



# POLICY

---

STATE OF MISSISSIPPI  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
OFFICE OF GRANT MANAGEMENT

**POLICY NAME:** STEVENS AMENDMENT FUNDING DISCLOSURE REQUIREMENT  
**POLICY NUMBER:** 39  
**DATE OF ISSUE:** July 1, 2026  
**EFFECTIVE DATE:** July 1, 2026  
**DURATION:** Until rescinded or revised  
**SUPERSEDES:** N/A  
**PROGRAMS AFFECTED:** All programs funded by the US Department of Labor  
**POINT OF CONTACT:** [rdeyoung@mdes.ms.gov](mailto:rdeyoung@mdes.ms.gov)

---

**PURPOSE:** This policy sets forth the State's procedures to comply with the Stevens Amendment which requires 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.

---

**BACKGROUND:** The Stevens Amendment is a Congressional provision in annual DOL appropriations that requires grantees to disclose all projects or programs funded with federal monies to ensure transparency and accountability in federal spending. Recipients of DOL grants and cooperative agreements are required to acknowledge federal funding when publicly communicating any DOL-funded projects or programs.

---

**POLICY:**

**I. Stevens Amendment Language Content**

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 this act, shall clearly

state—

- A. the percentage of the total costs of the program or project which will be financed with Federal money,
- B. the dollar amount of Federal funds for the project or program, and
- C. percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## **II. Documents Subject to Disclosure**

Under the Stevens Amendment, “documents” is any communication including but not limited to, public statements, social media posts, toolkits, resource guides, websites, and visual presentations. For example, an emailed newsletter intended for the public that describes a federally funded program requires the disclosure statement.

The following list includes some examples of documents or other publications that may describe a project or program that federal money funds in whole or in part:

- Bids for solicitations
- Blogs / Vlogs
- Brochures
- E-mail blasts
- Manuals
- Press releases
- Promotional materials (e.g., fliers, posters, advertisements)
- Requests for proposals (e.g., supplemental and continuation proposals)
- Resource guides
- Documents that include statements about the program or project
- Toolkits
- Visual presentations (e.g., PowerPoint presentations)

## **III. Organizational Websites Defined**

Organizational websites “describing projects or programs”, are defined as: any *communication in furtherance of accomplishing the goals of the federal project or program for which the grantee has an award*, are subject to the Stevens Amendment disclosure statement.

For example, an organizational website page that describes DOL programs over which the organization has administrative and/or operational oversight, such as WIOA Title I-B, Wagner-Peyser Employment Service, Trade Adjustment Assistance, Jobs for Veterans State Grant, Reemployment Services and Eligibility Assistance, Unemployment Insurance, National Dislocated Worker Grants, etc.

## **IV. Examples Where Stevens Amendment Disclosure Is Not Required**

- A. Contracts do not require the Stevens Amendment disclosure statement. The

disclosure is necessary only when issuing statements, press releases, RFPs, bid solicitations, and other *publicly available* documents describing projects or programs funded in whole or in part with federal money.

- B. The following are considered some examples of documents that are not required to have Stevens Amendment language:
- Work Experience, ITAs, and OJT Contracts
  - RESEA Action Plans
  - Unemployment Insurance claim-specific communications, including eligibility letters, requests for information and determination letters (whether by US Mail, e-Services notification, or web message)
- C. 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.
- D. In an effort to minimize waste of costly resources, existing printed material documents that do not include the Stevens Amendment disclosure need not be thrown away and may continue to be used, but any reprinting, republication of existing documents, or creation of new documents or materials must be updated subsequent to publication of this policy and future printings must meet Stevens Amendment requirements.

**V. Allowance of Hyperlinks and/or Quick Response (QR) codes**

- A. When it is not practical to include all elements from 3.a. above within a communication, a shortened statement (see options below) with a hyperlink to the funding information is sufficient.

To that end, the State has developed a link to the [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens) site with a list of most DOL grants received in Mississippi along with their program year or fiscal year funding levels, which can be found at [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens). The information will be updated annually, with ad hoc updates when new discretionary grants are received. It will not be revised when minor adjustments in funding are made.

