

**New York City Department of Transportation**

**CARSHARE PERMIT APPLICATION**

**November 1, 2017**

**Eligibility Application responses due November 13, 2017**

## Table of Contents

BACKGROUND .....	4
Pilot Program Goals .....	4
PILOT PROGRAM DESCRIPTION.....	4
Evaluation .....	5
Municipal Parking Facility Carshare Program.....	5
Permit Assignment: Municipal Parking Facilities .....	6
On-Street Carshare Program .....	6
Curb regulations at carshare parking spaces .....	6
Informational signage .....	7
Equity Requirement .....	7
Discount Incentive .....	8
Accessibility Incentive.....	8
Permit Assignment: On-Street Spaces .....	8
CARSHARE PERMIT APPLICATION .....	9
Permit Application Fee .....	9
Permit Application Process.....	9
ELIGIBILITY APPLICATION .....	10
Permit Eligibility Requirements.....	10
Permit Conditions .....	10
Carshare Company Profile.....	10
Contact Information .....	10
Current carshare service model(s) in New York City .....	11
Carshare Fleet Size & Standard Pricing.....	11
Proposed Carshare Pilot Program Participation.....	11
Fleet overview.....	11
Municipal parking facility permits.....	11
On-street carshare parking permits .....	12
Carshare rental increments.....	12
Enforcement strategy .....	12
Incentive program .....	12
On-Street Level 2 Electric Vehicle Chargers.....	13

SITE PREFERENCE APPLICATION .....	13
-----------------------------------	----

## BACKGROUND

On March 21, 2017, Mayor Bill de Blasio signed into law two City Council bills related to carshare access in New York City:

- Local Law No. 50 requires the New York City Department of Transportation (NYC DOT) to establish a carshare pilot program allowing qualified carshare organizations (CSOs) to apply for designated on-street parking spaces; and
- Local Law No. 47 mandates that NYC DOT allow CSOs to apply for designated parking spaces in municipal parking facilities. Municipal parking facilities are defined as a parking facility owned by the City of New York (City), regulated by NYC DOT and operated by the City or by a contractor on behalf of the City that is available for public use. The term does not include any parking facility operated by a City agency that is intended for use exclusively by agency employees or by the public to conduct business with the agency.

Together, these two bills create the framework for NYC DOT's Carshare Pilot Program (CPP). The program is outlined in Section 4-08(o)(6) of Chapter 4 of Title 34 of the Rules of the City of New York, which can be viewed here: <http://www.nyc.gov/html/dot/downloads/pdf/trafrule.pdf>.

This permit application describes the process by which CSOs can apply to participate in the CPP and secure permits for the use of designated parking spaces.

### Pilot Program Goals

Carshare services enable their members to rent a vehicle for a short period of time, providing convenient access to a car without the expense and hassle of car ownership. The goals of the carshare pilot are to:

- Expand access to carshare, including in neighborhoods underserved by carshare services and to low- and moderate-income New Yorkers; and
- Analyze the impact of carshare on car ownership, total vehicle miles travelled (VMT), and on-street parking availability.

Research in other cities shows that carshare services reduce personal car ownership and VMT among carshare members. Fewer cars on the road and fewer VMT means less congestion, as well as lower carbon emissions and air pollution—key priorities of the City's *OneNYC* sustainability plan. This pilot will inform the NYC DOT's longer term approach to carshare and the agency will be conducting a rigorous evaluation of the program.

## PILOT PROGRAM DESCRIPTION

The CPP will designate carshare parking spaces for the use of eligible carshare companies at on-street locations in select neighborhoods and in municipal parking facilities citywide. Securing permits for the use of these spaces will be a three-step process.

1. Interested CSOs must submit an Eligibility Application to NYC DOT, demonstrating that the CSO meets the criteria to participate in the program.
2. Those CSOs found eligible by NYC DOT will be invited to submit a Site Preference Application, listing the CSO's preferences for on-street spaces and spaces municipal parking facilities.
3. NYC DOT will allocate permits for carshare parking spaces based on these preferences.

NYC DOT has identified locations for on-street carshare parking spaces through a public outreach process that included meetings with elected officials and community boards, on-street engagement by NYC DOT Street Ambassadors, and an online feedback portal. CSOs are invited to read more details and regular updates about the CPP on NYC DOT's public website, which can be viewed here: <http://nycdotcarshare.info>

### **Evaluation**

CSOs that participate in the CPP will be required to share data, through a Carshare Data Sharing Agreement, to help NYC DOT better understand how New Yorkers use carshare. As part of the evaluation, NYC DOT is working with researchers at the University of California, Berkeley, which will conduct a survey of the members of participating CSOs. The agency will also be evaluating the impact of the program on curbside parking availability. NYC DOT will monitor and evaluate the pilot's impact on New Yorkers' mobility, car ownership rates, and parking availability and publish an annual progress report of the CPP.

