



Operational Communication

Number: 00.00.27.70000.00

New Revision

Date: December 1, 2006

Topic: Public Disclosure Statements

Affected Programs: All

Page 1 of 3

Purpose

To provide guidance as to how programs should comply with public funding and accessibility disclosure requirements in their subgrant terms and conditions.

Related Policy and Communication

Subgrant Terms and Conditions – Section 18 *Equal Employment Opportunity and Nondiscrimination*; Section 28 *Public Information*; Section 29 *Public Announcements*; and Section 30 *Written Materials*.

Public Information & Announcements

In WSI's Terms and Conditions, section 28 states: "Whenever written or verbal information related to the services provided through this Subgrant is distributed to the media or directly to the general public, another agency or governmental audience, whether such information is solicited or unsolicited, the subgrantee shall acknowledge and name WSI as the sponsoring agency for the services provided through this Subgrant.

In WSI's Terms and Conditions section 29 states: "When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing programs funded in whole or in part with Federal money, subgrantee shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal Funds for the project or program.

Compliance Instruction

When issuing any information that describes programs, services, or activities paid for with money received through WSI, subgrantees must acknowledge WSI and the originating source of funding. This includes announcements for workshops, classes, job fairs, etc., brochures, as well as press releases, articles for professional publications, and Power Point presentation slides (Orientation slides as well as presentations for outside audiences such as Chambers, business associations, partner agency staff, etc.)

For ease of communicating this information, the statement that satisfies both sections 28 and 29 is:

"This program financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor."

If the program is funded with federal funds through WSI from a source other than the U.S. Department of Labor the statement can be revised to read:

"This program financed in whole or in part with federal funds provided through Worksystems, Inc".

Another compliant option is to name the federal source other than the Department of Labor by stating:

Topic: Public Disclosure Statements	Number: 00.00.27.70000.00 Date: December 1, 2006
	Page 2 of 3

"This program financed in whole or in part with funds provided through Worksystems, Inc. from (insert funding source here)."

The above options are the *minimum* amount of information that must be provided and is required of all subgrantees, regardless of the funding source. Subgrantees are welcome to work with WSI to craft more detailed descriptions of the partnership and funding relationship between WSI, the originating source of funds, and the subgrantee.

Written Materials

In WSI's Terms and Conditions Section 30 states: "All written brochures, training materials, curricula and other written materials whose development is supported in whole or in part with funds provided under this Subgrant must contain an acknowledgement that they were funded in part with Workforce Investment Act funds, and must be branded with the WorkSource Portland Metro logo. Subgrantee will coordinate the branding with WSI.

Compliance Instruction

The statements provided above relative to Public Information and Announcements also satisfies the first part of this requirement.

The use of WorkSource Portland Metro branding is currently required of all subgrantees that receive Workforce Investment Act Adult or Dislocated Worker Funds to deliver services at a center or through Rapid Response Activities. Subgrantees required to use the WorkSource Portland Metro brand should refer to the style guide for further instructions regarding usage. Subgrantees that receive Workforce Investment Act funds for youth are not currently required to use the brand but may be required to use the brand in the future.

Equal Employment Opportunity and Nondiscrimination

In WSI's Terms and Conditions, within Section 18, it states that: Subgrantee will ensure that the language "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities" in English and Spanish appear on each work product.

Subgrantees must indicate that any WSI funded program or activity is an "equal opportunity employer/program," and that "auxiliary aids and services are available upon request to individuals with disabilities," in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or the public at large, to describe programs or the requirements for participation by recipients and participants. Where such materials indicate that the recipient may be reached by telephone, the materials must state the telephone number of the TDD/TTY or relay service to be used by the recipient.

Compliance Instruction

To satisfy this requirement, use the following statement when providing information on services, programs, or activities funded through WSI – whether the information is being provided orally, in writing or electronically:

"BLANK is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711."

The word BLANK should be replaced with: agency name, WorkSource Portland Metro, when referring to the workforce services offered through WorkSource Portland Metro branded programs (currently Forest Grove, East County, Old Town, and North), or the words "This program" for all others.

The EEO statement can be added to the *Public Information & Announcements* statement provided above for full compliance with all sections of the public information disclosures.

When issuing any information that describes programs, services, or activities paid for with money received through WSI, subgrantees must include the EEO statement. This applies to announcements for workshops, classes, job fairs, etc., program brochures, as well as press releases, articles for professional publications, and Power Point presentation slides (Orientation slides as well as presentations for outside audiences such as Chambers, business associations, partner agency staff, etc.)

When correspondence via email is routinely used to provide information to customers, the above EEO statement should be included at the bottom of the programs email template.

If a publication is translated into another language, the EEO Statement should be translated as well. Materials should be translated when a significant number or proportion of the population eligible to be served, or likely to be directly affected, by a WSI funded program or activity may need information in a language other than English in order to be effectively informed about, or able to participate in, the program or activity. Consideration of the scope of the program or activity, and the size and concentration of the population help in making the determination.

Questions

Questions concerning compliance with public disclosure requirements should be directed to WSI Communication Unit, 503.478.7319.