

1. Who is eligible to apply for a relocation grant?

An eligible applicant is someone who, on or after January 1, 2020:

- Relocated to Vermont and became a full-time resident; **and**
- Became a full-time employee of a Vermont business; **and**
- Incurred qualified expenses; **and**
- Is employed in an occupation identified by the Vermont Department of Labor in its **2016–2026 Long Term Occupational Projections** (www.vtmi.info/projlt.pdf#page=9); **and**
- Wage for the position meets the minimum wage requirement.

2. How is a full-time employee defined?

A full-time employee is defined as:

- Works at least 35 hours per week
- Permanent (not seasonal, temporary, contract, or temp agency)
- Not an owner (someone who controls 10% or more of the company)
- Paid wage or salary as reported on a Federal Tax Form W-2
- Employment start date on or after 1/1/20.

3. What are “qualified expenses”?

Qualified expenses are:

Relocation expenses: Closing costs for a primary residence, lease deposits, first month’s rent, hiring a moving company, renting moving equipment, shipping, and the cost of moving supplies.

Expenses necessary for a new worker to perform his or her employment duties that are not provided by the employer, including: connectivity; specialized tools and equipment; and, co-working space membership fees. The employer must certify these are necessary to perform required job duties.

4. How does the application process work?

Applications must be completed online with all supporting documents uploaded. The application includes sections for the applicant and the employer. Once an application is determined to be complete and that all criteria are met, applicants will be issued a demographic survey, W-9, and VT8821. Upon receipt of the completed survey and forms from the applicant, a grant may be awarded subject to funding availability.

5. Can an applicant complete a partial application or partial expenses and submit further information or expenses at a later date?

No. Applicants must complete the application including all documentation at one time. Applicants are limited to one grant and must include in the application all expenses with supporting documentation they would like to be considered for a grant.

6. How does an applicant prove residency in Vermont?

To become eligible, applicants must provide a copy of their valid Vermont-issued drivers license or non-driver identification card, plus two of the following:

- Housing lease or contract
- Utility bill with service address listed
- Property tax bill
- Homeowner/renter insurance

7. How does an applicant prove that they work full-time?

The application will require verification from the applicant’s employer.

8. What supporting documentation do I need to submit as proof of qualified expenses?

Applicants must provide an invoice and proof of payment for each expense they incurred and are seeking reimbursement for. Expenses not yet paid are not eligible for reimbursement.

9. If my employer reimburses a portion of the costs for any eligible expenses, can I still apply?

Yes. An applicant may receive funding for any portion of qualified expenses that are not paid or reimbursed by their employer.

10. Can an applicant complete the employer section of the application?

No. The employer section must be completed by the employer.

11. Does an applicant need to provide evidence of relocation to Vermont?

Yes. Applications must include documentation supporting relocation from outside of Vermont. If it is not clear a relocation has occurred, the applicant will be required to submit further documentation to complete their application.

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12. Can an applicant receive a grant before moving to Vermont?

No. Eligible applicants must have moved to Vermont on or after January 1, 2020 and provide supporting documentation.

13. Are independent contractors eligible to apply?

No. The program is for employees who receive a W-2 from their employer.

14. Can my spouse (or other household members who move to Vermont with me) also apply for a relocation grant?

No. There is a limit of one relocation grant per household.

15. Can I receive funding to reimburse my travel expenses?

Travel expenses (lodging, airfare, gas, food, tolls) for traveling to Vermont are not eligible program expenses.

16. How is the wage requirement determined?

Applicants must earn at least the minimum wage rate associated with the employer's physical address. To find out which Labor Market Area an employer is located in, visit (www.vtlni.info/lmadef2015.pdf).

17. How is the grant amount determined?

Grants will be awarded for reimbursement of qualified expenses. The maximum amount of the grant is determined by the grantee's physical relocation address. To find out which Labor Market Area applies to a specific town visit (www.vtlni.info/lmadef2015.pdf).

LABOR MARKET AREAS (LMAS) FOR PERIOD JULY 1, 2019–JUNE 30, 2020

Labor Market Area	Wage Requirement	Max Grant Amount
ENHANCED GRANT		
Bennington, VT Micropolitan NECTA	\$15.35	\$7,500
Brattleboro, VT-NH LMA, VT Part	\$15.35	\$7,500
Colebrook, NH-VT LMA, VT Part	\$15.35	\$7,500
Derby, VT LMA	\$15.35	\$7,500
Highgate, VT LMA	\$15.35	\$7,500
Lebanon, NH-VT Micropolitan NECTA, VT Part (White River Junction)	\$17.54	\$7,500
Littleton, NH-VT LMA, VT Part	\$17.54	\$7,500
Manchester, VT LMA	\$15.35	\$7,500
Middlebury, VT LMA	\$15.35	\$7,500
Morristown-Waterbury, VT LMA	\$15.35	\$7,500
Newbury, VT LMA	\$15.35	\$7,500
North Adams, MA-VT Micropolitan NECTA, VT Part	\$15.35	\$7,500
Northfield-Waitsfield, VT LMA	\$17.54	\$7,500
Randolph, VT LMA	\$15.35	\$7,500
Rutland, VT Micropolitan NECTA	\$15.35	\$7,500
Springfield, VT LMA	\$17.54	\$7,500
St Johnsbury, VT LMA	\$15.35	\$7,500
Woodstock, VT LMA	\$15.35	\$7,500
BASE GRANT		
Barre, VT Micropolitan NECTA	\$17.54	\$5,000
Burlington-South Burlington, VT Micropolitan NECTA	\$17.54	\$5,000

18. If I have more questions, where can I find additional information?

All the details of the program can be found at www.thinkvermont.com/relocation-grant or you can send an email to workerrelocation@vermont.gov.