### **Municipal Parking Facility Carshare Program**

The CPP will make available 10% or 10 spaces (whichever is less) of parking spaces in all NYC DOT municipal parking facilities to eligible CSOs. The NYC DOT will assign spaces in pairs within each facility to eligible CSOs. NYC DOT operates two types of facilities: 29 parking fields, which are outdoor, unattended, metered lots; and 7 parking garages, which are multi-story structures with controlled entry and payment options that range from pay-by-the-hour to monthly permits.

At least seven parking spaces with level two electric vehicle chargers—one in each of seven garages—will be made available to interested and eligible CSOs. While some parking garages provide 24-hour access to parked vehicles, many municipal parking facilities have operating hours that carshare companies will have to accommodate.

See the accompanying municipal parking facilities map for the location; number of available carshare parking spaces, including those with electric charging stations; and two-year carshare parking permit fee for each facility. For more details, including operating hours and facility descriptions, please visit: <http://www.nyc.gov/html/dot/html/motorist/parkinglist.shtml>

### **Permit Assignment: Municipal Parking Facilities**

Those CSOs deemed eligible to participate in the CPP will be invited to submit their preferences for spaces within NYC DOT municipal parking facilities. Qualified CSOs will identify which municipal parking facilities they prefer and how many parking spaces they wish to secure within each (with a minimum request of two spaces in any one facility). The NYC DOT will allocate spaces to qualified CSOs within each facility until all interested CSOs have received their requested number of spaces, or have received a minimum of two spaces in each facility.

If there are not enough available spaces to accommodate the request for at least two spaces by each qualified and interested CSO, NYC DOT will assign the carshare parking spaces in pairs using a multi-round selection process based on a rank order. The CSO selection order will be re-established for each facility where there are not enough available spaces to accommodate the request for at least two spaces by each qualified and interested CSO.

### **On-Street Carshare Program**

The CPP will also make available approximately 300 on-street carshare parking spaces in 14 select neighborhoods to eligible CSOs (see accompanying map). Together with community input, the NYC DOT will designate 10 to 30 carshare parking spaces, all of which will be generally located in pairs at corners, on residential and unmetered blocks, in each of the following 14 carshare parking zones:

- Boerum Hill, BK
- Brooklyn Heights, BK
- Cobble Hill - Carroll Gardens, BK
- East Harlem, MN
- East Williamsburg, BK
- Eastern Rockaways, QN
- Hamilton Heights, MN
- Jackson Heights, QN
- Jamaica, QN
- Morningside Heights, QN
- Park Slope, BK
- Red Hook, BK
- Soundview, BX
- Williamsburg, BK

### **Curb regulations at carshare parking spaces**

On-street carshare parking spaces will be regulated by curb signage (see Figure 1) only authorizing a CSO's vehicle assigned to that carshare parking space to park in that location. The regulatory sign will feature the logo of the CSO holding the permit for that space.



Figure 1: NYC DOT CPP curb regulation sign

The New York City Police NYC DOT (NYPD) may ticket and tow vehicles impermissibly parked in carshare spaces, however, to supplement NYPD enforcement, participating CSOs may choose to relocate an impermissibly parked vehicle from a carshare parking space to the nearest available lawful on-street parking space at the CSO's sole cost and expense. In this context, "impermissibly parked vehicle" is a vehicle located in an on-street carshare parking space, where the logo and name indicated on the sign does not bear the same logo and name as the vehicle. If a CSO chooses to relocate impermissibly parked vehicles, it must establish a NYC DOT-approved means of relocating such vehicles and notifying those owners where their vehicles have been relocated.

#### Informational signage

Each space will also feature a pedestrian-level sign in multiple languages explaining the CPP and associated curb regulation, and describing how New Yorkers can become carshare members.

#### Equity Requirement

As a means of expanding access to carshare, NYC DOT has located a portion of the program's on-street carshare parking spaces in areas with a median income below the citywide average (as published by the U.S. Census Bureau American Community Survey) that are underserved by existing carshare services. CSOs wishing to participate in the on-street component of the CPP must use at least 20% of their allotment of on-street parking spaces to select equity parking spaces. CSOs providing one-way service must provide service to the entire carshare parking zone in which an equity parking space is located to meet this requirement.

