

## **UPSTATE WORKFORCE BOARD**

### **Federal Funding Documentation Policy**

The following information is intended to serve as a guide to ensure that the Upstate Workforce Board and its funded programs are compliant with Public Law 113-114, Division H, Title V, Section 505 regarding Federal funding.

**According to the Consolidated Appropriations Act, 2016, Division H, Title V, Section 505 states:**

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.