

Memo

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To: All Administrators
Secretaries
Coordinators
Liaisons

From: Rhonda Thornton, Grants Administrator

Date: August 2018

Re: Stevens Amendment

Background During our last compliance visit, we were reminded to implement the Stevens Amendment notice requirement related to federal funds. This document attempts to add more clarification to the process. It is very important that you read and implement this process.

Amendment Here is the amendment language:

"The LEA complies with the Stevens Amendment by ensuring that press releases, bid solicitations and other documents funded in whole or in part with federal money clearly state the percentage and dollar amount of programs/activities financed with federal funds: The percentage of the total program cost, the dollar amount for the program and the percent and dollar amount of the total cost financed by non-governmental sources. U.S. Department of Education Appropriations Act, Section 511"

Examples Place a notice in the footer of your documents using a small font, maybe gray scale at 50% size on flyers, notices to parent, brochures, surveys, School Improvement Plans, agendas that include Title components and any larger or mass distributed document on which Title dollars are spent. (See example in the footer at the bottom of this page.)

If you do not know how much money or what percentage of federal dollars is being used for a particular item, you may wish to do a simple calculation to determine the percentage. (It may not be possible to determine the actual cost.) Most of what you will produce that requires this notice will come from the 410 (supplies) line items in your budget. If your total 410 account is \$2,000 and within this total \$400 comes from Federal sources (Title I), then the \$400 represents 20% of the overall cost. Your notice statement might look like this:

Stevens Amendment Notice- This document was produced with 20% Title I funds and 80% local funds at a cost of approximately .02 cents per page.

Or, if you do not know the actual cost:

Stevens Amendment Notice - This document was produced in part with Title I federal funds.

Although I have used Title I as the primary example, any federal funds used should be identified in the notice in a similar fashion. If a document is produced using Title I and Title II, the notice might include 60% Title I, 30% Title II and 10% local.

Questions If you need more clarification, call Rhonda Thornton at 362-3044