**Organization’s** **Hours of Operation & Frequency of Use of the Vehicles/Equipment** ***[[1]](#footnote-1)***

**[To be completed on organizational letterhead]**

[Date]

Attn: [Enter DDC Project Manager’s name]

NYC Department of Design and Construction

30-30 Thomson Avenue, 4th Floor

Long Island City, NY 11101

Re: Organization’s Hours of Operation & Frequency of Use of the Vehicles/Equipment Related to FY [Year] Project ID: [Project ID]

Dear [DDC Project Manager]:

Further to our earlier communication regarding [Enter project description], I am hereby confirming the following details:

1. The operating hours of the [Enter facility name] are [Enter range of hours and days of the week].
2. The [Enter equipment/vehicle description and organization name] is seeking to purchase under the award, will be used [Entre range of hours and days of the week].
3. The [Enter description of equipment/vehicle] will be used for a minimum of [Enter number of days] days per year.

Sincerely,

[Signature of Authorized Signatory]

[Printed Name of Authorized Signatory]

[Title]

[Organization]

**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.

[Remove this page before submitting the Hours of Operation & Frequency of Use Letter]

1. See the following page for instructions on completing the Organization’s Hours of Operation & Frequency of Use of the Vehicles/Equipment. [↑](#footnote-ref-1)