



# Cash for Commuters

Solo drivers who make a change can earn up to \$100.

## Program Requirements (Page 1 of 2)

Purpose of the Program: The Cash for Commuters program encourages drive alone commuters who would not otherwise try a commute alternative to change their commute behavior in an effort to improve air quality and reduce traffic congestion. Drive alone commuters are offered an incentive to try alternative commute modes to travel to work in the hopes that they will continue to use the new mode(s) once the incentive has ended.

### Rules of Eligibility

1. You must not have been accepted into the Cash for Commuters program in the past. This is a one-time incentive program.
2. **You must currently be driving alone to work in order to qualify for this program.** Driving alone is defined as operating a motor vehicle to travel to work with no other adult passengers occupying the vehicle.
3. You must submit your completed application **before beginning your use of an alternative commute mode.** You must NOT have used an alternative commute mode to travel to work including carpool, transit, vanpool, walk, bicycle, or telework more than **3 days** in the 30 days prior to your submission of the Cash for Commuters application.
4. Commuters in vanpools are not eligible. Students commuting to school are not eligible.
5. You must commute to work on one or more weekdays (i.e. Monday through Friday) to qualify. Commutes to work on the weekend qualify as long as you work on weekends as part of a regular shift that includes at least one weekday.
6. You must live or work in the State of Georgia.

### Participation Guidelines

1. We, The Clean Air Campaign, have the right to terminate this program with or without notice at any time for any reason.
2. If accepted into the Cash for Commuters program, you can receive \$3 per day for each day you use an alternative commute mode within the consecutive 90-day period assigned by us. The maximum incentive you can receive is \$100.
3. All incentives shall be provided in the form of a check and will be mailed to your **work address** as provided on your paper application.
4. You must use a qualified alternative commute mode (carpool, transit, telework, bicycle, or walk) to travel to work a minimum of 13 days over the assigned consecutive 90-day period to qualify for the incentive.
5. Your new commute behavior must reduce vehicle miles traveled (VMT). For example, a carpool arrangement must include two or more working adults commuting to work. Transporting children to school and/or day care will not qualify you for the incentive.
6. It is a condition of your participation in Cash for Commuters that all information supplied by you will be correct, current, and complete. The Clean Air Campaign has the right to refuse your application and/or discontinue your participation in this program, including the right to withhold payment of your incentive, if we believe you have failed to meet this obligation. We reserve the right to contact you and your supervisor to verify the information provided.
7. If a dispute arises regarding any aspect of the Cash for Commuters program, including, but not limited to, interpretation of the Program Requirements, accuracy of the information provided by you, or your eligibility to participate in the program, The Clean Air Campaign's Executive Director shall be the final decision-maker regarding such a dispute. Any decision by the Executive Director will be final.



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## Program Requirements (Page 2 of 2)

### Step 1 — Submit Paper Application

1. Your signed and completed paper application **MUST** be returned by mail or faxed to us **before** you have used an alternative commute mode to travel to work for more than **three days**.
2. You are responsible for ensuring that we receive your paper application. If you have not received an email, letter, or phone call from us within three weeks of submitting an application, it is your responsibility to contact us. Do not contact us before three weeks, as we cannot confirm the receipt of applications before this time period has passed.
3. You will have the option to log your commute behavior online or on paper. If you choose to log your commute behavior online, you must provide a valid email address on your paper application.

### Step 2 — Log Your Commutes

#### For Commuters Choosing to Log Online:

1. Upon acceptance into the program, you will receive a welcome email with a specific Web address (URL link) to the Commuter Rewards online system where you **MUST** register and log your commutes. The email will also contain the starting and ending dates of your assigned consecutive 90-day period.
2. Log your commutes in the Commuter Rewards online system during your assigned consecutive 90-day period. The online logging system will only allow you to log the current day and the 6 previous days. It is your responsibility to remember to log your commutes weekly. No paper logs will be accepted for commuters who choose to log online.

#### For Commuters Choosing to Log on Paper:

1. Upon acceptance into the program, you will receive a Commuter Report mailed to your **work address**.
2. Log your commutes on the Commuter Report during your assigned consecutive 90-day period. The last day of your 90-day period is the final date shown on your Commuter Report.

