

# REQUEST FOR PROPOSAL CONTENTS CHECKLIST

County of Nevada Human Resources Department

Applicant: \_\_\_\_\_

Please complete and attach this checklist with your application.

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All Pages Numbered

Proposal, One Original

(CHECK ONE ONLY)  
Quantifiable Project

- OR -

Reduced Emission Vehicles Project

## EXHIBIT SUMMARY SHEET

**Proposing Entity (include other participating entities):** County of Nevada Human Resources Department

**Contact Person:** Debronna Sanders

**Address:** 950 Maidu Avenue, Ste. 200, Nevada City, CA 95959

**Phone #:** 530 265 1339

**FAX #:** n/a

**EMAIL:** [debronna.sanders@nevadacountyca.gov](mailto:debronna.sanders@nevadacountyca.gov)

**Total Project Budget:**

	<b>AB 2766 Funds</b>	<b>Co-Funding</b>	<b>Total Project Costs</b>
	<u>\$ 30,000</u>	<u>\$ 6,300</u>	Capital Costs <u>\$ 24,900</u>
			Operating Costs <u>\$ 11,400</u>
<b>TOTAL</b>	<u>\$ 30,000</u>	<u>\$ 6,300</u>	<u>\$ 36,300</u>

**Type of Project:** (check one)

Quantifiable Project

Reduced Emission Vehicles Project

**Implementation Area for Project:** Check if District-wide

Describe the Implementation Area for the Project (e.g. city, county, region):

City of Nevada City and unincorporated Nevada County

**Estimated Emission Reductions:**

A. Emission Reductions (lbs/yr)

Reactive Organic Gases 122.60 Nitrogen Oxides 136.36 PM<sub>10</sub> 53.73

B. Vehicle Miles Traveled (VMT) Reduced 280,280

Single Occupancy Vehicle Trips Reduced 1,820/year

C. Number of people reached per day through public education 1000+

**Cost-effectiveness:** \$ 98.82 per pound (AB 2766 Funds Only)

**Brief Project Description:**

Nevada County is seeking a grant to start a vanpool starting in Elk Grove, CA, with the potential for 2-3 pick-up points in Sacramento, Roseville, and Auburn, ending at 950 Maidu Avenue, Nevada City, CA. This will help to reduce the cost per employee, emissions, and trips. Public acknowledgment for the funding provided will include a press release in the County Newsletter and the placement of a placard at the Nevada County Administration Building – Eric Rood Center. Nevada County will also provide outreach services to new, unserved, and underserved riders to assist with increasing rider membership by 2% in the coming year. The program will provide riders with educational information on vanpooling and related emissions reductions to encourage additional use of vanpool services in Nevada County.



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**STEVEN ROSE**  
HR Director  
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530-265-7010

September 26, 2024

Northern Sierra Air Quality Management District  
Attn: Melissa Klundby  
P.O. Box 2227  
Portola, CA 96122

**Subject: AB 2766 DMV Surcharge Fund – Nevada County Vanpool**

To the NSAQMD Board of Directors,

On behalf of the County of Nevada, I am writing to confirm support for the application submitted by the County of Nevada County Human Resources Department for \$30,000 to fund the "Nevada County Vanpool" project to reduce greenhouse gas emissions and improve air quality by creating a vanpool to reduce the number of drivers on the road commuting to and from work each day.

The *2023 City of Nevada City Parking Demand Study* articulates challenges and impacts associated with visitor influx, poor traffic flow, and a lack of parking downtown, particularly during events whereby vehicular idling, circling, and searching increases greenhouse gas emissions. Improving flow of traffic to available parking and bike/pedestrian/transit options from the Rood Center to downtown Nevada City is a simple and cost-effective step forward in addressing these issues. Inclusion of a Vanpool for County Staff use, will reduce unnecessary vehicle trips to the Rood Campus while enhancing the visibility of alternative modes of travel.

This project is in alignment with the Board of Supervisors' Recreation and Climate Resilience objectives and would reduce greenhouse gas emissions by operation of one (1) employee vanpool. This vanpool would play a vital role in providing sustainable transportation options for commuting to and from work, thereby significantly reducing the environmental impact of commuting in Nevada County. This funding will have a huge impact by removing up to 7-8 personal cars per day from the daily commute, thus contributing to a substantial reduction in pollution and traffic congestion.

