

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER: WIOA 17-14, Amendment 1**

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

**SUBJECT: Federal Funding Documentation**

**DATE**

**DATE**

**DATE**

**ISSUED: October 17, 2022**

**EFFECTIVE: Immediately**

**EXPIRES: Indefinitely**

**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 2022 regarding federal funding documentation.

**BACKGROUND:** SCDEW issued State Instruction Number 22-01 in August of 2022 to provide updated guidance regarding documentation related to federal funding in order to maintain compliance with Public Law 117-103, Division H, Title V, Section 505.

**ACTION:** 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 materials issued by the Upstate Workforce Board and its funded programs that communicate information regarding programs funded in whole or in part with federal funds including grants, award announcements, requests for proposals, bid invitations, presentations, website content, social media content, press releases and marketing materials will include language in compliance with the guidelines stated above from the most recent Consolidated Appropriations Act (otherwise known as the Stevens Amendment). This is required for activities that directly support and further the goals of federal awards or grants and is not required for activities covered through indirect costs. For materials funded by multi-year federal grants or awards, only the funding for the current program year must be disclosed. As appropriate, reference will be made to [dew.sc.gov/funding](http://dew.sc.gov/funding) or a local page on [upstateworkforceboard.org](http://upstateworkforceboard.org),

for up-to-date language for federal funds being utilized in South Carolina for workforce and employment related activities. In any situations 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.

**INQUIRIES:** Should you have questions regarding this instruction letter, please contact Brent Bishop at ([bishop@upstateworkforceboard.org](mailto:bishop@upstateworkforceboard.org)) or 864-596-2028 (TTY:711).



Ann Angermeier, Executive Director

---

Source: WIOA Terms and Conditions issued by SCDEW. Amends Local Instruction 17-14.