***“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 [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens).”***

- B. LWDBs may create their own funding page which includes the following elements:
- 1) Federal funding entity and name of the fund allocation, grant, or program,
  - 2) The funding period,
  - 3) The dollar amount of Federal funds used to support the project, activity, or program,
  - 4) The dollar amount of non-federal funds used to support the project, activity, or program, and
  - 5) Corresponding percentages of federal to non-federal funds that will be used to support the project, activity, or program.

If linking to an LWDB funding page, the following shortened statement is sufficient (?):

***“[Local Board Name] [fill in the blank project/program(s)] receive(s) support and funding from a US Department of Labor [fill in the blank] grant(s). Read more about this USDOL grant funding at (program specific or local board website funding page).”***

- C. In instances where brevity is essential, specific to social media posts or blogs/vlogs, a QR code may be used (?), provided it includes an explanation of the USDOL funding and information viewers may obtain by following the QR code. Below is the QR code providing a direct link to the USDOL Grants page on [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens).



Note: Check with appropriate Information Technology (IT) staff prior to publishing QR codes.

**Examples of appropriate compliance statements:**

If the document includes all three (3) of the elements in Section 3.a. (above) in the body of the document, no additional Stevens Amendment statement or weblink is needed.

- 1) Full Stevens Amendment funding statement containing all the elements in section 3.a.

For Example:

***“The local WIOA Youth program is supported by the USDOL Employment and Training Administration. \$750,000, or 94%, is financed with Federal funds, and \$50,000, or 6%, is being funded by other sources.”***

OR

- 2) The ESD funding link and statement:

For Example:

***“This [fill in the blank-activity(ies)/project(s)/program(s)] receive(s) support and funding from a US Department of Labor [fill in the blank] grant(s). Read more about USDOL grant funding at [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens).”***

For instance:

***“This job fair receives support and funding from U.S. Department of Labor WIOA Title I-B Adult and Dislocated Worker Grants. Read more about USDOL grant funding at [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens).”***

OR

- 3) Link to their own website or webpage where users will find the following statement:

For Example:

***“This [fill in the blank activity/project/program(s)] receive(s) support and funding from a US Department of Labor [fill in the blank] grant(s). Read more about this USDOL grant funding at (program specific or local board website funding page).”***

OR

- 4) QR Code and accompanying grant funding statement:

For Example:



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

## **VI. DOL Direct Grants**

DOL grants received directly by LWDBs – and therefore not reflected on the [mdes.ms.gov/stevens](https://mdes.ms.gov/stevens) webpage developed and managed by the State – must be addressed directly and not through link or QR code to the State’s site.

**Option 1:** LWDB will embed the document with their own weblink or QR code directing to the LWDB’s webpage describing the fund(s) name, effective dates (i.e., PY24), dollar amount in federal funds, and any other contributing non-federal funds;

OR

**Option 2:** The document or publication must contain the Stevens Amendment statement in example 3 above.

## **VII. Compliance and Monitoring**

Grantees are not required to develop their own Stevens Amendment Language policy or procedures, but it is the responsibility of LWDBs as pass-through entities to communicate this policy’s requirements to their subrecipient(s), service providers, and/or contractors and to ensure compliance through monitoring. Additionally, it is the responsibility of the Mississippi Department of Employment Security (MDES) to ensure compliance for the DOL-funded programs it administers.

**VIII. Definitions:**

None

**IX. ACTION**

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this policy broadly throughout the system to ensure that WIN Job Center system staff are familiar with its content and requirements.

