

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
ENERGY SERVICES UNIT
WEATHERIZATION ASSISTANCE PROGRAM
VEHICLE PURCHASES**

(Please allow a minimum of 30 days for processing of this request and receipt of approval from the DSS Energy Services Unit (ESU) and the United States Department of Energy (USDOE)).

Property management standards are contained in **10 CFR Part 600**, for vehicles purchased under Weatherization Contracts. **No purchases of vehicles may be made without prior approval from USDOE.** A justification for the purchase must be submitted to the DSS ESU and must include the following (if more space is needed, use additional pages):

SUBGRANTEE VEHICLE: *Additional* *Replacement*

1. Is the vehicle budgeted in the contract? Yes No

If yes, is it budgeted under Capital Equipment? Yes No

2. How many vehicles does the program currently have? _____

Provide list of all vehicles, including new vehicles and whom these vehicles are assigned to:

3. What is the need for an additional vehicle? _____

4. Will the vehicle replace any currently owned vehicle? Yes No

(a) If yes, type of vehicle to be disposed of:

Year _____ Make _____ Model _____ Mileage _____

(b) If no, explain reason for not replacing vehicle:

(c) Disposition method: *Private Sale* *Trade-in* *Junk*

5. Reason for disposing of vehicle: _____

6. If the vehicle is to be sold, see the **NOTES** section.

List of quotes and summary:

<i>Dealer</i>	<i>Amount</i>	<i>Summary</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. How many crews does the subgrantee currently have? _____

8. How large an area does the subgrantee serve? _____ square miles

9. How many units does the subgrantee serve per week? _____

10. How will the number of units served be increased by the purchase of the new vehicle if this is not a replacement vehicle? _____

11. Which is the acceptable quote? _____
Why? _____

12. Description of vehicle to be purchased: _____

13. Is this a lease purchase? Yes No . If yes, has an analysis been prepared to compare lease purchase versus purchase? Yes No If yes, please attach. If no, please justify benefit of lease purchase over purchase. _____

14. During how many contracts will purchase be made? _____ (# of contracts).

15. Total purchase price, less trade-in, insurance refund, and other adjustments. \$ _____

Quoted price \$ _____
Less Trade-in (\$ _____) and/or Ins. Refund; Rebate (\$ _____)
= Purchase Price \$ _____

16. Total in #15 distributed over contracts affected.

Contract	Amount
_____	_____
_____	_____
_____	_____

I certify that the above information is true and correct. The vehicle requested is needed for the effective operation of the Weatherization Assistance Program.

Subgrantee Organization: _____
Authorized Subgrantee Signature: _____ Date: ___ / ___ / ___

DSS ESU USE ONLY

ESU Field Coordinator: _____ Date: ___ / ___ / ___
I hereby authorize this vehicle request:
ESU Manager: _____ Date: ___ / ___ / ___

USDOE APPROVAL

USDOE Contracting Officer: _____ Date: ___ / ___ / ___
USDOE WAP Representative: _____ Date: ___ / ___ / ___

NOTES:

- a. If a vehicle is to be sold or junked, quotes from three different contractors/dealers indicating the price to be paid must be submitted.
- b. All purchase requests must include a copy of the bid solicitation, non-collusive bidding forms signed by the bidder and the actual bid documents. If a vehicle is being traded in, the trade-in value must be clearly indicated on the bid documents.
- c. Once this application is complete, please forward to DSS ESU.