### **Discount Incentive**

In line with the goal of expanding access to carshare to more New Yorkers, CSOs will have the opportunity to secure additional on-street carshare parking spaces by voluntarily providing a discount to New York City Housing Authority residents, New York City Section 8 Housing voucher recipients, or individuals meeting similar income criteria (as approved by NYC DOT).

### **Accessibility Incentive**

In addition to the permit condition to provide a vehicle with professionally installed hand controls to any carshare member within 48 hours of that member's request, CSOs will have the opportunity to secure additional on-street carshare parking spaces by voluntarily providing one or more "hand control adapted carshare vehicles" in their on-street carshare fleet. A "hand control adapted carshare vehicle" is defined as a vehicle equipped with permanently installed hand controls allowing for the use of the vehicle by carshare members with mobility impairments. These hand controls must have the capability of being activated and deactivated for carshare members' needs and must not prevent the operation of the vehicle using foot pedals.

### **Permit Assignment: On-Street Spaces**

- 1) After CSOs submit their Eligibility Application, the NYC DOT will notify CSOs of their eligibility and the total number of carshare parking space(s) for which they are eligible based on their New York City fleet size and service type.
- 2) All qualified CSOs will be eligible for a minimum allotment of 10% of their New York City vehicle fleet size or 10 carshare parking spaces, whichever is less. Where possible, on-street carshare parking spaces will be sited and selected in pairs. NYC DOT will provide eligible CSOs with a list of all available on-street carshare spaces.
- 3) Twenty percent of all carshare parking spaces selected by each qualified CSO must be equity parking spaces. CSOs providing one-way service must provide service to the entire carshare parking zone in which an equity parking space is located to meet this requirement.
- 4) Each qualified CSO must submit a list ranking all feasible carshare parking spaces by preference. CSOs must assign a rank to all spaces where they are able and willing to provide service, regardless of the total number of permits for which they are applying and are eligible, to ensure each CSO has an adequate list of options for allocation.
- 5) Spaces will be distributed to CSOs in a series of selection rounds in which CSOs are allocated their highest available preference in a rotating order.
- 6) If a CSO's preferred carshare parking space has already been assigned to another CSO, the NYC DOT will assign that CSO their next highest carshare parking space preference that is available. The selected carshare parking spaces will thereafter be removed from the list of available carshare parking spaces. The selection process for each round will continue until all of the available carshare parking spaces are distributed.
- 7) For Rounds 2 and 3 detailed below, NYC DOT will not assign more than 60 total carshare parking spaces.
- 8) The assignment will be organized into rounds as follows:



- Round 1: The NYC DOT will allocate equity parking spaces by selecting the highest ranking available preference for each CSO in an equity parking space in a series of selection rounds until each CSO has reached 20% of its total allocation.
- Optional Round 2: In addition to the total number of carshare parking spaces for which a carshare company is eligible, the NYC DOT will review proposed hand control adapted carshare vehicle plans and, at its discretion, distribute an allotment of carshare parking spaces to CSOs based on that CSO's next highest submitted preferences.
- Optional Round 3: In addition to the total number of carshare parking spaces for which a CSO is eligible, the NYC DOT will review proposed discount plans and, at its discretion, distribute an allotment of carshare parking spaces to CSOs based on that CSO's next highest submitted preferences.
- Round 4: The NYC DOT will assign each CSO carshare parking spaces based on their submitted preferences until each CSO has reached its allocation of carshare parking spaces, or until the total number of carshare parking spaces has been assigned, whichever is first.

## **CARSHARE PERMIT APPLICATION**

### **Permit Application Fee**

In order to participate in the CPP, each CSO must pay an application permit fee to NYC DOT of \$765.

If an eligible CSO secures carshare parking spaces in a municipal parking facility, the CSO must also pay the relevant permit fee charged at that particular municipal parking facility. The accompanying map of municipal parking facilities lists permit fees for a carshare pilot period of two years; municipal parking facilities fees will be assessed on an annual basis thereafter. A listing of general municipal parking facility fees can be found here:

<http://www.nyc.gov/html/dot/html/motorist/parkinglist.shtml>.

