



# Workforce Issuance

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☒ Policy ☐ Information

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**To:** MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Beth Goguen, Director  
MassHire Department of Career Services

**Date:** November 17, 2025

**Subject:** **Stevens Amendment Requirements for Federal Grant Fund Awardees**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners of requirements under the Stevens Amendment (Public Law 101-166), as it pertains to transparency of federal grant funds awarded to EOLWD/MassHire Department of Career Services (MDCS) and the workforce system.

**Background:** Since 1989, an appropriations provision, known as the Stevens Amendment, has reflected Congress' longstanding effort to ensure transparency and accountability in federal grant spending.

The Stevens Amendment is an appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and Education (Education) to disclose for a grant program the percent of the costs financed with federal funds, the federal dollar amount, and the percentage and dollar amount financed by non-governmental funds. These funding disclosures

must be made when issuing statements, press releases, bid solicitations, and other documents describing their grant project or program.

**Public Law 101-166, Section 511, Steven's Amendment**

SEC. 511. 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, including but not limited to State and local governments, 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 nongovernmental sources.

The general structure should take this form:

This [project/publication/program/website, etc.] [is/was] supported by the [federal sub-agency] of the [federal agency] as part of an award totaling \$XX [insert total NOA amount here] with XX percentage financed from non-governmental sources.

**Policy:** All MassHire branded materials including websites, presentations, and marketing materials must include language that is in compliance with the requirement to provide information in public communications as specified by the Stevens Amendment.

MassHire Workforce Boards and MassHire Career Centers must, at a minimum, include the following language on websites, presentations and marketing materials that pertain to any Federal Program:

- MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants.
  - Additional details furnished upon request.

When issuing information about a specific project supported by USDOL funds below is an example of language to use.

- This project is funded 100% with Federal National Dislocated Worker Grant Funds from USDOL. The total Federal funding for this project is \$6,993,000.

If a project or program has multiple funding sources, it is not necessary to list each award separately, for example:

- MassHire Program & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants as well as non-federal funded grants
  - Additional details furnished upon request.

**Action**

**Required:** Please ensure that all appropriate managers, staff, and partners are knowledgeable of the content of the requirements of the Stevens Amendment.

Please incorporate federal requirements into local policies, and ensure that all materials, presentations and websites are labeled with the information as described.

**Effective:** Immediately.

**Inquiries:** Please direct all inquiries to [PolicyQA@mass.gov](mailto:PolicyQA@mass.gov); indicate Issuance number and description.

**Attachments:** A – Stevens Amendment Q&A  
B – DOL Stevens Amendment Powerpoint Presentation