

You are welcome to complete your application online at [Office Clean Air Champion Application](#).

Office Clean Air Champion Application

Tell us about your organization:

Organization Name (as it should appear on the award and on related media materials):

Nature of your business (e.g. Medical Services, Oil and Gas, Engineering, Consultant):

Approximate number of employees (total):

Approximate number of employees in the Houston-Galveston Brazoria (HGB) non-attainment region (Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, and Waller Counties):

Approximate number of employees in the HGB non-attainment region who are offered the benefits described:

Your Organization's Web Site (if applicable):

How did you hear about the Clean Air Champion Program?

Please provide contact information for the primary point of contact for your Clean Air Champion application? (This should be the person who we can call if we have questions and who will complete the quarterly updates)

Name: _____

Title: _____

Phone: _____

Email: _____

Address: _____

You are welcome to complete your application online at [Office Clean Air Champion Application](#).

Please provide contact information for a backup point of contact for your Clean Air Champion application?

Name: _____

Title: _____

Phone: _____

Email: _____

Over the Past Year My Organization Has:

Please complete your application by checking off the measures that apply to your organization. Please fill out the blanks for those measures to the best of your ability. If you have any concerns or questions regarding this application feel free to contact Katrina Bayer at (832) 681-2557 or by email at Katrina.Bayer@h-gac.com.

- Supported alternative commuting methods for employees. In the past year my organization has reduced _____ employee work trips. The average length of the employee work trips reduced was _____ miles.
- Over the past year approximately _____ % of employees have utilized an alternative to single occupancy vehicle commuting an average of _____ day(s) a week.
- Offered compressed work schedules*(i.e. 9/80s, 4/10s, 3/12s) to approximately _____ % of employees.
(*Employees work their usual number of hours in fewer days per pay period)

Approximately _____ % of employees are on a 9/80 work schedule¹.
(¹Employees work a week of four 9-hour days and one 8-hour day followed by a week of four 9-hour days)

Approximately _____ % of employees are on a 4/10 work schedule².
(²Employees work four 10-hour days a week)

Approximately _____ % of employees are on a 3/12 work schedule³.
(³Employees work three 12-hour days a week)

- Allowed approximately _____ % of employees to telecommute an average of _____ day(s) a week.
- Provided \$ _____ per month towards the cost of transit or vanpool. Approximately _____ employees utilize this benefit.
- Provided \$ _____ per month in lieu of providing a parking spot to each employee who leaves their car at home and commutes via an alternative method. Approximately _____ employees utilize this benefit.
- Taken other measures to reduce employees' single occupancy vehicle trips and/or to promote commute alternatives. Please describe the other measures implemented as well as any results observed:

(If more space is required, please feel free to attach any additional information to the application.)

You are welcome to complete your application online at [Office Clean Air Champion Application](#).

My Organization Continues to Promote Air Quality by:

- Supporting and encouraging alternative commuting methods for employees.
- Offering compressed work schedules to approximately _____ % of employees.
- Allowing approximately _____ % of employees to telecommute an average of _____ day(s) a week.
- Providing \$ _____ per month towards the cost of transit or vanpool.
(The tax benefits of helping your employees utilize an alternative form of transportation are many. For more information on the tax code, and other ways to save money by helping your employees get to work, go to http://www.commutesolutionshouston.org/employers/tax_benefits.htm or reference: Section 7 of the Taxable Fringe Benefits Guide available at www.irs.gov/pub/irs-tege/fringe_benefit_fslg.pdf)
- Providing \$ _____ per month in lieu of providing a parking spot to each employee who leaves their car at home and commutes via an alternative method.
- Promoting ridesharing/carpooling to employees by encouraging them to participate in the NuRide program which provides rewards to users who record their alternative commute trips (there is no cost for participation learn more at www.NuRide.com)
- Providing preferred parking or reduced parking costs for carpools and/or vanpools
- Providing flexible work schedules to those employees whose duties do not preclude flexible hours
- Providing employees with the option of a pre-tax transit/vanpool deduction from their paychecks
Under Section 132 (f) of the Internal Revenue Code, Qualified Transportation Fringe Benefits allow employees to set aside up to \$230 per month pre-tax for transit or vanpool expenses, similar to a flexible spending plan for medical expenses. The employee pays **no income tax** on the benefit and the employer **saves on payroll taxes**.
- Providing incentives to encourage employees to live closer to work
- Providing secure bicycle racks, showers, and/or lockers.
- Proximate commute (where employees work at locations closer to their homes)
- Holding an active membership in a Transportation Management Organization (TMO) or actively participating in a voluntary regional air quality program (e.g., Spare the Air, Air Awareness, SEQL, Clean Air Coalition) or another employer-based commuter program
- Holding an active membership in a local ozone awareness program (e.g. Clean Cities)
- Providing a workplace with on-site amenities (e.g. cafeteria, restaurant, post box, ATM, dry cleaning, etc.)
- Providing membership in a car sharing program (visit www.carsharing.net to learn more)
- Having an employee recognition program that promotes alternative commuting
- Providing incentives to encourage employees to utilize alternative transportation (e.g. the ability to earn additional vacation, quarterly raffle prizes, etc.)
- Taking other measures to reduce employees' single occupancy vehicle trips and/or to promote commute alternatives. Please describe the other measures your organization will be taking:

(If more space is required, please feel free to attach any additional information to the application.)

You are welcome to complete your application online at [Office Clean Air Champion Application](#).

Maintaining your Designation:

In order for us to document the air quality benefits resulting from your organization's efforts it is necessary that the following information be tracked by your organization and provided to the H-GAC Air Quality Program on a quarterly basis: the approximate rate of employee utilization of each of the specific commuter benefits being offered (or the number of employees using each benefit), the average distance commuted by your employees, and a reasonable estimate of the single occupancy vehicle trips prevented by your program. One of the easiest ways to track this information is to require employees who utilize your organization's commuter benefits to track the resulting trip reduction on the NuRide system. This system is available at no cost at www.NuRide.com.

Air quality staff will be glad to work with employers as needed to obtain reasonable quarterly estimates of these figures. Please direct any inquiries about obtaining these figures to Katrina Bayer at 832-681-2557.

Please initial to indicate your understanding of the above: _____

Organizations which receive the Clean Air Champion designation agree to actively promote their commuter benefits to eligible employees and to look for opportunities to use the Clean Air Champion name and logo to promote their designation.

Please initial to indicate your commitment to the above: _____

Media Recognition

We would like to help you publicize your designation as Houston-Galveston Area Clean Air Champion:

- May we list your organization as a Clean Air Champion in media releases or other publicity? Yes No
- May we specify which commuter benefits you offer? Yes No
- Are you interested in additional recognition opportunities? Yes No
(e.g. case studies, program profiles, newsletter features, news articles, etc.)

Who should we contact if an opportunity for additional recognition arises?

Name: _____

Title: _____

Phone: _____

Email: _____

Is there anything else you would like us to know about your organization?

Do you have any questions or comments regarding the Clean Air Champion Program?
