

Attachment B

Stevens Amendment FAQ (Community)

What is the Stevens Amendment?

An appropriations provision that requires grantees of the Departments of Labor (DOL), Health and Human Services (HHS), and 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 nongovernmental funds.

The HHS Administration for Children and Families includes the provisions of the Stevens Amendment in the general terms and conditions of its mandatory formula, block and entitlement grant programs, which include the Community Services Block Grant and Low-Income Home Energy Assistance programs.

What does the Stevens Amendment require?

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 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.

What form should the acknowledgement statement take?

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 NFA amount here] with XX percentage financed from non-governmental sources.

For example:

This Community Services Block Grant Program bid solicitation is supported by the Administration of Children and Families of the U.S. Department of Health and Human Services as part of an award totaling \$750,000 with 0% financed from non-governmental sources.

Alternatively (assuming no non-governmental funding):

This Community Services Block Grant Program bid solicitation is fully supported by the Administration of Children and Families of the U.S. Department of Health and Human Services as part of an award totaling \$750,000.

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

This local facility bid solicitation is supported by the U.S. Departments of Health and Human Services, and Energy as part of awards totaling [applicable NFA total award amounts] as part of an award totaling \$1,000,000 with 15% financed from non-governmental sources.

What if a solicitation spans multiple years?

Should a solicitation span multiple years, only the funding currently in effect need be included in the acknowledgment statement.

Is the Stevens Amendment language required in contracts? Non-financial contracts?

The acknowledgment statement is not required on contracts.

What amount should be used in the acknowledgment statement?

The amount is the total cost of the program or project that is financed by federal funds. This will usually be the NFA award amount. Note that the amount is not the cost or projected cost of the item to which the acknowledgment statement is attached.

Will DEO monitoring be programmatic, fiscal or both?

Both.

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

Any that describe projects or programs funded in whole or in part with federal money. Since the CAA system is funded extensively with federal funds, it seems likely that virtually all press releases will be subject to the Stevens Amendment.

Does the acknowledgment statement need to be on a CAA's website?

Yes, since the website describes projects or programs funded in whole or in part with federal money.

What is considered "describing projects or programs"?

Any communication made in furtherance of accomplishing the goals of a federal project or program for which the CAA has an award.

What is included in other documents?

Any communication including, but not limited to, public statements, social media, toolkits, resource guides, websites and visual presentations. An email that does not constitute one of the included subjects (e.g., a bid solicitation) does not require an acknowledgment statement.

Would a tag line like this suffice as an acknowledgment statement? "Community Action Agency of xxxxx is fully funded by federal funds through direct awards and subawards."

No. The Stevens Amendment requires a dollar amount of federal funds for the project or program. Should a press release cover activities that span most or all the operations of a CAA, then the sum of awards for all active NFAs is the appropriate figure for the acknowledgment statement.

We use social media to announce services, training programs, etc. Is an acknowledgment statement required for social media? If so, does it need to be in the body of the item or can it be in a tag line?

Yes, an acknowledgment statement is required for social media. There is no requirement for the statement to be in a specific part of the communication, only that it clearly state the required information.

Some social media, like Twitter, has a very limited number of characters. How can the acknowledgment statement be accommodated?

For those cases in which it is not practical to put the acknowledgment statement in the communication itself, a hyperlink to the statement is allowed.

On a bid solicitation, the cost is not known up front. What amount should be used in the acknowledgment statement?

The amount in the acknowledgment statement is not the amount for the specific item that is the subject of the communication (such as a bid solicitation in this example). The amount to be used is for the entire project or program, which will typically be the NFA award amount.

Is an acknowledgment statement required on communications related to indirect funding, such as a request for proposal for payroll processing?

No. An acknowledgment statement is only required for activities that further the goals of a federal project or program. Indirect activities, though ultimately funded by federal awards through the application of an indirect cost rate, do not directly further the goals of a federal project or program.