### **Permit Application Process**

The carshare permit application process is organized as follows:

- Eligibility Application: CSOs interested in participating in the CPP must submit an Eligibility Application to demonstrate their eligibility for the program. To be considered, CSOs must submit their applications no later than 6 pm on November 13, 2017, by e-mail to carsharepilot@dot.nyc.gov or post mail to Carshare Pilot Program c/o Special Projects NYC DOT, 55 Water Street, 6 Floor, NY, NY 10041; e-mail submissions are preferred.
- Site Preference Application: NYC DOT will notify those CSOs found eligible to participate in the CPP and invite those CSOs to submit a Site Preference Application of prioritized preferences for carshare parking spaces in municipal parking facilities and on-

street in 14 carshare parking zones. NYC DOT expects to notify eligible CSOs in late November. Site Preference Applications will be due approximately 10 business days after such notification.

- Based on the four assignment rounds previously described, NYC DOT will assign carshare parking permits to each participating CSO. Thereafter, each participating CSO must submit any requested documentation.
- CSOs assigned spaces in municipal parking facilities must coordinate with the NYC DOT Parking Division to pay any additional parking permit fee(s) charged by each applicable municipal parking facility and receive facility access for its carshare vehicles.
- NYC DOT will issue each participating CSO an on-street carshare parking permit specifying the location of each carshare parking space assigned to that company.

## **ELIGIBILITY APPLICATION**

### **Permit Eligibility Requirements**

1. See accompanying Carshare Parking Permit Eligibility Requirements Agreement, which must be signed, dated and submitted by e-mail in PDF electronic format to [carsharepilot@dot.nyc.gov](mailto:carsharepilot@dot.nyc.gov) or post mail to Carshare Pilot Program c/o Special Projects NYC DOT, 55 Water Street, 6 Floor, NY, NY 10041; e-mail submissions are preferred.
2. If NYC DOT declines to issue a permit because of any of the conditions described in the Carshare Parking Permit Eligibility Requirements Agreement or the Eligibility Application is incomplete, the applicant CSO has 15 days from receipt of the denial to appeal the determination.

### **Permit Conditions**

1. See accompanying Carshare Parking Permit Conditions Agreement, which must be signed, dated and submitted by e-mail in PDF electronic format to [carsharepilot@dot.nyc.gov](mailto:carsharepilot@dot.nyc.gov) or post mail to Carshare Pilot Program c/o Special Projects NYC DOT, 55 Water Street, 6 Floor, NY, NY 10041; e-mail submissions are preferred.
2. See accompanying Carshare Data Sharing Agreement, which must be signed, dated and submitted by e-mail in PDF electronic format to [carsharepilot@dot.nyc.gov](mailto:carsharepilot@dot.nyc.gov) or post mail to Carshare Pilot Program c/o Special Projects NYC DOT, 55 Water Street, 6 Floor, NY, NY 10041; e-mail submissions are preferred.

### **Carshare Company Profile**

All of the following information must be submitted in word, PDF, and/or excel digital format.

### **Contact Information**

- Legal name of CSO
- CSO's public-facing name, if different
- "Doing Business As" (DBA) certificate

- Certified copy of the Certificate of Incorporation and proof of registration with the New York State Department of State
- Contact person
- Address
- Phone
- Email
- Proof of insurance, including the insurance policy number, for all carshare vehicles intended for use in a carshare parking space

#### **Current carshare service model(s) in New York City**

- Round-trip – public
- Round-trip – building amenity
- Free floating
- Other, please explain

#### **Carshare Fleet Size & Standard Pricing**

- Number of carshare vehicles in operation in New York City, by borough, as of the November 13, 2017 submission deadline of this Eligibility Application:
  - Manhattan
  - Brooklyn
  - Queens
  - Bronx
  - Staten Island
- Standard pricing

#### **Proposed Carshare Pilot Program Participation**

All of the following questions must be answered and submitted in word, PDF, and/or excel digital format.

#### **Fleet overview**

- For all carshare vehicles intended for use in a carshare parking space:
  - Make
  - Model
  - Length
  - Combined city/highway miles per gallon (MPG) according to the U.S. Environmental Protection Agency's MPG ratings

#### **Municipal parking facility permits**

- Is your CSO interested in applying for carshare parking permits in municipal parking facilities?

- Is your CSO interested in stationing electric vehicles (EV) at NYC DOT parking garages that have level two EV chargers? If so, how would you propose using these reserved EV charger spaces?
- What type of service(s) will be provided to carshare members in municipal parking facilities?
- Will spaces be designated to specific carshare vehicles, or open to the CSO's entire New York City fleet?

#### **On-street carshare parking permits**

- Is your CSO interested in applying for carshare parking permits for designated on-street carshare spaces?
- How will your CSO use on-street carshare parking spaces?
- What type of service(s) will be provided to carshare members at on-street carshare parking spaces?
- Will spaces be designated to specific carshare vehicles, or open to the CSO's entire New York City fleet?

