



# Cash for Commuters

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

## Program Requirements (Page 1 of 2)

Purpose of Program: In an effort to improve air quality and reduce traffic congestion, the Cash for Commuters program offers an incentive to encourage solo drivers to change the way they commute to and from work. Applicants for the program should never have been a regular user of a clean commute mode and would not have otherwise tried a commute alternative.

### You Are Eligible If:

1. You live or work in the State of Georgia.
2. You have never been accepted into the Cash for Commuters Program.
3. You are currently driving alone\* to work.  
**AND**  
You have not used a clean commute mode\*\* for more than 3 days in the past 30 days.  
**AND**  
If during the past 2 years there was **never** a period of time where you regularly commuted by carpool, vanpool, transit, bike, walk or telework.
4. You are not in a vanpool.
5. You are not a student commuting to school.
6. You work on one or more weekdays.

\* Driving alone is defined as operating a motor vehicle to travel to work with no other passengers occupying the vehicle

\*\* Qualifying clean commute modes are: carpool, bus, train, express bus, bike, walk or telework

### 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 rewards shall be provided in the form of a gift card and will be mailed to your home address as provided on your 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 Application

1. Your signed and completed 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 **3 days**.
2. You are responsible for ensuring that we receive your completed and signed paperwork. If you have not received an e-mail, 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 e-mail 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 e-mail with a specific Web address (URL link) to the Commuter Rewards online system where you **MUST** register and log your commutes. The e-mail 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 **home 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 e-mail. 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 4-6 weeks for payment processing. Payment will be mailed to home 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 4-6 weeks for payment processing. Payment will be mailed to home 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.



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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: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

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

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

ALL materials, including payment, MUST be mailed to your home address, so please provide a complete and accurate mailing address.

■ 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 all that apply):

Radio Commercial News Story (TV, Radio, Print, Web) Web/E-mail Co-Worker/Friend/Family  
Employer Event Building 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: \_\_\_\_\_

### EMPLOYER INFORMATION

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 home address above within 3-4 weeks.)

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

If you have not received an e-mail, 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: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 an accurate home mailing address and understand that all materials, including payment, 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, e-mail 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): \_\_\_\_\_

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Office Use Only

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