

TELEWORK is the answer





A disconnect can ruin your company's performance.

Find out how your business can receive a federal grant up to \$72,000 to begin or expand your existing teleworking program.

Starting and expanding a telecommuting program in your workplace can improve employee performance, reduce costs, and save valuable time. But you need access to the people who can give you the inside information on how to accomplish your goals.

For more information about how to enroll in the Commute Solutions Telework Program please contact:

Houston-Galveston Area Council
ATTN: Ch'rese Jackson
P.O. Box 22777
Houston, Texas 77227-2777
Chrese.Jackson@h-gac.com
713-627-3200
www.commutesolutionshouston.org

ATTENTION:

- Human Resources Directors
- Senior Management
- Program Directors
- Project Coordinators
- Interested Parties

"Teleworking is one of those benefits that helps employees strike a work/life balance."

Vladimir Stark – President/CEO HPCU

Telework Incentive Program

New Number of Teleworkers	Minimum Number of Days per Week	Grant Amount	Local Match (In-kind/Cash)
100	2	\$24,000	\$6,000
150	2	\$36,000	\$9,000
200	2	\$48,000	\$12,000
250	2	\$60,000	\$15,000
300	2	\$72,000	\$18,000

Houston-Galveston Area Council Regional Telework Program

Please complete the following application to be considered for the Houston-Galveston Area Council's (H-GAC's) Telework Incentive Program. Program participants will be selected primarily on their readiness for implementation, level of commitment, and the number of employees that will participate as described in this application.

1. Name of organization: _____
2. Tax ID#: _____
3. Address of the worksite where the telework program will be implemented: _____
4. Name and title of primary telework contact: _____
5. Phone: _____ Fax: _____ E-mail: _____
6. Number of employees at worksite: _____
7. Type of business: _____
8. Anticipated number of new teleworkers in the first year: _____ Total: _____
9. Anticipated frequency of teleworking: (e.g. twice a week, once a week) _____
10. Is remote access available? Yes No
11. What form of remote access do you have? (check appropriate boxes) Analog Cable ISDN DSL VPN Dial-in
 Other—please specify _____
12. Estimated number of existing teleworkers: _____
13. Why do you want to expand teleworking? _____

14. How did you hear about the Telework Incentive Program federal grant?
 Direct Mail Web site Referral – please specify: _____ Other – please specify: _____
15. Has your organization decided to implement a telework program? Yes No
16. If yes, reasons for implementing a telework program: _____

17. Potential obstacles: _____

18. What kind of assistance do you need? (check all that apply)

- Forming internal steering committee
- Overcoming upper management resistance
- Overcoming middle management resistance
- Developing selection criteria
- Developing policies & agreements
- Conducting training
- Conducting technology and connectivity assessment
- Evaluating program effectiveness
- Obtaining financial resources to offset labor costs
- Other – please specify: _____

For all applicants:

Organizations selected to receive an incentive are eligible to receive technical support services from H-GAC staff to help develop and implement a telework program.

Do you have upper management support for participating in the Commute Solutions Telework Program? Yes No

Signature of top ranking management official at your worksite _____

Name: _____ Title: _____ Date: _____

For your application to be considered, please attach a letter of commitment from upper management to this application.

Mail completed application (and letter of commitment) to:
Houston-Galveston Area Council
Attn: Ms. Ch'rese Jackson
P.O. Box 22777 | Houston, Texas 77227-2777
Fax to: 713-993-4508. For more information, call H-GAC at 713-627-3200
Commute Solutions Program | P.O. Box 22777 | Houston, Texas 77227-2777
www.commuteshouston.org

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Date Time is running out!

1202
12-31/4675

Pay to the Order of Your Company \$ 24,000.00

Find Out How You Can Cash It In! Dollars

For Telework Employer Incentive Program



This is not a real check