

A4.6 – PUBLICATION AND COPYRIGHT

Purpose

The purpose of this policy is to describe the process for Iowa HHS and SRs to ensure compliance with the expectation that the acknowledgment of federal funding.

Policy

- Federal funding is acknowledged when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents—such as toolkits, resource guides, websites, and presentations (hereafter “statements”)—describing the projects or programs funded in whole or in part with HHS federal funds.
- The federal award reflects total costs (direct and indirect) for all authorized funds (including supplements and carryover) for the total competitive segment (project period) up to the time of the public statement. Any amendments to the acknowledgement statement are coordinated with the Office of the Assistant Secretary for Health (OASH) federal project officer and the OASH grants management officer.
- Press releases concerning the outcome of activities supported by this financial assistance include notifying the OASH federal project officer and the OASH grants management officer in advance to allow for coordination.
- Funding statements must clearly state the percentage and dollar amount of the total costs of the program or project funded with federal money and the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources

Procedure

- Iowa HHS and SRs will ensure that if there are any Title X project, publication, program, website, etc., resulting from activities supported by HHS financial assistance, they will ensure a statement for acknowledgement of federal assistance is used if funded in full or partial:
 - If the HHS Grant or Cooperative Agreement is NOT funded with other non-governmental sources, **use this text:**
This [project/publication/program/website, etc.] [is/was] supported by the [full name of the PROGRAM OFFICE] of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by [PROGRAM OFFICE]/OASH/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by [PROGRAM OFFICE]/OASH/HHS, or the U.S. Government. For more information, please visit [PROGRAM OFFICE website, if available].
 - The HHS Grant or Cooperative Agreement IS partially funded with other nongovernmental sources, **use this text:**
This [project/publication/program/website, etc.] [is/was] supported by the [full name of the PROGRAM OFFICE] of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by [PROGRAM OFFICE]/OASH/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author (s) and do not necessarily represent the official views of, nor an endorsement, by [PROGRAM OFFICE]/OASH/HHS, or the U.S. Government. For more information, please visit [PROGRAM OFFICE website, if available].

- All SRs are required to submit any documents that are referencing the Acknowledgement of Federal Grant Support dollars for review and approval to Iowa HHS.
 - Iowa HHS and SRs will have a process to ensure that the federal award total reflects total costs (direct and indirect) for all authorized funds (including supplements and carryover) for the total competitive segment up to the time of the public statement and that any amendments to the acknowledgement statement are coordinated with the OASH federal project officer and the OASH grants management officer.
 - Iowa HHS and SRs will have a process for identifying the percentage and dollar amounts of the total costs of the program or project funded with federal money and the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.
 - Once Iowa HHS has reviewed and approved the Federal Grant Support dollars statement, Iowa HHS will provide written approval to the SR on next steps.
 - Iowa HHS will ensure the acknowledgement statement is reviewed on an annual basis with SRs and outlined in the program contract. If there are any changes made to the statements listed above, Iowa HHS will notify the SRs of changes.
- Iowa HHS and SRs will have a process for issuing press releases concerning the outcome of activities supported by this financial assistance and Iowa HHS will notify the OASH federal project officer and the OASH grants management officer in advance to allow for coordination.

Date Revised	September 2024
References	Title X Program Handbook Additional Special Terms and Requirements and Standard Terms of the FY 22 Title X Notice of Award – Standard Terms Expectation #7 (https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=29)
Additional Resources	