### Step 3 (Final Step) — Claim Payment

#### For Commuters Choosing to Log Online:

1. You **MUST** print your Commuter Report from the Commuter Rewards online system at the end of your 90-day period. Instructions on generating this report will be included in your Welcome email. Both you and your supervisor **MUST** sign and date this report.
2. The Commuter Report with original signatures and dates **MUST** be mailed to us within 20 days after the last day of your 90-day period. Allow four weeks for check processing. Checks will be mailed to work addresses only.

#### For Commuters Choosing to Log on Paper:

1. Both you and your supervisor **MUST** sign and date the completed Commuter Report at the end of your 90-day period.
2. The completed Commuter Report with original signatures and dates **MUST** be mailed to us within 20 days after the last day of your 90-day period. Allow four weeks for check processing. Checks will be mailed to work addresses only.

**Note: There are penalties for receiving federal funds fraudulently!** Federal funding for this program stipulates that all funds for Cash for Commuters must be used to encourage drive-alone commuters to start using a commute alternative such as carpooling, riding transit, bicycling, walking, or teleworking. Current users of commute alternatives that knowingly provide misleading or incorrect information are committing fraud and knowingly abusing the use of federal grant dollars. If you are already using a commute alternative, however, you may be eligible for other programs such as Carpool Rewards and Commuter Prizes – visit [commuterrewards.com](http://commuterrewards.com) or call 1-877-CLEANAIR for more details.



## PLEASE READ BEFORE COMPLETING THIS APPLICATION!

FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING **REJECTED!**

### Before submitting your application, make sure you have done the following:

1. Driver's License # included
2. Home/Cell and Work phone # included. We must have two **different** phone numbers.
3. **Be sure to answer questions about your commute behavior CAREFULLY. Circle ALL modes you have tried in the 30 days prior to sending in your application.**
4. Work mailing address **MUST** be complete. This is where your check will be mailed.
5. **ALL** fields on the second page **MUST** be filled in.

PLEASE FAX OR MAIL THE **TWO** PAGES OF THE APPLICATION.

If the e-mail address you gave us is a Hotmail or Yahoo! account, please check your Junk Mail Folder for the acceptance e-mail.



**PLEASE READ ALL INSTRUCTIONS CAREFULLY!**





# Cash for Commuters

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## Step 1 — Paper Application (Page 1 of 2)

Fax or mail completed Cash for Commuters 2-page paper application to:

The Clean Air Campaign, Cash for Commuters, 55 Park Place NE, Suite 250, Atlanta, Georgia 30303, Fax: 678-244-7740

**Incomplete Applications will NOT be processed. Please write neatly.**

### APPLICANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Gender (circle one): Male Female Age (circle one): Under 18 18-24 25-34 35-44 45-54 55+

**Driver's License #** (required): \_\_\_\_\_ One-way miles from home to work: \_\_\_\_\_

How did you hear about the Cash for Commuters program? (circle one):

Radio Print Web/Email Co-Worker Employer Event Other: \_\_\_\_\_

How have you traveled to work in the **past 30 days**? (circle **all** modes that apply):

Drive Alone Carpool Bus Train Walk Bicycle Telework Vanpool Other: \_\_\_\_\_

In the **past 30 days**, how many days have you used a mode **other than** Drive Alone to travel to work? (circle one):

0 days 1-3 days 4-7 days 8-11 days 12+ days

How do you **plan** to travel to work while participating in the Cash for Commuters program? (circle **all** that apply):

Drive Alone Carpool Bus Train Walk Bicycle Telework Vanpool Other: \_\_\_\_\_

### YOUR WORK MAILING ADDRESS

**ALL materials, including checks, MUST be mailed to your work address, so please provide a complete and accurate mailing address.**

Employer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Suite/Dept/MS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

### HOW DO YOU PREFER TO LOG YOUR COMMUTE?

On Paper (Upon acceptance, you will receive a Commuter Report mailed to you at your work address above within 3-4 weeks.)

