

**APPENDIX V
VEHICLE(S)**

ORGANIZATION

'DOING BUSINESS AS' NAME

PROJECT NAME

NOTE: Minimum request: \$60,000 per funding source. DCLA funds are not eligible for vehicle and heavy machinery purchases. Complete one Appendix V form per vehicle project and upload it to CapGrants in the original PDF file format. Printed or scanned forms are not accepted. Cost of vehicle(s) will be reimbursed to the organization. Under no circumstances will funds be reimbursed for purchases made prior to funding allocation.

INDICATE THE AMOUNTS REQUESTED FROM EACH FUNDING SOURCE IN THE TABLE BELOW. TOTAL AMOUNT MAY NOT EXCEED THE TOTAL PROJECT COST.

Funding Requested by Source Vehicle(s)	Amount Requested (Auto-rounds up)
Borough President:	
City Council:	
Total Amount Requested in City FY 2026 (Not to exceed total cost of vehicle(s))	

APPENDIX V - VEHICLE(S)

A. Project Description:

1. Briefly describe the vehicle(s) to be purchased, uses, specific functions, and City Purpose that will be served. How will the project enhance the mission and/or core programmatic functions of the organization? Who will it serve and how often? (2,500 characters)

2. Describe anticipated daily usage. Include the location(s), area(s), and destination(s) within the five boroughs to be served, plus frequency and type of service per location. (1,200 characters)

3. Does the organization currently own or lease any vehicle(s) that provide a similar function to the vehicle(s) requested herein?

Yes

No

If **YES**, specify whether the vehicle was purchased with City funds, the number of vehicles, the number of years the organization has owned or leased the vehicles, and the frequency of use. Explain the need to replace or add to the current vehicles. (1,200 characters)

4. Type of vehicle(s) to be purchased (check all that apply):

Passenger Van/Bus – specify seating capacity (must be more than 10):

Working Vehicle – specify (seats no more than 2):

Heavy Machinery (specify):

Other (specify):

5. Total Cost for Vehicle Project (auto-fills from page V-1):

B. Parking Location of Vehicle(s):

1. *Location Ownership*

Does the organization currently own or lease real property where the vehicle(s) will be garaged or otherwise parked when not in operation? Check one:

a. Own:

Attach the deed and any amendments as **Attachment V-01 Deed - Private Property**.

b. Lease private property:

Attach the lease and any amendments as **Attachment V-02 Lease – Private Property**.

c. Government-owned property:

Attach the lease and any amendments as **Attachment V-03 Government-owned Property**.

d. Other:

If the above options do not apply or a location has not been identified, explain. (500 characters)

2. *Parking Location Address*

Specify below where the vehicle(s) will be parked when not in operation.

Vehicle 1:

Parking facility name and address:

Borough:

Block:

Lot:

Vehicle 2:

Parking facility name and address:

Borough:

Block:

Lot:

Vehicle 3:

Parking facility name and address:

Borough:

Block:

Lot:

C. Vehicle List:

1. Attach a list of vehicle(s) for which funding is being requested.
Format: **Excel file** as below, file name **Attachment V-04 Vehicle List**.

TYPE OF VEHI LCE TO BE PURCHASED	MAKE/MODEL (PROJECTED)	SEATING CAPACITY	QUANTITY OF ITEM	UNIT COST	UNIT SUBTOTAL
				Delivery:	
				Subtotal:	
				Contingency:	
				TOTAL	

- Include:
 - each vehicle to be purchased,
 - the make/model (projected),
 - seating capacity
 - the quantity to be purchased of each type of vehicle,
 - the unit cost per vehicle,
 - 10% contingency,
 - the total cost
- If the vehicle(s) will be parked when not in use at multiple locations, the list must be further broken out by location.

2. Has the vehicle(s) already been ordered?

Yes No

If YES, the City will not provide funding.

3. Vehicle(s) fuel source:

D. Operational Budget

1. Will the vehicle(s) be used for new services or programs not offered previously by the organization?

Yes No

If YES, will the organization employ additional salaried employees such as drivers and program staff to provide related future services or programs?

Yes No

If YES, specify the number of additional salaried employees:

If YES, what type of license is required to drive the vehicle(s)?

2. Who will provide the services related to the vehicle(s)? Include position titles and job descriptions; indicate whether paid/voluntary/full-time/ part-time? (500 characters)

3. How will the vehicle(s) impact the organization's operating budget? Include information on auto insurance (e.g., amount/level of insurance coverage), storage (e.g., covered or on-street parking), and maintenance costs. (1,200 characters)

4. Are the services provided using the vehicle(s) regulated by any federal, state or city agency?

Yes

No

If YES, list the required licenses and permits that the organization has acquired. **If NOT YET ACQUIRED**, explain how the organization will secure the required permits or licenses.
(500 characters)

E. Sectarian Use

1. Will the vehicle(s) be used to organize or implement any religious or sectarian activity?

Yes

No

If YES, explain below (500 characters). **If NO**, please skip E 2 and E.3.

SECTARIAN USE EXCEPTION: No vehicle(s) funded by the City shall be used to advance or support sectarian activity, including religious worship, instruction, or proselytization UNLESS the Organization complies with the following requirements:

- (i) The proposed vehicle(s) funded by the City must be made generally available to the public for such purposes or activities on substantially similar terms and conditions. In other words, the project is made available to any person, including the organization itself, on a neutral, non-discriminatory basis.
 - (ii) The availability of the proposed vehicle(s) funded by the City for such religious or non-religious purposes or activities on the terms and conditions referenced above is made known to the general public.
 - (iii) The use of any of the proposed vehicle(s) funded by the City for such religious or non-religious purposes or activities must be occasional and temporary.
2. If any part of the proposed project funded by the City will be used for sectarian activity pursuant to the Sectarian Use Exception above, submit a use policy that includes guidelines and describe how the use policy includes the requirements set forth above as **Attachment V-05 Public Availability**.
3. List the means that will be used to advertise or give notice to the general public of the availability of the proposed project for rent and the frequency of those notices as **Attachment V-06 Public Advertising**.

**PROJECT SECTION
APPENDIX V
VEHICLE(S)**

CHECKLIST OF ATTACHMENTS

NOTE: Label attachments by full title (e.g., "Attachment V-04 Vehicle List"). Attachments must be submitted in the same file format provided (e.g., PDF, Excel, Word) with the form(s) (see "FY26 Introduction and Guidelines").

Please indicate the attachments you have ELECTRONICALLY SUBMITTED by ticking the check box next to the appropriate attachment reference below:

Required attachments for Project Section, Appendix V:

- V-00 Appendix V - Vehicle(s)
- V-04 Vehicle List (Excel format)

Attachments that **may be required** to be fully responsive to questions in this section:

- V-01 Deed - Private Property
- V-02 Lease - Private Property
- V-03 Government-owned Property
- V-05 Public Availability
- V-06 Public Advertising