---

William J. Ashley, Ph.D.  
Executive Director

---

**REFERENCES:**

- Consolidated Appropriations Act, 2023, specifically Div. H, Title V, Sec. 505
- TEGL 03-23, Attachment I - [Allowable Uses of Funds for Outreach Activities for Federal Formula and Competitive Grant Awards](#)
- U.S. Government Accountability Office website - [Grants Management: Agency Action Required to Ensure Grantees Identify Federal Contribution Amounts | U.S. GAO](#)

---

**ATTACHMENTS:**

- **Stevens Amendment Desk Aid** adapted for Mississippi from U.S. Department of Labor website - [Stevens Amendment Desk Aid for HVRP and Stand Down Recipients](#)
-

## MDES - Stevens Amendment Desk Aid

### Q1. What is the Stevens Amendment?

Since 1989, the United States Department of Labor's (DOL) annual appropriation has included a provision known as the Stevens Amendment. Its purpose is to ensure transparency and accountability in federal spending. This provision requires the recipients of DOL grants and cooperative agreements to acknowledge federal funding when publicly discussing any projects or programs that DOL funded through its annual appropriation. For fiscal year 2021, this provision appeared in section 505 of division H of Public Law [116-260](#).

### Q2. What does the Stevens Amendment require?

The text of the amendment says:

*"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 this act, 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; and*
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."*

When enforcing this requirement, the Mississippi Department of Employment Security will make the following interpretations and assumptions:

- The disclosures required by the Stevens Amendment apply to all public materials describing projects or programs funded through the DOL annual appropriation, not just printed materials.
- "Non-governmental sources" means any funding source other than the Federal Government. In this document, we use the term "non-federal funds" or "non-federal sources" for clarity.
- The Stevens Amendment does not require a disclosure of the cost of creating or issuing the particular statement, website, or other documents subject to the disclosure. It only requires disclosure of the total funding for the relevant project or program (e.g., the Jobs for Veterans' State Grant (JVSG) program in the state) that is described.

### Q3. What kinds of documents or locations commonly lack the required Stevens Amendment disclosure?

Based on an informal review of publicly available information, some examples of documents and statements that commonly lack the Stevens Amendment disclosure statement, due to being overlooked, include:

- State Workforce Agency (SWA) Requests for Proposals (RFPs)
- SWA websites
- SWA outreach materials (posters, flyers, brochures, resource guides, etc.)

- advertising services available at American Job Centers (AJCs)
- Marketing materials advertising AJC services and programs
- Press releases and other public statements
- Social media posts referencing SWA programs, services, grants, etc.
- Bid solicitations

**Q4. What form should the Stevens Amendment disclosure statement take?**

The general structure can take this form:

*The [project/ program] is supported by the [federal agency]. A total of \$[amount], or [percentage] percent of [project/program] [is/ will be] financed with federal funds, and \$[amount], or [percentage] percent [is/will be] funded by other sources.*

For example:

*Mississippi's Senior Community Service Employment Program (SCSEP) is supported by the U.S. Department of Labor. A total of \$900,000, or 90 percent, of the program is financed with federal funds, and \$100,000, or 10 percent, is funded by other sources.*

Alternatively, if the program or project is solely financed by the Federal Government: *Florida's WIOA Youth program is 100 percent funded by the U.S. Department of Labor through awards totaling \$15,000,000.*

If a project or program has multiple funding sources, each award does not need to be listed separately. For example, documents or websites in many states generally describe programs for veterans that JVSG (through DOL-VETS) and the Wagner-Peyser Employment Service (through DOL-Employment and Training Administration (ETA)) fund.

For example:

*The State of Utah's veteran employment program is federally funded with \$8,000,000 (80 percent). Additionally, 20 percent (\$2,000,000) is financed by non-federal sources.*

**Q5. Can you provide examples of disclosure statements that would not fully meet the requirements?**

The following examples do not meet the Stevens Amendment disclosure statement requirement:

- *"Disclosure of Federal Participation — Projects or programs funded in whole or in part with Federal grant money must credit the federal government for the federal government's portion of the financial support. This web page citation informs the public that the use of Federal dollars in meeting the Stevens Amendment requirement. Staff development opportunities, resource purchases, equipment and personnel have been funded in whole or in part with Federal entitlement dollars."*
  - This statement does not contain the federal funding entity, the



amount and percentage of funds from the federal source, or the funding and percentage that any non-federal entities provided.

