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# MEMO

**WX-2017-1**

**TO:** Agency Directors, Fiscal Officers and Weatherization Coordinators  
**FROM:** Steve Divan, Weatherization Program Manager  
**RE:** Clothing Purchases with Weatherization Funds  
**DATE:** 6/27/2017

Greetings,

During recent fiscal monitoring visits, the subject of allowability of purchasing promotional clothing for weatherization staff utilizing weatherization funds was addressed. The intent of this memo is to provide guidance in an effort to eliminate any potential misunderstandings in the future.

The CFR that covers program outreach and allowable expenditures is [2 CFR 200.421-Advertising and Public Relations](#). The appropriate references are as follows:

**Section (b)** The only **allowable** advertising costs are those which are solely for:

- (4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

**Section (e) Unallowable** advertising and public relations costs include the following:

- (4) Costs of advertising and public relations designed solely to promote the non-Federal entity.

Therefore, clothing that identifies only the agency cannot be purchased with weatherization funds as it is solely promoting the agency. However, if both the agency and the weatherization program are clearly identified, weatherization funds may be utilized to purchase promotional clothing. Promotional clothing may only be purchased and provided to weatherization staff members who work directly with clients.

If you have any questions, please contact me at (503) 986-0979.

Best Regards,

Steve Divan  
Weatherization Program Manager