

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Vehicle Purchases/Leases Approval Form

Please allow a minimum of 30 days for processing of this request and receipt of approval from U.S. Department Of Energy.

Property management standards contained in OMB Circular A-110 shall apply for vehicles purchased/leased under Department of Energy's grants.

No purchases/leases of vehicles may be made without prior approval from the Department of Energy. A justification for the purchase/lease must be submitted to the Office of Low Income Energy Conservation and must include the following points along with this completed form:

AGENCY : _____

AGENCY VEHICLE: _____ Additional _____ Replacement

1. Is the vehicle budgeted in the contract? ___ yes ___ no

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

3. Please indicate the need for an additional vehicle:

4. Will the vehicle replace any currently owned vehicle?
 ___ yes ___ no

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

Year _____ Make _____ Model _____ Mileage _____

(b) If not, explain reason for not replacing vehicle:

(c) Disposition Method: ___ Private Sale ___ Trade In ___ Junk

5. Reason for disposing of vehicle:

6. How many crews does the agency currently have? _____

7. How large an area does the agency serve? _____ square miles

8. How many units does the agency complete per week? _____

9. How will the number of units goal be increased by the purchase/lease of the new vehicle if this is not a replacement vehicle?

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10. If vehicle is to be sold, refer to notes a&b below.

List of quotes and summary :

11. Which is the acceptable quote?

Why? _____

12. Description of vehicle to be purchased/leased:

13. Cost/Percentage of funds in subgrantee Weatherization Program:

Source	Contract #	Funding Year	Amt. Charged	% Total Charged
Total _____			Total _____	

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

Agency Organization : _____
Authorized Signature: _____
Date: _____

DCA USE ONLY:

Weatherization Supervisor: _____
Date: _____
Submitted to DOE: _____
Approved by DOE: _____

NOTES:

- a. If a vehicle is to be sold or junked you must submit three quotes indicating the price to be paid.
- b. All purchase/lease 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 documents.