, requests for proposals, bid invitations, presentations, website content, press releases, and marketing materials, must include language in compliance with the Stevens Amendment.
 1. Other Documents include:
 - Blogs
 - Brochures
 - Email blasts
 - Manuals
 - Outreach materials (posters, flyers)

- Promotional materials
 - Resource guides
 - Social media posts
 - Those documents that include statements about the program or project
 - Toolkits
 - Visual presentations (e.g., PowerPoint presentations)
- B. Compliance is required for activities that directly support and further the goals of the federal award or grant. It is not required for activities covered through indirect costs. For materials funded by multi-year federal grants or awards, only the funding for the current program year must be disclosed.
- C. 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 included in the Steven Amendment Act, including SAWDB and its subrecipients, shall clearly state:
1. 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.
 3. Percentage and dollar amount of the total costs of the project or program that will be financed by non-government sources

The general structure can take this form:

This [project/publication/program/website, etc.] [is/was] supported by the [federal subagency] of the [federal agency] as part of an award totaling \$XX [insert total Notice of Award (NOA) amount here] with \$XX (XX%) financed from state, local, and/or non-federal government sources.

For example:

SAWDB Website – For federal grant funding disclosures visit: <https://www.employnm.com/funding>.

SAWDB federal grant funding disclosure – The Workforce Innovation and Opportunity Act (WIOA) Title I federal award is supported by the Employment and Training Administration (ETA) of the U.S.

Department of Labor (USDOL). WIOA – Title I Program funds are sub-granted to Local Workforce Boards. A total of 100% of WIOA – Title I Program is financed with federal funds.

SAWDB bid solicitation or request for proposal – “This Workforce Innovation and Opportunity Act bid solicitation (request for proposal) is supported by the Employment and Training Administration (ETA) of the U.S. Department of Labor (USDOL) as part of an award totaling \$5,000,000 with \$0 (0%) financed from non-federal sources.

References:

- NMDWS Policy Issuance #400-02 Stevens Amendment Policy
- Public Law 115-31, Division H, Section 505 Public Law 116-260, Division H, Section 505
- U.S. General Accounting Office (GAO) Report to Congress (March 2021)

INQUIRIES

WIOA Administrative Entity; (575) 744-4857.

ATTESTED

This policy was approved through SAWDB Resolution on August 8, 2024.

Alisa Estrada

SAWDB Chair