#### **Carshare rental increments**

- What will be the range of rental timeframes offered through carshare parking spaces?
- If carshare parking space rental options differ between municipal parking facilities and on-street, please specify.

#### **Enforcement strategy**

- How will your CSO respond when one of your carshare vehicle parking spaces is blocked by another vehicle?
- Does your CSO plan to relocate impermissibly parked vehicles from carshare parking spaces?
  - If so, your CSO must establish a NYC DOT-approved means of relocating such vehicles and notifying owners of such relocation, and will be expected to submit a proposed relocation plan when submitting the Site Preference Application.

#### **Incentive program**

- In order to secure additional on-street carshare parking spaces, will your CSO participate in Round 2 of the permit assignment process and provide hand control adapted carshare vehicles?
  - If so, your CSO will be expected to submit a proposed hand control adapted carshare vehicle plan when submitting the Site Preference Application.
- In order to secure additional on-street carshare parking spaces, will your CSO participate in Round 3 of the permit assignment process and provide a discount to New York City Housing Authority residents, New York City Section 8 Housing voucher recipients, or some other NYC DOT-approved alternative discount plan?

- If so, your CSO will be expected to submit a proposed discount plan when submitting the Site Preference Application.

### **On-Street Level 2 Electric Vehicle Chargers**

As part of a separate effort, NYC DOT and Con Ed are working together to install 100 or more level 2 EV chargers at on-street parking spaces across the city. Based on interest from participating CSOs, NYC DOT and Con Ed may allocate a portion of these level 2 chargers to carshare parking spaces assigned through the CPP. The cost of charger installation and maintenance will be borne entirely by Con Ed. It is expected that these chargers will be installed fall 2018/winter 2019. If you are interested in deploying on-street EVs as part of this program, please answer the following questions:

- What is the minimum and maximum number of on-street EVs that your CSO would be interested in deploying as part of the CPP?
- Would you anticipate deploying battery electric vehicles or plug-in hybrid electric vehicles? Or both?
- Have you deployed on-street EVs in other markets? If so, which markets?
- How much charging would you expect the on-street EV to require on a typical weekday, weekend, and holiday?
- Do you have any operational or technical preferences for curbside charging hardware?
- Do you have any speed requirements (kW/hr) for curbside charging hardware?

## **SITE PREFERENCE APPLICATION**

Based on responses from the Eligibility Application, NYC DOT will notify CSOs of their eligibility and the total number of carshare parking space(s) for which they are eligible based on their New York City vehicle fleet size and one-way or round-trip service type. This notification will be accompanied, where appropriate, with detailed maps of available on-street and municipal parking facilities carshare spaces. CSOs will have approximately 10 business days after such notification to respond with information, including, but not limited to the following:

- An excel list of prioritized site preferences for municipal parking facilities by parking field and garage name, and number of spaces, including EV charging spaces.
- An excel list of prioritized site preferences for on-street carshare parking spaces by site ID/intersection and indicating which are equity spaces so that at least 20% of each CSO's on-street allotment consists of equity spaces.
- A proposed outreach plan incorporating the demographics and languages spoken within the carshare parking zones. While exact carshare parking zones and space locations will not be known until the assignment process is complete, your CSO is expected to submit a preliminary proposal based on the CSO's Site Preference Application.



## CARSHARE PARKING PERMIT ELIGIBILITY REQUIREMENTS AGREEMENT

I, the undersigned official representative of \_\_\_\_\_, hereby confirm that the aforementioned carshare organization (CSO) currently meets the following eligibility requirements established by the New York City Department of Transportation in order to participate in its Carshare Parking Program (CPP), and will adhere to these eligibility requirements throughout the length of the CPP or the CSO's participation in the CPP, whichever is shorter:

1. Is not in arrears to the City of New York for an amount totaling more than one thousand dollars;
2. Has a fleet of carshare vehicles in operation in New York City by the November 13, 2017 date the Eligibility Application is due;
3. Provides automobile insurance as part of its carshare vehicle rental price;
4. Owns or leases the vehicles within its carshare fleet; and
5. Allow its carshare vehicles to be rented on an hourly or in smaller time intervals, and at rates which vary by time, and/or distance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



## CARSHARE PARKING PERMIT CONDITIONS AGREEMENT

I, the undersigned official representative of \_\_\_\_\_, hereby agree to follow and adhere to the following conditions for carshare parking permit(s) throughout the length of its issuance by the New York City Department of Transportation (NYC DOT):

