

Multifamily Site Host Pre-Approval Application Questions



T2: Priority Deadline Closes June 30, 2022

In 2021, HOURCAR launched a new multifamily EV carshare project with funding from the US Department of Energy. The Multifamily Electric Vehicle (EV) Carsharing Pilot Project exists to create environmentally friendly mobility options for residents of Multi-Dwelling Units (MDUs) and their community in the Twin Cities Metro Area. Working with Xcel Energy, HOURCAR will place 50 charging stations and shared electric vehicles at 25 sites over the next two years.

Pre-Approval Overview and Selection Process

This is the pre-approval application for the second application round for this project. In this round, we will be selecting up to twenty (20) site hosts—owners, developers, or managers of residential real estate—interested in offering electric vehicle carsharing (and optional charging services) to residents at one or more of their properties. We anticipate construction and on-site installation of charging equipment to occur in late 2022 and early 2023, with EV charging capacity and carsharing operational by Spring 2023. Income-restricted, mixed-income, and market rate sites are all eligible to apply in this round. We will, however, prioritize applicants whose overall site meets the Minnesota Department of Commerce Conservation Improvement Programs (CIP) definition of Qualified Low-Income where at least 66% of residential units are affordable at 60% Area Median Income (AMI) or below.

This pre-approval application allows each applicant to submit up to five proposed sites for consideration. Proposed sites may consist of a property or a group of properties within walking distance to one another. Properties can be made up of one or multiple buildings. Existing properties and developments under construction will be considered if they are scheduled to be open by June 30th, 2022.

After your application is submitted, we will contact you to confirm submission. The application has a priority deadline of June 30, 2022, and a final deadline of September 30, 2022. We will begin the pre-approval selection process starting on June 30 and will notify selected sites on a rolling basis. Sites that apply before the priority deadline are guaranteed consideration but depending on the quantity and quality of responses received, the application process may close early (i.e., after the priority deadline but before the final deadline).

Filling out this pre-approval application is the first step to become a site host for the project. Pre-approved site hosts will be invited to participate in a preliminary assessment with Xcel Energy and two resident engagement sessions with HOURCAR. Final approval will be contingent on the completion of these two additional steps.

Project Details

In order to participate in the HOURCAR Multifamily EV Carshare pilot, sites will also need to participate in Xcel Energy's MDU EV Service Pilot.

Xcel Energy MDU EV Service Pilot

In order to participate in Xcel Energy's MDU EV Service Pilot, site hosts must agree to dedicate two on-site parking spaces to be used as EV charging spaces for a period of ten years. Xcel Energy will undertake up to 100% of construction costs to bring power to the site. The capital and installation cost of one Level 2 dual-port charger will be amortized and billed monthly over the ten-year period; we anticipate this cost will be roughly \$30-\$60 per month. Payments for the charger and the cost of electricity for charging will be borne by HOURCAR during the Multifamily EV Carshare Pilot. The charger will be used to charge HOURCAR electric vehicles for the Multifamily EV Carshare Pilot and will not be available for private charging. Site hosts can request additional dual-port chargers to be installed on site for use by residents who own electric vehicles. Depending on the site conditions, there may be additional installation and capital costs to install additional chargers, which would be agreed to by Xcel Energy and the site host before beginning construction. Any additional costs for the chargers not dedicated to the carsharing program will be borne by the site host.

HOURCAR Multifamily EV Carshare Pilot

Site hosts must also agree to participate in HOURCAR's Multifamily EV Carshare Pilot for a minimum of 18 months. During this initial period, HOURCAR will place two shared electric vehicles on site at the dedicated charging spaces for use by residents and the surrounding community. Operations and maintenance (O&M) costs for the vehicles will be fully underwritten by the US Department of Energy for 18 months. During the initial 18-month period and any subsequent extensions, HOURCAR will pay the amortized cost of the dual-port charger and any electricity costs for charging the two shared electric vehicles. In order to use the carshare service, residents must sign up, meet HOURCAR's membership requirements, and pay for use of the vehicles. HOURCAR has special rates available for low-income users of the service.

If at the end of the initial 18-month period the site host and HOURCAR wish to continue the carsharing service, a cost share agreement will be drawn up between the two parties. The cost share agreement would define the terms by which HOURCAR and the site host would share costs if revenue from use of the vehicles were less than the O&M costs required to operate the service.

If the site host and/or HOURCAR elect not to extend the carsharing service, the charging spaces dedicated for EV carshare will become available for private charging by residents who own electric vehicles, and site host will become responsible for any amortized monthly payments and electricity costs for the chargers during the remainder of Xcel Energy's ten-year MDU EV Service Pilot.

Applicant Information

1. Please enter your name, first and last.
2. What is your organization and title?
3. What is your email?
4. What is a good phone number to reach you by?

Proposed Sites

This pre-approval application allows each applicant to submit up to five proposed sites for consideration. Proposed sites may consist of a property or a group of properties within walking distance to one another seeking to share. Properties can be made up of one or multiple buildings. For this application round, existing properties and developments under construction will be considered if they are scheduled to be open by September 30th, 2022. Income-restricted, mixed-income, and market rate sites are all eligible for this project. We will, however, prioritize applicants whose overall site meets the Minnesota Department of Commerce Conservation Improvement Programs (CIP) definition of Qualified Low-Income where at least 66% of residential units are affordable at 60% Area Median Income (AMI) or below. If you are interested in submitting more than one site, there will be an opportunity to fill out these questions for each site separately. You may submit up to five sites.

1. Site name and address. If multiple buildings, provide the address for each building.
2. What is the applicant's relationship to the proposed site?
 - a. Developer
 - b. Owner
 - c. Manager
 - d. Other
3. Owner's name, business address, and contact information. If there are multiple properties on site, please provide ownership information for all properties.
4. Manager's name, business address, and contact information. If there are multiple properties on site, please provide management information for all properties.
5. What is the residential unit count of the properties on site? Please break down by bedroom size. For example - 30 two-bedroom units, 100 one-bedroom units...
6. What percentage of units are reserved for tenants earning 60% of Area Median Income or below?
7. What is the building's average rent by bedroom size? For example – average 2-bedroom rent is \$1,417, average 1-bedroom rent is \$1,180...
8. What is the total number of on-site parking spaces? Are they located underground, in a surface lot, or structured garage? Are any visible or accessible to pedestrians from the street? Are these spots assigned to residents or unassigned? How many spaces are intended for guests? What is the ratio of parking spaces to units?
9. Are there any other uses (commercial, industrial, etc.) housed on this site? If so, please provide information about the current use.
10. Are any of the properties/buildings on this proposed site currently under construction? If so, please provide the name of the property and the projected open date. Please also provide a narrative detailing your plan for lease-up. If not, please write n/a or no.
11. Are there culturally specific groups that may need translation assistance or other types of assistance to use the carsharing service?
12. Does the property run its own programming or incentives for multimodal transportation, or actively share information about external programming/incentives, such as charging rent for parking spaces, providing bikeshare, or directing residents to Metro Transit programs? If so, please describe the property's programming or information sharing process. If not, please write n/a or no
13. List the methods used on a regular basis to communicate with your residents, such as text messages, email blasts, direct mail, etc. How often do you communicate with residents? What methods have seen the most response from residents?
14. As part of the approval process, HOURCAR will be hosting on-site (COVID permitting) community engagement sessions with each pre-approved site during the summer. What is your capacity to assist with such engagement? Ex. Distributing fliers/surveys, newsletters, event pre-planning, in-person engagement, providing staff capacity for events, providing translation services, etc.