

## INSTRUCTION LETTER



**INSTRUCTION NUMBER: WIOA 17-14**

**TO:** Upstate Workforce Board Staff and WIOA Contractors (Adult, Dislocated Worker and Youth)

**SUBJECT:** Federal Funding Documentation

<b>DATE</b> <b>ISSUED:</b> <u>May 21, 2018</u>	<b>DATE</b> <b>EFFECTIVE:</b> <u>Immediately</u>	<b>DATE</b> <b>EXPIRES:</b> <u>Indefinitely</u>
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**PURPOSE:** The following information is given to provide instruction to ensure that the Upstate Workforce Board and its funded programs are compliant with the Consolidated Appropriations Act of 2016 regarding Federal funding documentation.

**BACKGROUND:** SCDEW issued a new Terms and Conditions document in November of 2016. Section 3.7 Assurances, Part N, provides guidance regarding documentation related to Federal funding to maintain compliance with Public Law 113-114, Division H, Title V, Section 505.

**POLICY:** 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, including but not limited to State and local governments and recipients of Federal research grants, 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.

All grants issued by the Upstate Workforce Board/Spartanburg County will clearly state the amounts of Federal funds for each project or program and the percentage of said Federal funds on each Grant Signature Sheet. In any situation where the percentage is less than one hundred percent (100%), the detailed breakdown of any other non-governmental sources of funding will be listed to show the full disclosure of funding for the given project or program. These same procedures will also be utilized with any statements, press releases, requests for proposals (RFPs), bid solicitations or any other communications describing Federally-funded projects or programs that are issued by the Upstate Workforce Board/Spartanburg County or its granted partners.

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**ACTION:** Ensure all staff understand this policy. Implement necessary internal systems to ensure proper documentation is included as advised above.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Dana Wood at  
(864) 596-2028 (TTY: 711 or [wood@upstateworkforceboard.org](mailto:wood@upstateworkforceboard.org))



**Ann Angermeier**  
**Executive Director**  
**Upstate Workforce Board**

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**Source:** *WIOA Terms and Conditions issued by SCDEW*