



Stevens Amendment Policy NO. AP- 210

Subject: Stevens Amendment
Effective: PY24 – 09/16/2024

PURPOSE:

To provide guidance for Workforce Connection of Central New Mexico (WCCNM) service providers and federally funded partners on compliance under the Stevens Amendment pertaining to transparency of the use of federal grant funds.

REFERENCES:

- Public Law 115-31, Division H, Section 505, Page 428
- Public Law 116-260, Division H, Section 505
- U.S. General Accounting Office (GAO) Report to Congress (March 2021)
- NMDWS Policy Issuance #: 400-02
- State Instruction Number 22-01; Effective Date 11/02/2022

BACKGROUND:

The Stevens Amendment is a federal requirement found in H.R. 6157 that requires U.S. Department of Labor (USDOL), and Health and Human Services (HHS) funding information to be included on all projects or programs using federal funds. It is intended to provide transparency for taxpayers and ensure federally funded research and work are properly credited. As of April 30th, 2024, The New Mexico Department of Workforce Solutions (NMDWS) issued Policy #400-02 for guidance on the Stevens Amendment which states that all NMDWS administered federal grants must include a funding statement on all materials that communicate information regarding programs funded in whole or in part with 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. The NMDWS allows the use of a URL to refer readers to the WCCNM Funding web page instead of providing funding disclosure descriptions and amounts on each document and/or marketing material produced for public distribution.

POLICY:

The WCCNM AE/FA, One-Stop Operator, service providers and all federally funded partner programs must comply with the Stevens Amendment. All materials that communicate information regarding programs funded in whole or in part with USDOL and HHS federal funds must include one or more of the following: electronic materials should have a link to the WCCNM website funding page; hardcopy documents must contain the full URL (not a link) to the WCCNM website

funding page. Types of documents and materials required to be in compliance with the Stevens Amendment include:

- Award announcements
- Requests for proposals
- Bid invitations
- Websites
- Press releases
- Social media posts
- Marketing materials
- Blogs
- Brochures
- Email Blasts
- Manuals
- Outreach Materials
- Promotional Materials
- Resource guides
- Any documents that include statements about a federally funded program or project
- Toolkits
- Visual Presentations (e.g. power point presentations)

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. Examples of the funding disclosure *statements that must be on all* electronic and hard copy materials and documents are as follows:

Electronic/Digital Materials Only: This project/publication is supported through the U.S. Department of Labor as part of a grant award financed from state, local, federal and/or non-federal government sources. For full funding disclosure information, please click the link or type the URL in your browser: <https://www.wccnm.org/funding>

Hard Copy Materials Only: This project/publication is supported through the U.S. Department of Labor as part of a grant award financed from state, local, federal and/or non-federal government sources. For full funding disclosure information, please type the following URL in your browser: <https://www.wccnm.org/funding>

Please note: Please see Attachment 1 for the WCCNM PY24 Funding web page, which will be available on the WCCNM.org Website on or before September 30, 2024. WCCNM will update the Funding web page annually every September to reflect current grant funding amounts.

For any electronic or hardcopy materials that include NMDWS funding sources (e.g. services that include WP, VETS, TANF, etc.) the WCCNM Funding web page also includes a link/full URL to the NMDWS Funding web page.

WCCNM will conduct monitoring of all marketing materials (electronic and hard copy) to ensure compliance of the requirements of the amendment. Additionally, policies and procedures regarding the Stevens Amendment should be posted on WCCNM & Partner websites and be updated at least annually.

Failure to comply with the Stevens amendment requirement can be considered as a breach of responsibility and may result in a corrective action plan; conditions could be placed on the award; termination, suspension, or debarment of funds awarded.

For existing hardcopy documents and printed materials describing projects or programs funded in whole or in part with federal money that does not currently include a disclosure statement, they do not need to be thrown away. However, all hard copy and printed materials must contain the full URL as defined above no later than March 31, 2025.

All service providers and partners must demonstrate compliance with the Stevens Amendment by updating their procedures accordingly.

APPLICABILITY:

WCCNM AE/FA, Service Providers, and Federally funded partners (co-located and non-co-located)

INQUIRIES:

WIOA Program Manager 505-724-3658



Krista Kelley, Board Chair

9/16/24
Date



ATTACHMENT 1:

Stevens Amendment

The Stevens Amendment is an appropriations provision that requires U.S. Department of Labor and U.S. Department of Health and Human Services grant recipients to acknowledge federal funding when publicly communicating any projects or programs. This requirement to reveal the costs financed with federal funds promotes transparency and accountability and ensures any federally funded research and work are properly credited.

Workforce Innovation and Opportunity Act (WIOA): The WIOA Title I Program is supported by the Employment and Training Administration (ETA) of the U.S. Department of Labor. The New Mexico Department of Workforce Solutions is the direct recipient for WIOA Title-I grants from the U.S. Department of Labor for the State of New Mexico. Click the following link to view their funding information www.dws.state.nm.us/funding

WIOA - Title I Program funds are sub-granted to Local Workforce Boards. The WCCNM is 100% funded by the U.S. Department of Labor. In PY24, the total amount the WCCNM received is \$9,253,434.00.

The WCCNM is the recipient of the Employment and Training Administration (ETA) of the U.S. Department of Labor Pathway Home 3, Reentry Employment Opportunity Grant, titled CHANCES. All CHANCES grant expenditures are 100% funded through a \$1,999,999.00 grant award through December 2025.

The WCCNM is the recipient of the Employment and Training Administration (ETA) of the U.S. Department of Labor H-1B Pathway to Infrastructure Jobs grant. All H-1B grant expenditures are 100% funded through a \$1,999,976.00 grant award through December 2026.