1. Indemnify the City against legal liabilities associated with the use of the curb for carshare operations;
2. Provide a vehicle with professionally installed hand controls to any carshare member within 48 hours of that member's request;
3. Share and regularly report to NYC DOT data as specified in the Carshare Data Sharing Agreement;
4. Actively use on-street carshare parking spaces at all times to provide carshare services with reasonable allowances for carshare vehicle maintenance;
5. Actively use carshare parking spaces in municipal parking facilities at all times the facility is open for public use to provide carshare services with reasonable allowances for carshare vehicle maintenance;
6. Present to NYC DOT an outreach plan incorporating the demographics and languages spoken within the carshare parking zones;
7. Select at least 20% of allotted carshare parking spaces from available equity parking spaces;
8. Comply with all applicable parking regulations, including but not limited to regulations relating to construction activities and street closures;
9. Pay any parking fines received or any towing fees and fines if carshare vehicles are towed;
10. Provide NYC DOT with a thirty-day notice if a permit holder decides to discontinue service at a carshare parking space;
11. Display the carshare permit holder's name prominently on each carshare vehicle using a carshare parking space;
12. Promptly notify NYC DOT of any changes to information provided in its Eligibility Application;
13. Comply with all applicable laws, rules and regulations related to the operation of carshare; and
14. Clean the City's public streets and roads within on-street carshare parking spaces and 10 feet on either side of the carshare parking space through the length of the permit(s). Maintenance responsibilities will include:



## Department of Transportation

POLLY TROTTERBERG, Commissioner

- a. Sweeping at least once per week or pursuant to the frequency of street sweeping on the block face on which the on-street carshare parking space is located, whichever is greater;
- b. Removing ice or snow within 12 hours after an ice or snow event so as to maintain a clear parallel pedestrian path on the sidewalk adjacent to the carshare parking space. If an occurrence of heavy snow or ice prevents the permit holder from meeting its maintenance timeframe, the permit holder will contact and provide DOT with a specific timeline for snow and ice removal;
- c. Maintaining carshare parking signs so that they are unobstructed and free of dirt, stickers, and graffiti; and
- d. Keeping records of the maintenance for carshare parking spaces, including date, time, and scope of maintenance.

Any additional maintenance responsibilities will be provided by the NYC DOT with a thirty-day notice to the permit holder.

15. Be responsible for temporarily relocating the carshare vehicle from the carshare parking space, due to certain circumstances such as but not limited to construction, street repaving, special events, public safety, emergency, or as deemed appropriate by NYC DOT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title





## CARSHARE DATA SHARING AGREEMENT

I, the undersigned official representative of \_\_\_\_\_, hereby agree to follow and adhere to the following data sharing conditions throughout the length of the NYC Department of Transportation (NYC DOT) Carshare Parking Program (CPP), or the carshare organization's participation in the CPP, whichever is shorter.

1. Cooperate with the University of California, Berkeley (UC Berkeley) as it conducts carshare member surveys on behalf of NYC DOT over the course of the CPP. This cooperation will include:
  - a. Coordination with UC Berkeley on the creation of a de-identified ID using a common cryptographic hash function with emails as the input. This will allow the UC Berkeley project team to link multiple surveys across multiple operators while preventing identifiable information from being passed to the project team or other participating carshare organizations (CSO);
  - b. Sending emails to members in New York City directing them to participate in the survey(s) by clicking on a survey link; and
  - c. Monthly communication between the UC Berkeley project team and this CSO.
2. Send quarterly reports to NYC DOT (by e-mail in excel and/or word format to [carsharepilot@dot.nyc.gov](mailto:carsharepilot@dot.nyc.gov) or post mail to Carshare Pilot Program c/o Special Projects NYC DOT, 55 Water Street, 6 Floor, NY, NY 10041; e-mail submissions are preferred) that include the following data:
  - a. Membership
    - i. Total number of members by neighborhood tabulation area (NTA)
    - ii. Total number of active members by NTA, defined as members who have used a carshare vehicle in the past month
    - iii. If participating in the discount incentive, total number of members and active members by NTA who qualify for the incentive
  - b. Fleet composition
    - i. Total number of carshare vehicles your CSO operates within New York City
    - ii. Percentage of gas engine, hybrid, plug-in hybrid, and fully electric vehicles within your NYC fleet
    - iii. Percentage of NYC fleet located in private facilities, municipal facilities, on-street carshare parking spaces, and free-floating.
  - c. Frequency of use
    - i. The proportion of members who make a specified number of trips per month. Distribution categories to be provided by NYC DOT.
    - ii. The proportion of members who drive a specified number of miles per month. Distribution categories to be provided by NYC DOT.