Online (Upon acceptance, you will receive logging instructions via email within 2-3 weeks. Applications for commuters choosing to log online are processed faster.) Verify Email Address: \_\_\_\_\_

If you have not received an email, letter or phone call from us within three weeks of submitting an application, it is your responsibility to contact us.

### SUPERVISOR INFORMATION

Information to be completed by applicant's supervisor

Supervisor Name - First: \_\_\_\_\_ Last: \_\_\_\_\_ M.I.: \_\_\_\_\_

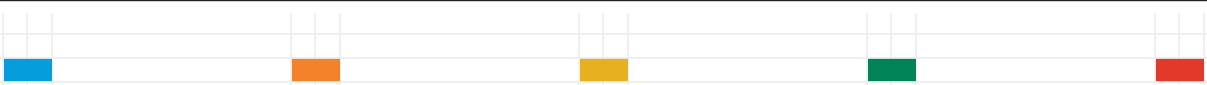
Work Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Email: \_\_\_\_\_

By signing on page 2, I verify that I have read and agree to the following statements:

- I verify that the above applicant is an employee under my supervision.
- I have read the Program Requirements for the Cash for Commuters program and verify that the above applicant is eligible to participate.
- I understand that if the above applicant is accepted into the Cash for Commuters program, I will be required to sign a Claim Form/Commute Travel Log or a printed online Commuter Report at the end of a 90-day period verifying his/her commute behavior.

CFC ID: \_\_\_\_\_ (office use only)





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## Step 1 — Paper Application (Page 2 of 2)

### I UNDERSTAND AND AGREE TO THE FOLLOWING STATEMENTS

I have provided a verifiable and accurate work mailing address and understand that all materials, including checks, will be sent to this address.

I acknowledge that I have read and understand the Program Requirements governing the Cash for Commuters program and certify that I am eligible to participate and receive the incentives provided by The Clean Air Campaign.

I understand that it is a condition of my participation that all information I supply will be correct, current and complete. I understand that The Clean Air Campaign has the right to refuse my participation in this program and the right to withhold incentives if The Clean Air Campaign believes I have failed to meet this obligation.

I understand that the information I am providing will be used by The Clean Air Campaign and the appropriate transportation management association (if applicable) to facilitate my participation in this program.

I understand that the incentives offered through this program are provided to applicants on a first-come, first-served basis and that The Clean Air Campaign has the right to terminate this program at any time without notice.

I understand that if a dispute arises regarding any aspect of the Cash for Commuters program, including, but not limited to, the interpretation of the Program Requirements, accuracy of the information I provide, or my eligibility to participate, The Clean Air Campaign's Executive Director shall be the final decision maker regarding such disputes. Any decision by The Clean Air Campaign's Executive Director will be final and binding on my status as a participant in the program.

I understand that any incentives I receive from The Clean Air Campaign are subject to federal and state taxes and that any tax liability that may result is solely my responsibility.

By providing information on this application, I understand that it may be used by The Clean Air Campaign or a third party to contact me via mail, email or phone regarding my interest in additional financial incentives, additional programs or services, or for information related to my experience using alternative modes of transportation. If I do not wish to be contacted for these reasons, I have indicated such by checking this box.

**Note: There are penalties for receiving federal funds fraudulently!** Federal funding for this program stipulates that all funds for Cash for Commuters must be used to encourage drive-alone commuters to start using a commute alternative such as carpooling, riding transit, bicycling, walking or teleworking. Current users of commute alternatives that knowingly provide misleading or incorrect information are committing fraud and knowingly abusing the use of federal grant dollars. If you are already using a commute alternative, however, you may be eligible for other programs such as Carpool Rewards and Commuter Prizes – visit [commuterrewards.com](http://commuterrewards.com) or call 1-877-CLEANAIR for more details.

Supervisor Signature (**Required**) X: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

By signing below, I confirm that I have read, understand and agree to the above statements:

Applicant Signature (**Required**) X: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (Printed): \_\_\_\_\_

Fax or mail completed Cash for Commuters 2-page paper application to:

The Clean Air Campaign, Cash for Commuters, 55 Park Place NE, Suite 250, Atlanta, Georgia 30303, Fax: 678-244-7740

Office Use Only

# of Alternative Commute Days: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Check #: \_\_\_\_\_