



Workforce System Technical Assistance
Compliance with Public Law 115-31 (Stevens Amendment) in Public Communications

Effective Date of Policy: 01/07/2025
Rescissions: N/A

Policy Number: WSTA #01-2025
Approved By: Trae Rahill, Chief Executive Officer

STAKEHOLDERS:

- Chief Local Elected Officials
- Workforce Development Board Chairs
- Workforce Development Board Staff
- Designated Fiscal Agent Staff
- Oklahoma Career Tech
- Oklahoma Rehabilitation Services
- Wagner Peyser

REFERENCES:

- [Workforce Innovation and Opportunity Act](#) (WIOA) Section 107
- [Public Law 115-31, Division H, Title V, Section 505](#) (pg. 428)

PURPOSE: This technical assistance is provided to ensure compliance with Public Law 115-31 (Stevens Amendment) in public communications describing WIOA-funded programs and projects. All Local Workforce Development Boards (LWDBs) must adhere to these requirements to maintain transparency and meet Federal funding regulations.

BACKGROUND: Under Public Law 115-31, Division H, Title V, Section 505, all public communications describing projects or programs funded in whole or in part with Federal funds must include the following disclosures:

1. **Percentage** of total costs financed with Federal funds.
2. **Dollar amount** of Federal funds allocated.
3. **Percentage and dollar amount** of total costs financed by non-governmental sources.

These requirements apply to various types of public communications, including:

- Statements.
- Press releases.
- Requests for proposals (RFPs).

- Bid solicitations.
- Other public-facing documents.

Action Required

To ensure compliance, all LWDBs must immediately review and update public communications to include the required disclosures. Below are examples for application in specific scenarios:

1. Statements

These include brochures, program fact sheets, or website content describing WIOA-funded programs.

Example:

“This program is funded by the U.S. Department of Labor (DOL). Approximately 80% of total costs are financed with Federal funds, totaling \$400,000. The remaining 20%, or \$100,000, is financed by non-governmental sources.”

2. Press Releases

Press releases announcing new programs or grant awards must include funding information.

Example:

“This initiative is funded in part by the U.S. Department of Labor (DOL) through WIOA. Federal funds represent 85% of the total program costs, amounting to \$850,000. Non-governmental contributions cover the remaining 15%, or \$150,000.”

3. Requests for Proposals (RFPs)

RFPs soliciting bids for services must specify funding sources and amounts.

Example:

“This Request for Proposals is supported by the U.S. Department of Labor (DOL) through WIOA funding. Federal funds constitute 90% of the project budget, totaling \$450,000. Non-governmental sources account for the remaining 10%, or \$50,000.”

4. Bid Solicitations

Bid solicitations for specific goods or services must disclose Federal funding details.

Example:

“This bid solicitation is funded by the U.S. Department of Labor (DOL) under WIOA. Federal funding covers 75% of the total project cost, amounting to \$150,000. The remaining 25%, or \$50,000, is provided by non-governmental sources.”

5. Other Documents

Annual reports, program overviews, or any other public-facing documents must include funding disclosures.

Example:

“This project is funded by the U.S. Department of Labor (DOL) through WIOA. Federal funds finance 80% of the total project cost, totaling \$1,200,000, while non-governmental sources provide the remaining 20%, or \$300,000.”

Next Steps

1. Review Existing Documents:
 - Audit all public-facing materials to ensure compliance with Stevens Amendment requirements.
2. Develop Templates:
 - Create standardized templates for press releases, RFPs, bid solicitations, and other communications to include required funding disclosures.
3. Update Policies and Procedures:
 - Incorporate Stevens Amendment requirements into LWDB communication policies.
4. Staff Training:
 - Train staff responsible for public communications on how to apply these requirements.
5. Implement an Internal Review Process:
 - Establish a review protocol to ensure all public communications include required disclosures before publication.

Conclusion

Compliance with Public Law 115-31 ensures transparency and accountability in the use of Federal funds, maintaining public trust and program integrity. For additional information on the Stevens Amendment the Department of Labor has a desk aid available at <https://www.dol.gov/sites/dolgov/files/VETS/files/Stevens-Amendment-Desk-Aid.pdf>.

INQUIRIES: If you have any questions or concerns regarding this technical assistance, please email WorkforceServices.Inquiry@oesc.ok.gov.