- iii. The above data calculated only for members who complete a survey and were assigned a de-identified ID.
- d. Use of CSO fleet
  - i. Monthly, fleetwide calculations of:
    - 1. Average and median trip distance for all trips, weekday trips, and weekend trips (to a tenth of a mile)
    - 2. Average and median trip duration for all trips, weekday trips, and weekend trips (to a tenth of a minute)
    - 3. Average and median vehicle miles traveled per vehicle (to a tenth of a mile)
    - 4. Average and median number of trips per vehicle per weekday and weekend
    - 5. Average number of unique users per vehicle per weekday and weekend
  - e. Use of carshare parking spaces and municipal parking facilities
    - i. For round-trip CSOs:
      - 1. An excel list of trip records that includes the following data points per trip:
        - a. Carshare parking space ID
        - b. Start date
        - c. End date
        - d. Reserved time
        - e. Start time
        - f. End time
        - g. Driving minutes
        - h. Parking minutes
        - i. Mileage
        - j. Vehicle Identification Number (VIN) or other unique vehicle ID
        - k. Car make & model
        - l. Day of week
      - 2. Monthly statistics per on-street carshare parking space:
        - a. Number of unique users
        - b. Number of reported space blockages
    - ii. For one-way CSOs:
      - 1. An excel list of trip records that includes the following data points per trip:
        - a. Start date
        - b. End date
        - c. Reserved time
        - d. Start time
        - e. End time



- f. Driving minutes
- g. Parking minutes
- h. Mileage
- i. Vehicle Identification Number (VIN) or other unique vehicle ID
- j. Car make & model
- k. Day of week
- l. NTA start
- m. NTA end
- n. Carshare Parking Space ID Start (if applicable)
- o. Carshare Parking Space ID End (if applicable)
- 2. Monthly statistics per on-street carshare parking space:
  - a. Number of reported space blockages