- *“XXX is funded through the Governor’s Emergency Education Relief fund as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Workforce Innovation and Opportunity Act (WIOA) funding.”*
  - This statement does not contain the federal funding, amount, percentage of funds from federal source(s), or funding and percentage amounts (if any) that non-federal entities provided.
- *“Proposed Sub award Amount: The One-Stop Operator will be funded as a WIOA Title I sub award. For planning purposes, bidders should estimate WIOA funding of up to \$150,000 for this RFP.*
  - This statement does not contain the federally provided percentage of funds, the total dollar amount of federal funds supporting the project or program, or the funding and percentage amounts (if any) non-federal entities provided.

**Q6. What if a solicitation spans multiple years?**

The Stevens Amendment does not specify whether grantees should disclose their annual award amount or cumulative award amount. We recommend using the annual award amount, i.e., the amount of federal funding the grantee received for the budget period and not the longer project period.

**Q7. Is the Stevens Amendment language required in financial or non-financial contracts?**

Contracts do not require the Stevens Amendment disclosure statement. The disclosure is necessary only when issuing statements, press releases, RFPs, bid solicitations, and other publicly available documents describing projects or programs funded in whole or in part with federal money. Grantees receiving federal funds, including those from state and local governments, must clearly state the following in the funding disclosure notice:

- The total dollar amount of federal funds supporting the specific project or program;
- The percentage of total costs that federal funds financed; and
- The percentage and dollar amount of the total costs non-federal sources (if any) financed.

**Q8. Which amount should be included in the disclosure statement?**

Recipients must provide the total amount of federal funds that support the project or program and the percentage of total costs federal funds financed. Because the Stevens Amendment does not specify whether to use the current year’s annual amount allotted, the amount received during the current year (i.e., incremental funding), or the cumulative amount (i.e., the total amount for all combined awards within the period of performance) recipients may choose. MDES recommends using the current fiscal year’s annual award amount received for the budget period. Whichever method is used, the recipient should consistently use that method for all

Stevens Amendment disclosures across all programs.

**Q9. What types of press releases are subject to the Stevens Amendment?**

Press releases describing projects or programs funded in whole or in part with federal money must include the disclosure statement. Because AJCs are funded extensively with federal funds, all AJC press releases require careful review. Also, if those communications describe a project or program that federal funds subject to the Stevens Amendment financed in whole or in part, then the press release must include the required funding disclosures.

**Q10. Does the disclosure statement need to be on organizational websites?**

Organizational websites describing projects or programs that federal funds subject to the Stevens Amendment funded in whole or in part must contain the disclosure statement.

**Q11. Is the Stevens Amendment disclosure required on every page of the document or website?**

No, the Stevens Amendment disclosure is not required on every page of the document or website, but at least one page must contain the disclosure statement.

**Q12. Within any communication, what language is considered “describing projects or programs”?**

Any communication made in furtherance of accomplishing the goals of a federal project or program for which the grantee has an award is a description of projects or programs.

**Q13. Which communications are included in “other documents”?**

In the Stevens Amendment, “other documents” is any communication including but not limited to: public statements, social media posts, toolkits, resource guides, websites, and visual presentations. For example, an emailed newsletter intended for the public that describes a federally funded program requires the disclosure statement. The following list includes some examples of documents or other publications that may describe a project or program that federal money funds in whole or in part:

- Bids for solicitations
- Blogs / Vlogs
- Brochures
- E-mail blasts
- Manuals
- Press releases
- Promotional materials (e.g., fliers, advertisements)
- Requests for proposals (e.g., supplemental and continuation proposals)
- Resource guides
- Those documents that include statements about the program or project
- Toolkits

- Visual presentations (e.g., PowerPoint presentations)
- Websites

**Q14. Would a tagline like this suffice as a disclosure statement? “Grantee of xxxxx is fully funded by federal funds through direct awards and sub-awards.”**

No. The Stevens Amendment requires both a dollar amount and the percentage (as applicable) of federal funds provided for the project or program.

**Q15. We use social media posts to announce services, training programs, etc. Is a disclosure statement required for social media posts? If so, does it need to be in the body of the item or can it be in a tagline?**

Yes, a disclosure statement is required for social media posts. The statement does not need to be in a specific part of the communication; it only needs to clearly state the required information.

**Q16. Some social media platforms, like Twitter, have a limited number of characters. How can we include the disclosure statement in this circumstance?**

When it is not practical to put the disclosure statement within the electronic communication, a hyperlink to the statement is sufficient.

