

**1. Are there different grants available under this Program?**

Yes, there is the New Relocating Worker grant that is available to new residents taking a job with a Vermont employer and the New Remote Worker grant that is available to new residents that work for an out-of-state employer.

**2. Who is eligible to apply for a New Relocating Worker grant?**

An eligible applicant is someone who, **on or after July 1, 2021:**

- Relocated to Vermont, became a full-time resident; **and**
- **Became a full-time employee of a Vermont employer; and**
- **Is employed in an occupation identified by the Vermont Department of Labor in its Short Term Occupational Projections with the Most Openings (<https://thinkvermont.com/wp-content/uploads/2021/08/Short-Term-Occupational-Projections.pdf>); and**
- The wage for the position equals or exceeds the Vermont livable wage (<https://ljo.vermont.gov/assets/Subjects/Basic-Needs-Budgets/1defd5222f/2021-Basic-Needs-Budget-and-Livable-Wage-report-FINAL-1-16-2021.pdf>) rate as updated 1/15/21 in accordance with 2 V.S.A. §526. Currently this is \$13.39 per/hr; **and**
- Incurred qualified relocation expenses; **and**
- Is subject to Vermont income tax; **and**
- **Is employed by an employer who attests that, after reasonable time and effort, the employer was unable to fill the employee's position from among Vermont applicants.**

**3. What occupations are eligible for a New Relocating Worker grant?**

An eligible occupation is any one of the following occupations as identified in the Vermont Department of Labor [Short Term Occupational Projections with the Most Openings \(<https://thinkvermont.com/wp-content/uploads/2021/08/Short-Term-Occupational-Projections.pdf>\)](https://thinkvermont.com/wp-content/uploads/2021/08/Short-Term-Occupational-Projections.pdf):

**Qualifying Occupations:**

1. Cashiers
2. Fast Food and Counter Workers
3. Home Health and Personal Care Aides
4. Retail Salespersons
5. Waiters and Waitresses
6. Janitors and Cleaners, Except Maids and Housekeeping Cleaners
7. Bookkeeping, Accounting, and Auditing Clerks
8. Customer Service Representatives
9. Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
10. Farmers, Ranchers, and Other Agricultural Managers
11. Teaching Assistants, Except Postsecondary
12. Landscaping and Groundskeeping Workers
13. Maids and Housekeeping Cleaners
14. Stockers and Order Fillers
15. Carpenters

16. Cooks, Restaurant
17. Social and Human Service Assistants
18. Laborers and Freight, Stock, and Material Movers, Hand
19. Childcare Workers
20. Registered Nurses
21. General and Operations Managers
22. Bartenders
23. Heavy and Tractor-Trailer Truck Drivers
24. Nursing Assistants
25. First-Line Supervisors of Retail Sales Workers
26. Receptionists and Information Clerks
27. Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity
28. Elementary School Teachers, Except Special Education
29. Maintenance and Repair Workers, General
30. Accountants and Auditors
31. Construction Laborers
32. Coaches and Scouts
33. Light Truck or Delivery Services Drivers
34. Recreation Workers
35. Substitute Teachers, Short-Term
36. First-Line Supervisors of Food Preparation and Serving Workers
37. Compliance Officers
38. First-Line Supervisors of Office and Administrative Support Workers
39. Amusement and Recreation Attendants
40. Hotel, Motel, and Resort Desk Clerks
41. Secondary School Teachers, Except Special and Career/Technical Education
42. Dining Room and Cafeteria Attendants and Bartender Helpers
43. Dishwashers
44. Fitness Trainers and Aerobics Instructors
45. Farmworkers and Laborers, Crop, Nursery, and Greenhouse
46. Medical Secretaries
47. Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
48. Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
49. Substance Abuse, Behavioral Disorder, and Mental Health Counselors
50. Farmworkers, Farm, Ranch, and Aquacultural Animals

**4. Who is eligible to apply for a New Remote Worker grant?**

An eligible applicant is someone who, **on or after February 1, 2022:**

- Relocated to Vermont, became a full-time resident; **and**
- **Is working full time remotely for an out-of-state employer from a home office or coworking space located within VT; and**
- The applicant's wage equals or exceeds the Vermont livable wage (<https://ljo.vermont.gov/assets/Subjects/Basic-Needs-Budgets/1defd5222f/2021-Basic-Needs-Budget-and-Livable-Wage-report-FINAL-1-16-2021.pdf>) rate as updated 1/15/21 in accordance with 2 V.S.A. §526. Currently this is \$13.39 per/hour; **and**
- Incurred qualified relocation expenses; **and**
- Is subject to Vermont income tax.

