

Multifamily Site Host Pre-Approval Application Questions

Priority Deadline: August 31st, 2023

Final Deadline: October 31st, 2023



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 third application round for this project. In this round, we will be selecting up to ten (10) 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 Q2 or Q3 of 2024 with EV charging capacity and carsharing operational by the end of 2024. We will 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, 2024.

The application has a priority deadline of August 30, 2023, and a final deadline of October 31, 2023. We will begin the pre-approval selection process and 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 becoming a site host for the project. Pre-approved site hosts will be invited to participate in a preliminary assessment with Xcel Energy and one resident engagement session with HOURCAR. Final approval will be contingent on the completion of these two additional steps.

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 June 30th, 2024. We will 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.

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's pilot provides funding to cover the installation and purchasing of charging equipment, while HOURCAR's pilot providing an immediate use case for the charger that can serve to subsidize the initial opening of a charger at your building(s) or can provide a long-term transportation amenity for your residents.

Xcel Energy MDU EV Service Pilot

In order to participate in Xcel Energy's MDU EV Service Pilot, site hosts must agree to maintain at least one dual-port level 2 charger on site for a period of ten (10) years. For qualified affordable MDUs, Xcel Energy will undertake 100% of construction costs to bring power to the site, while the cost of the Level 2 dual-port charger(s) itself will be amortized and billed monthly over the ten-year period; we anticipate this cost will be roughly \$90 per month. Payments for the charger and the cost of electricity for charging will be borne by HOURCAR during the 18-month 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. Any additional costs for the chargers not dedicated to the carsharing program will be borne by the site host.

HOURCAR Multifamily EV Carshare Pilot

HOURCAR's Multifamily EV Carshare Pilot lasts for 18 months. During this pilot 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. At the end of the 18-month pilot, the site host and HOURCAR will decide together whether they want to continue the HOURCAR hub or make the charger available for private charging.

If the site host and HOURCAR wish to continue the carsharing service at the end of the initial 18-month period, the site must be financially self-sustaining (the threshold for viability is currently estimated to be approximately 10 hours of usage per vehicle per day). If this is the case, the hub would be able to operate under the same contract negotiated for the pilot period. Otherwise, a cost share agreement will be drawn up between the two parties to define the terms by which HOURCAR and the site host would share costs if revenue from use of the vehicles is 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. The site would be able to recuperate these costs through placing fees on people using the charger.

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Questions

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

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 there are multiple buildings, please 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 bike-share, 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.

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