Thank you for your consideration,

Steven Rose  
Director of Human Resources, MHA

## PROJECT DESCRIPTION

This request to the NSAQMD under the AB2766 DMV Surcharge Fund will provide Nevada County with the funding needed to develop and offer a vanpool for county employees' daily commute 260 days per year. The program will provide approximately 7-8 employees with 2 trips per day, both in and out of Nevada County. Each of the participants will save approximately 25,183 miles. Cumulatively, the program will reduce personal single-car trips by county employees, saving 280,280 miles annually.

The annual emissions reduction is calculated at 312.69 lbs/year and this project's cost-effectiveness is \$98.82 per pound.

## PROJECT ORGANIZATION/BACKGROUND

Nevada County, California, is a largely rural region located in the Sierra Nevada mountains. It's known for its scenic beauty, forests, and small-town charm, with a mix of historic towns. The problem therein is many employees live far from their workplace leading to high transportation expenses, increased stress, wear and tear on personal vehicles, and environmental concerns due to increased carbon emissions. Due to its limited infrastructure, Nevada County's public transportation options are sparse, and most residents rely on personal vehicles for daily commuting. Services and amenities are often located far apart, increasing travel times for even basic needs.

### Commuting Challenges:

- **Distance from Urban Centers:** Many residents of Nevada County commute to work in larger urban areas like Sacramento, Roseville, or even the Reno, Nevada, area. Similarly, Nevada County recruits and employs many residents from the Roseville, Sacramento, and Elk Grove areas. These commutes can easily exceed an hour each way, depending on where they live in the county.
- **Winding, Mountainous Roads:** The rural roads are often narrow, winding, and subject to snow and ice in the winter, making commuting not only longer but also more challenging.
- **High Cost of Living\*\*:** The appeal of rural living in Nevada County is often offset by the higher costs associated with commuting long distances, such as fuel, vehicle maintenance, and time.

### Solution

Funding from the Northern Sierra Air Quality Management District would make it possible for the County of Nevada to provide an employee vanpool to help mitigate particulate emissions. Fewer cars on the road means reduced carbon emissions, contributing to a cleaner environment.

### Environmental Benefits:

- **Reduced Carbon Emissions:** By consolidating multiple solo car trips into a single vanpool, the number of vehicles on the road decreases, directly reducing greenhouse gas emissions and air pollution.
- **Lower Traffic Congestion:** Fewer cars on the road means reduced traffic congestion, leading to smoother traffic flow, less idling, and overall lower emissions.
- **Decreased Fuel Consumption:** Fewer cars traveling means reduced fuel usage, contributing to less dependency on fossil fuels and a lower environmental footprint.

### A vanpool would help employees by:

- Reducing commuting costs through shared fuel, tolls, and vehicle maintenance.
- Alleviating stress by allowing passengers to rest during the ride.
- Minimizing environmental impact by consolidating multiple individual car trips into one.
- Encouraging punctuality with a consistent schedule, benefitting both employees and employers.
- Great solution for those in areas with limited public transportation options.

### Employer Benefits:

- **Increased Employee Punctuality:** A vanpool with a set schedule encourages employees to arrive at work on time, improving workplace attendance and reliability.
- **Higher Employee Productivity:** By reducing the stress of driving and long commutes, employees arrive more relaxed and ready to work, which can boost overall productivity.

- Lower Parking Demand: With fewer employees driving their own cars, the employer can save on parking space, reducing costs associated with maintaining or expanding parking facilities. Frees space for public use.
- Employee Retention and Recruitment: Offering a vanpool is a valuable perk, helping to attract and retain employees, especially those who live far from the workplace. As Nevada County is geographically situated in a rural location, incentives such as a vanpool provide much needed assistance to attract and retain those who commute.



## WORK STATEMENT

Planning and Development (begins in January 2025, with all Planning tasks completed by February 2025):  
Once NSAQMD is awarded, the Project Manager will convene Staff to review workplan and deliverables; a regular standing meeting will be scheduled for the life of the project.

Program activities will commence on January 15, 2025, and conclude with the Final Report on December 31, 2025.

By February 1, 2025: Establish a vanpool starting in Elk Grove, CA, with the potential for 2-3 pick-up points in Sacramento, Roseville, and Auburn, ending at 950 Maidu Avenue, Nevada City, CA.

By March 1, 2025: Public acknowledgment for the funding provided will include a press release in the County Newsletter and the placement of a placard at the Nevada County Administration Building – Eric Rood Center.

