

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

STEVENS AMENDMENT COMPLIANCE PROTOCOL

POLICY NUMBER:	1.4000.100.035
EFFECTIVE:	February 15, 2023
APPROVING AUTHORITY:	Board Chair Prince George's County Workforce Development Board
RESPONSIBLE STAFF:	Executive Director; Director, Contracts & Operations; Board Administrator; Director, Policy & Compliance
RESPONSIBLE OFFICE:	Office of the President, Employ Prince George's, Inc.

BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 13 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board, and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

PURPOSE:

The Stevens Amendment enacted since 1989, requires the acknowledgement of federal support when documents related to grant funded awards are provided to the public. This is an effort to ensure transparency and accountability in federal grant spending. The Prince George's County Workforce Development Board (WDB) will fully comply with the mandate for fiscal disclosures on all federal awards including the Workforce Innovation and Opportunity Act (WIOA). 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 shall clearly state required fiscal language outlined in the Steven's Amendment on all public documents above.

POLICY:

As stated in the law, Sec511: 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 non- Federal grantees receiving Federal funds 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. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources

The Office of Finance determines the fiscal language to be reported on all federal award documents related to the Stevens Amendment.

Grant awards may be modified, added or terminated throughout the year; therefore, it is necessary to update statements to reflect the most recent budget modifications within the same quarter of the approved change.

Staff responsible for the issuance of proposals, bid solicitations and other documents must contact the Office of Finance to determine required fiscal language. The Chief Operating Officer will review proposals and solicitations to ensure fiscal language is clearly stated on the documents prior to release.

All statements, press releases and mass media, including TV, radio spots and internet advertisements must be submitted and reviewed by the Community Development Department to ensure documents include the required fiscal language prior to release. Internet communications describing projects or programs funded in whole or in part with Federal money may direct the public to a website for full funding information.

REFERENCE: Public Law 101-166, section 511 Stevens Amendment

APPROVING SIGNATURE(S):

brad Frome

[brad Frome \(Feb 20, 2023 09:32 EST\)](#)

Feb 20, 2023

Board Chair
Prince George's County Workforce Development Board

Date