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

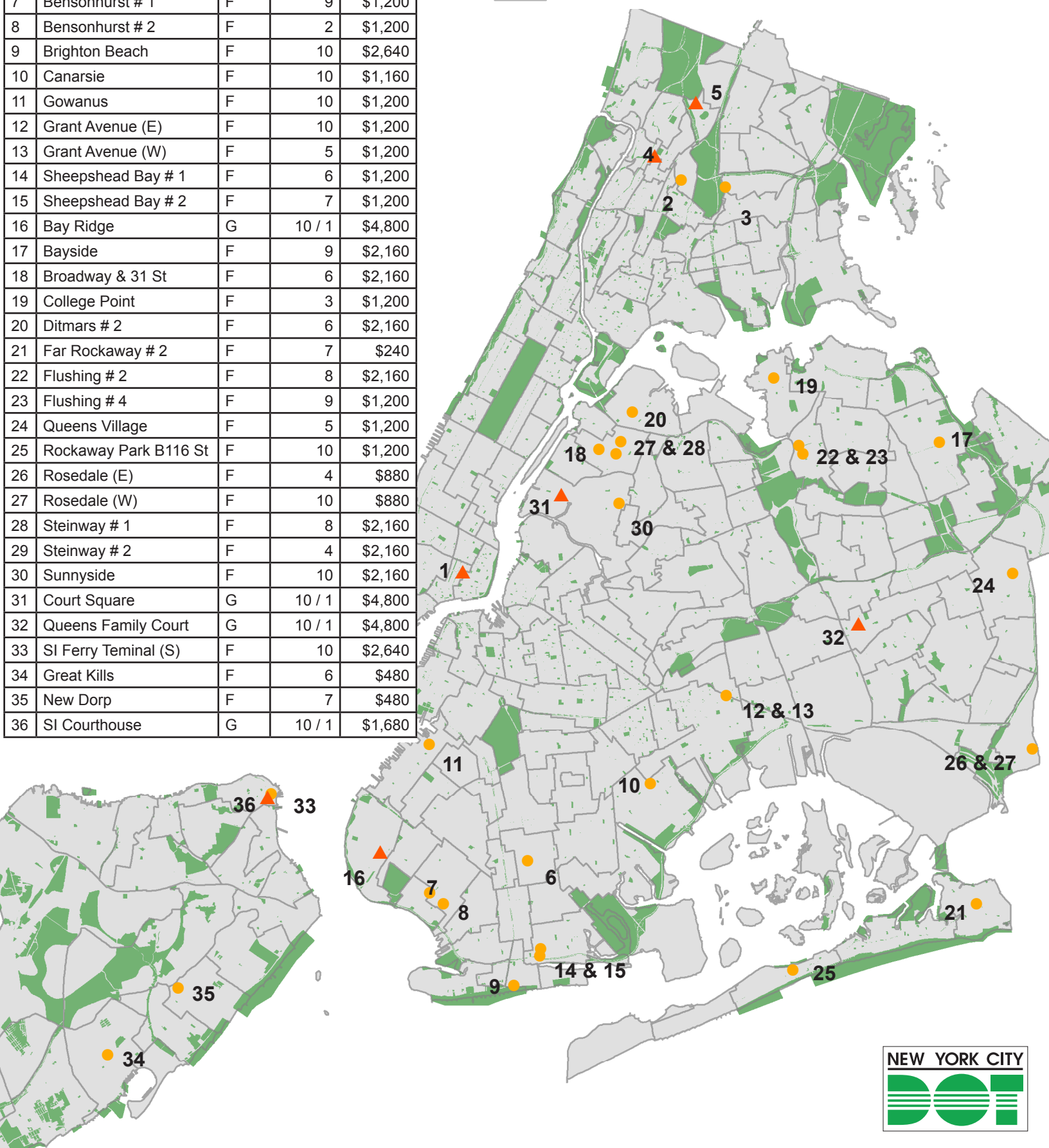
	Name	Type	CS / EV Spaces	Permit \$ / Space
1	Delancey & Essex	G	10 / 1	\$7,200
2	Belmont Avenue	F	5	\$1,560
3	White Plains Road	F	9	\$1,560
4	Jerome & 190 Street	G	10 / 1	\$3,600
5	Jerome & Gun Hill	G	10 / 1	\$1,950
6	Avenue M	F	5	\$1,200
7	Bensonhurst # 1	F	9	\$1,200
8	Bensonhurst # 2	F	2	\$1,200
9	Brighton Beach	F	10	\$2,640
10	Canarsie	F	10	\$1,160
11	Gowanus	F	10	\$1,200
12	Grant Avenue (E)	F	10	\$1,200
13	Grant Avenue (W)	F	5	\$1,200
14	Sheepshead Bay # 1	F	6	\$1,200
15	Sheepshead Bay # 2	F	7	\$1,200
16	Bay Ridge	G	10 / 1	\$4,800
17	Bayside	F	9	\$2,160
18	Broadway & 31 St	F	6	\$2,160
19	College Point	F	3	\$1,200
20	Ditmars # 2	F	6	\$2,160
21	Far Rockaway # 2	F	7	\$240
22	Flushing # 2	F	8	\$2,160
23	Flushing # 4	F	9	\$1,200
24	Queens Village	F	5	\$1,200
25	Rockaway Park B116 St	F	10	\$1,200
26	Rosedale (E)	F	4	\$880
27	Rosedale (W)	F	10	\$880
28	Steinway # 1	F	8	\$2,160
29	Steinway # 2	F	4	\$2,160
30	Sunnyside	F	10	\$2,160
31	Court Square	G	10 / 1	\$4,800
32	Queens Family Court	G	10 / 1	\$4,800
33	SI Ferry Terminal (S)	F	10	\$2,640
34	Great Kills	F	6	\$480
35	New Dorp	F	7	\$480
36	SI Courthouse	G	10 / 1	\$1,680

# NYC DOT CARSHARE PILOT

## Municipal Parking Facilities Map

October 2017





- ▲ Municipal Parking Garages
- Municipal Parking Fields
- Neighborhood Tabulation Areas



#	Carshare Pilot Zones	Sites / Spaces
1	Soundview	10 / 20
2	Morningside Heights	15 / 30
3	Hamilton Heights	10 / 20
4	East Harlem	10 / 20
5	Park Slope	15 / 30
6	Cobble Hill / Carroll Gardens	15 / 30
7	Red Hook	5 / 10
8	Brooklyn Heights	5 / 10
9	Boerum Hill	10 / 20
10	Williamsburg	15 / 30
11	Williamsburg / E Williamsburg	10 / 20
12	Jackson Heights	10 / 20
13	Jamaica	10 / 20
14	E Rockaways	9 / 18

# NYC DOT CARSHARE PILOT

## On-Street Carshare Pilot Zone Map October 2017

-  Municipal Parking Garages
-  Municipal Parking Fields
-  On-Street Carshare Pilot Zones
-  Neighborhood Tabulation Areas