**Q17. Can the statement include a link on digital or printed material in place of a dollar amount while including the rest of the required information?**

If the material is digital, a hyperlink is fine. Because it is not possible to hyperlink on a printed document, unless using a QR code, including one would not be sufficient to meet the notification requirement.

**Q18. On a bid solicitation, the cost is not known in advance. What amount should we then include in the disclosure statement?**

The amount in the disclosure statement is not the amount for the specific item that is the subject of the communication (such as a bid solicitation, in this example). Use the amount and percentage, as applicable, for the entire project or program.

**Q19. Is a disclosure statement required on communications related to indirect funding, such as an RFP for payroll processing?**

No. A disclosure statement is only required for activities that further the goals of a federal project or program. Indirect activities, although federal awards ultimately fund them through the application of an indirect cost rate, do not directly further the goals of a federal project or program.

**Q20. Should monitoring for compliance include programmatic reports, fiscal reports, or both?**

Both.

**Q21. What must grantees of federal funds do to ensure compliance with the Stevens Amendment?**

Grantees are encouraged to create a compliance monitoring plan that includes:

- Providing copies of the programmatic and fiscal monitoring reports to the grants compliance specialist to ensure compliance with the Stevens Amendment.
- Requiring Stevens Amendment provisions be listed in all policies, processes, and monitoring procedures.
- Updating grantee financial monitoring tools to ensure this requirement is met.

**Q22. What are the penalties for noncompliance?**

Although no sanctions are specified for noncompliance, failure to comply could be considered a breach of responsibilities and may result in a corrective action plan; conditions placed on the award; or termination, suspension, or debarment of funds awarded.

**Q23. We have existing brochures and other printed material documents describing projects or programs funded in whole or in part with federal money that do not include the required statement. Do we need to throw them away?**

No. Grantees do not have to throw away materials that do not include a Stevens Amendment disclosure, but you must update documents in future printings to meet the Stevens Amendment requirements; the intention is to come into compliance — not to waste existing resources.

**Q24. What are potential audit points?**

The DOL Employment and Training Administration (ETA) has processes for managing grantees' compliance that are able to identify instances of grantee noncompliance with Stevens Amendment requirements. ETA's operating plan for grant oversight targets 26 percent of its active grants for risk-based monitoring each fiscal year.

MDES will monitor all subrecipients for noncompliance with Stevens Amendment requirements using the most recent guidance on this topic. These audits may result in an “area of concern” designation for the first monitoring cycle of any subrecipient. Subrecipients must submit a formal response to any areas of concern, and then MDES will determine the appropriate remediation steps. Please refer to **question 22** for potential sanctions for noncompliance with grant terms and conditions.

**Q25. Do Priority of Service posters at AJCs need to include the Stevens Amendment disclosure?**

Priority of Service is not a “program” or “project”; it is a law and requirement for states to implement. Therefore, documents (e.g., brochures, posters, websites, etc.) that solely speak to Priority of Service do not require a Stevens Amendment disclosure. However, if the document goes on to list services that are available to veterans that federal funds paid for, then the disclosure is required.

**Q26. Where can I go to learn more?**

- [Public Law 115-31, Division H, Title V, Section 505](#), page 428
- [GAO Report to Congress \(March 2021\)](#)

## Examples of Stevens Amendment Statements

### Requests for Proposals / Bid Solicitations

Federal Funding Disclosure: This solicitation is funded by the U.S. Department of Labor as part of an award totaling \$5,288,283.60 (100%), with \$0 (0%) financed from state, local, or non-federal sources.

### Contracts / Award Agreements

Federal Funding Disclosure: This contract is funded by the U.S. Department of Labor as part of an award totaling \$5,288,283.60 (100%), with \$0 (0%) financed from state, local, or non-federal sources.

### Statements, Press Releases, Flyers, and Related Documents

The Pathways program is funded by the U.S. Department of Labor as part of an award totaling \$4 million (100%), with \$0 (0%) financed from state, local, or non-federal sources.

OR

For federal funding disclosure information, visit (*insert hyperlink*).