

# Stevens Amendment: Quick Compliance Guide

Required for all grant recipients of HHS, DOL, and Education (ED)

## The Golden Rule

Anytime you issue a press release, bid solicitation, or public document describing a project funded in whole or in part with Federal money, you must include the specific funding breakdown.

## The “Required 3” Disclosure Formula

Your disclosure statement must contain these three specific data points:

- **Percentage of Total Costs:** what portion is Federal?
- **Dollar Amount:** what is the actual Federal dollar figure for this project/program?
- **Non-Governmental Share:** what percentage and dollar amount are funded by private/state/local sources?

## Standardized Template

Copy, paste, and fill-in the brackets for following statement:

“This **[Project Name]** is supported by the **[Agency Name]** of the **U.S. Department of [HHS/DOL/ED]** as a part of a financial assistance award totaling **[\$Total Award Amount]** with **[Percentage]%** funded by **[Agency Name]**, and **[\$Amount]** and **[Percentage]%** funded by non-government sources.

## Where Must This Appear

Category	Examples
Media & outreach	Press releases, media advisories, and public service announcements.
Procurement	Bid solicitations, RFPs, and RFQs.
Deliverables	Reports, toolkits, manuals, and published research.
Publicity	Brochures, newsletters, and certain website landing pages.

## Pro-Tips for Success

- **Keep it Current:** numbers change! Update your disclosure annually or whenever a new grant increment is awarded.
- **Don’t Hide the Ball:** the disclosure should be legible. Avoid “fine print” that requires a magnifying glass.
- **Sub-recipients Beware:** if you pass Federal funds down to a partner, **they** are also bound by the Stevens Amendment. Including this requirement in your sub-award contracts.

- **The “Social Media” Exception:** for platforms with character limits, include a shortened version (e.g., “100% Fed Funded at \$50k”) with a link to a webpage containing the full-length disclosure.

## Compliance Check

Ask yourself these questions before hitting “Publish”:

- Does it name the Federal Department and Agency?
- Does it list the Federal percentage?
- Does it list the Federal dollar amount?
- Does it list the non-federal percentage and dollar amount?