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**5. 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

**6. What are “qualified relocation expenses”?**

Qualified relocation expenses are: Closing costs for a primary residence or lease deposit and one month rent, hiring a moving company, renting moving equipment, shipping, and the cost of moving supplies.

**7. Can an applicant receive funding to reimburse travel expenses?**

No. Travel expenses (lodging, airfare, gas, food, tolls) for traveling to Vermont are not eligible for reimbursement by this program.

**8. How does the application process work?**

Applications must be completed in the online portal 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.

**9. Can an applicant complete a partial application and come back to finish the application at a later date?**

No. Applicants must complete the application including all documentation at one time.

**10. Can an applicant apply for partial expenses and then reapply for another grant to cover additional expenses?**

No. Applicants are limited to one approved grant and may not reapply if additional costs are incurred.

**11. How does an applicant prove residency in Vermont?**

Applicants must provide a copy of their:

- valid Vermont-issued driver’s license or non-driver identification; **and,**
- copy of their paycheck stub with Vermont information; **and,**
- **two** of the following documents:
  - Vermont housing lease or purchase contract
  - Vermont utility bill with new service address
  - Vermont property tax bill
  - Vermont homeowner or renter insurance

**12. Can I apply if I am staying in Vermont temporarily?**

No. If you are staying in a temporary living situation and have not established full-time Vermont residency, you are not eligible for this program.

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

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

**14. What supporting documentation do I need to submit as proof of qualified relocation expenses?**

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

**15. If my employer provides relocation assistance, can I still apply?**

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

**16. Can an applicant complete the employer section of the application?**

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

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

Yes. Applications and supporting documentation must provide evidence supporting the applicants relocation from outside of Vermont. If it is not clear a permanent relocation has occurred, the applicant will be required to submit further documentation.

**18. Can an applicant receive an award from this relocation program if it meets the eligibility criteria of a previous Vermont relocation program but does not meet all eligibility criteria for this program?**

No. Only applicants who meet all eligibility criteria for this program will be considered for an award from this program.

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

No.

- Eligible NEW RELOCATING WORKER applicants must have moved to Vermont on or after July 1, 2021 and provide supporting documentation.
- Eligible NEW REMOTE WORKER applicants must have moved to Vermont on or after February 1, 2022 and provide supporting documentation.

**20. Are independent contractors eligible to apply?**

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

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**21. 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.

**22. How is the grant amount determined?**

Grants will be awarded for reimbursement of qualified relocation 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.vtmi.info/lmadef2015.pdf](http://www.vtmi.info/lmadef2015.pdf)).

**LABOR MARKET AREAS (LMAS) WITH MAXIMUM GRANT AMOUNTS**

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

**23. What should applicants have ready to begin an application?**

Applicants should have the following information and documents available to upload with their application:

- Employer information:
  - Employer Name
  - Address
  - Employer Representative Name (this should be the hiring manager)
  - Employer Representative e-mail address
  - Employer Representative phone number
- Proof of residency documentation:
  - Copy of **Vermont** Driver's License or **Vermont** Real ID
  - Copy of the applicant's paycheck stub
  - **Plus**, two pieces of documentation from the list below that is in the applicant's name and includes the physical Vermont address.
    - Vermont housing lease or purchase contract
    - Vermont utility bill with new service address

- Vermont property tax bill
- Vermont homeowner/renter insurance

- Documentation in support of **each** qualifying relocation expense submitted for reimbursement:
  - Itemized invoice **and**
  - Proof of payment

*(Documentation should be provided in individual files to be uploaded during the completion of the application.)*

**24. 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-incentives](http://www.thinkvermont.com/relocation-incentives) or you can send an email to [workerrelocation@vermont.gov](mailto:workerrelocation@vermont.gov).