**Notes on the Organization’s Hours of Operation & Frequency of Use of the Vehicles/Equipment**

1. State the hours and days of the week in which your organization is open for business. This should be expressed as a range.
2. The hours and days of the week in which the proposed equipment/vehicles will be used, should be expressed as a range. For example, 8am to 5pm, Monday through Friday or 24 hours a day, 7 days a week. Stating that the equipment/vehicles will be used “x times a day” or “on a daily basis” on its own, is not acceptable.
3. Provide the minimum number of days in the year in which the equipment/vehicles will be used. The basis for this number should come from the days of the week in which the equipment/vehicles will be used, less any holidays or weekends, if your organization is not open for business or has no need to use the equipment on those days. Like the previous comment, stating that equipment/vehicles will be used “approximately x times a year” or “serve x people per year”, is not acceptable.
4. The daily, weekly, and annual usage of the equipment/vehicles is based on the information provided in Part I: Project Information, of the CapGrants application. If the hours and days provided in the statement differ from the application, then include a justification for the differences as an additional bullet point on the statement.