By March 1<sup>st</sup> and ongoing: Nevada County will also provide outreach services to new, unserved, and underserved riders to assist with increasing rider membership by 2% in the coming year. The program will provide riders with educational information on vanpooling and related emissions reductions to encourage additional use of vanpool services in Nevada County.

The program will keep track of daily statistics on the number of people served, trips provided, and miles driven for all transportation services. It will also ensure that all data collection, maintenance, and reporting requirements are met in a timely manner. Data will be collected specifically for NSAQMD reporting. Nevada County will track, monitor, and report on the number of trips reduced from participants who would have otherwise driven their own cars or other cars if vanpool services were not available. The HR Director is responsible for maintaining records and progress reports related to all transportation funding sources and will make sure that each sequence of work activities is completed and documented appropriately.

Estimated one-way vehicle trip reductions: 3640

Estimated reductions in vehicle miles traveled: 280,280

Public acknowledgement that this Project is funded by NSAQMD utilizing DMV Surcharge Funds will appear on all press materials, kiosk and map displays, event collateral, vehicle decals and signage used.



## FUNDING REQUEST/BREAKDOWN OF COST

Grant Name:		Nevada County Vanpool		
		AB2766 Funds	Co-Funding (EE Share)	Total Project Costs
<b>Commute with Enterprise</b>				
Vehicle Lease for 7-passenger vehicle @\$2,075 per month	\$	24,900	\$	24,900
		-	-	
<b>Fuel</b>				
Fuel @ \$925 per month	\$	5,100		8,300
<b>Maintenance</b>				
Included in contract with Enterprise Contract			\$	00
<b>Outreach</b>				
Employee education campaign	\$			
<b>Project Management and Administration</b>				
Sr. Management Analyst	\$	-		
HR Support				
Misc (inflation or other variable costs)	\$			\$3,100
<b>TOTAL COST</b>	<b>\$</b>	<b>30,000</b>	<b>\$</b>	<b>0</b>
				<b>\$ 36,300</b>

The County of Nevada respectfully requests **\$30,000 in AB2766 funds** Nevada County Vanpool project as illustrated in the table above.

- Nevada County will work with Commute with Enterprise to lease the vehicle.
- The funding provided herein will completely cover the costs of one (1) vehicle lease, operations, fuel, and maintenance for one (1) seven-passenger van annually. Should NSAQMD be unable to fund this project at the requested amount, the County of Nevada will accept any amount determined by the board to assist in the ongoing delivery and sustainability of vanpool services for the County. Any reduction in service will be determined according to the award amount.

All expenses will be reconciled monthly by project tasks and line items, following standard County procedures and required

## SCHEDULE OF DELIVERABLES/MONITORING PROGRAM

This project will (1) reduce dependency on personal automobile use and related air quality impacts; (2) invest in and demonstrate sustainable shared transportation use; (3) reduce parking demand in surrounding towns and (4) foster and promote awareness of sustainable modes of travel. This table outlines key tasks and deliverables, reporting methods and measurement:

Task and Deliverables	Dates of Delivery	Method of Measurement and Reporting
<b>Establish Vanpool</b>		
1 - Hire Contractor for vehicle purchase and maintenance	January - February	Draft agreement, with cost, timeline and deliverables
2 - Plan, align and build routes for pick-up and drop-off. Use with Enterprise's technology to align rider schedules and locations to sites.	January – February	Workplan with biweekly check-ins and site visits if needed
3- Launch Vanpool	February	Commencement of first trip
4 – Maintenance and Fuel Recording	Monthly	Enterprise Technology
<b>Reduction of parking demand and vehicle travel</b>		
1 – Record number of parking spaces reduced	Monthly	Based on enrollment of vanpoolers – Enterprise technology
2 - Work with community partners to integrate parking spot for vanpool at the Eric Rood Admin Center	March – December	
<b>Data Collection and Outreach</b>		
1 – Provide daily statistics on the number of people served, trips provided, trip-reductions, and miles driven for all transportation services.	Monthly	Based on enrollment of vanpoolers – Enterprise technology
2 - Develop and launch employee education campaign to increase enrollment	March – September	Staff survey #'s; enrollment in Lunch & Learns; Enterprise technology
<b>Project Management and Administration</b>		
1 - Track and reconcile expenditures; provide NSAQMD reports	January - December	Ensure project success and alignment with budget and funding
2 - Coordinate meetings with contracts and Staff	January - November	Ensure project success and alignment with tasks/deliverables