



## VA WEATHERIZATION ASSISTANCE PROGRAM

### Information Notice 01-2024

**TO:** ALL Virginia WEATHERIZATION SUB-GRANTEES

**FROM:** NANCY PALMER, HOUSING PROGRAMS MANAGER/np

**DATE:** February 27, 2024

**SUBJECT:** Vehicle and Equipment Purchase and Disposition

**Effective Date: Immediately**

#### **PURPOSE**

This document serves to provide guidance for agencies using federal funds in the purchasing or disposing of vehicles/equipment.

DHCD encourages subgrantees to give themselves ample time to plan for their vehicle and equipment purchases. It is important to ensure there is enough available funds in both the funding source and budget category that will be utilized for the purchase. Please note: T&TA funds may not be used. Only the budget category "Program Operations" may be used for the purchase of vehicles.

Please note: If utilizing DOE/BIL funds for a vehicle or equipment request over \$5,000, it will need additional approval by our DOE WAP Project Officer. This may add additional time to the request process before you are able to purchase the item.

Prior to the purchase or disposal of Vehicles and Equipment, a request form must be filled in ITS ENTIRETY. There will be separate forms for Purchases or Disposals provided, to avoid any confusion. If you have any questions or need to submit a Vehicle/Equipment Request form, please contact [Jenifer.mccoy@DHCD.virginia.gov](mailto:Jenifer.mccoy@DHCD.virginia.gov).

**The following information is REQUIRED on the PURCHASE form in order for the requests to be approved:**

1. Agency Name.
2. Use Location: Where the vehicle/equipment will be used; how it will be used.
3. Purpose: Full-time use for Weatherization Assistance Program Activities? If not, please describe how the cost will be allocated.
4. Identify funding source(s) that will be used for purchase (DOE/BIL/LIHEAP).

5. Provide the budget category that will be used for the purchase (Program Operations).
6. Will this be an Expansion or Replacement Purchase? If this is a replacement, address the trade-in in your explanation, please indicate the amount of any non-DOE WAP cost sharing, especially if part-time usage is proposed.
7. Describe the procurement process for this purchase. Please include a brief explanation for the vehicle specifications chosen.
8. Provide three bids from three separate vendors. If three separate vendors cannot be found/provided, please provide a short explanation.

\*Note – When seeking bids, please provide bids from multiple make/manufacturers. Having three bids from the same make/make/manufacture may delay the request. If you cannot provide multiple make/manufacturers, make sure to provide an explanation along with the request.

9. Provide copies of the bid specifications (vehicle description with options requested).
10. Statement of lowest responsive bid. If the lowest bid is not chosen, please provide a detailed justification.
11. Provide a lease vs. purchase analysis for the chosen bid. (Vehicle)
12. Compliance with Grantee, Subgrantee and 2 CFR 200 procurement procedures.

The approval of the request is with the understanding that State and Federal procurement guidelines are adhered to and met. **Once you have proceeded with your procurement procedure you must send proof of purchase documents within 45 days of the purchase.** The approval is valid for 90 days from the date of the approval letter. If the purchase is not made you must notify DHCD in writing.

Note: DHCD must be listed as the lien holder on the title for all vehicles.

**The following information is REQUIRED on the DISPOSAL form in order for the requests to be approved:**

1. Agency Name.
2. Agency Contact Name and Email. This is the person who will be contacted regarding the request.
3. Reason for Disposal. Will this be a trade-in, junked/disposal, or will the vehicle be sold?

**In the table provided on the Disposal/Trade-In sheet, we also require the following information:**

- a. Trade-In/Disposal Item. Please include a detailed description including the year, make, model and VIN#.
- b. Detailed description of the Trade-In/Disposal process.
- c. The current condition and value of the Trade-In/Disposal. Please utilize a reputable source for trade-in value information (Ex: Kelly Blue Book).
- d. What was the initial cost of the vehicle/equipment, and what funding source was used for purchase?

If any of the above required information is missing from the forms, it will be sent back to be completed.

Please contact [Jenifer.mccoy@DHCD.virginia.gov](mailto:Jenifer.mccoy@DHCD.virginia.gov) with any Lien transfer requests.

**Attachment:**

Updated Vehicle and Equipment Purchase and Disposal Forms

Leave Vs. Purchase Analysis Form

**Resource links:**

[wap-operations-manual.pdf \(virginia.gov\)](#)

(Pg. 58)

[Weatherization Program Notice 24-6: Vehicle and Equipment Purchases and Disposition Using Weatherization Assistance Program Funds | Department of Energy](#)

[eCFR :: 2 CFR 200.317 -- Procurements by states.](#)