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200 New River Town Center
Beckley, WV 25801

Region 1 Workforce Development Board Public Communications Policy Letter #19 – Change 1

Subject: Requirements to Provide Certain Information in Public Communications and Subrecipient Awards

Effective Date: July 29, 2021

Purpose: To establish a policy on the requirements of providing certain information in all public communications and Subrecipient Awards in Region 1.

References: P.L. 116-94, Division A, Title V, Section 505; 2 CFR 200.300(a); 2 CFR 200.331(a)(1)

Background: The Region 1 Workforce Development Board (WDB), being a subrecipient of DOL Federal funds under the Workforce Opportunity and Innovation Act (WIOA), is responsible for developing policies demonstrating compliance with specific administrative requirements to provide certain information in public in public communication and subrecipient agreements.

Policy: The Region 1 Workforce Development Board will include the required Federal funding language in all issued statements, press releases, requests for proposals, bid solicitations and any other documents that describe projects or programs funded in whole or part with Federal funds.

Public Policy Requirements

Pursuant to P.L. 116-94, Division A, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects of programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

- a. The percentage of the total costs of the program or project which will be financed with Federal money;
- b. The dollar amount of Federal funds for the project or program; and
- c. The percentage and dollar amount of the total costs of the project or program financed by non-governmental sources.

Subrecipient Award Requirements

The R1WDB will communicate to its subrecipients, via subrecipient award agreements, the public policy requirements that DOL/ETTA incorporate into terms and conditions of a Federal award.

1. Public Policy and Program Requirements per 2 CFR 200.300(a). The Federal awarding agency must manage and administer the Federal award in a manner to ensure that Federal funding is expended, and associated programs are implemented in full accordance with U.S. statutory and public policy requirements, including but not limited to:

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- a. Those protecting public welfare
 - b. The environment
 - c. Prohibiting discrimination
2. All information required by 2 CFR 200.331(a): (13 Elements)
- a. Subrecipient name (which must match registered name in DUNS);
 - b. Subrecipient's Data Universal Numbering System (DUNS) number;
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward Period of Performance Start and End Date;
 - f. Amount of Federal Funds Obligated by this action;
 - g. Total amount of Federal Funds Obligated to the recipient;
 - h. Total amount of the Federal Award;
 - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official;
 - k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and CFDA number at time of disbursement;
 - l. Identification of whether the award is R&D; and
 - m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs.

Region 1 Workforce Development Board will further ensure that all Region 1 sub-contractors are compliant with the policy while utilizing WIOA funds.

Action:

Expiration Date: Effective until rescinded or modified by the Region 1 Workforce Development Board.

Approved: