



ThinkVermont

Worker Relocation Incentive Program

All eligibility requirements and FAQs at the time of the program launch are listed in this document.

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Worker Relocation Incentive Program

The Worker Relocation Incentive program can help subsidize your moving expenses with reimbursement grants of up to \$7,500 if you move to Vermont. This program is funded through a \$3.09 million one-time allocation from the Vermont Legislature and is a first come, first served program. Submitting a valid application does not guarantee you will receive a grant.

Eligibility Requirements

There are two types of workers that are eligible for this program. Those that have accepted a job with a Vermont employer and are planning to move here or those that have a remote work job that they plan to keep upon moving here. Each type of worker has slightly different eligibility requirements and documents they will need to provide in their application.

- New Relocating Worker (Taking a Vermont Job)
- New Remote Worker (Bring a Remote Job With You)

New Relocating Worker (Taking a Vermont Job)

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

- ▶ Relocates to Vermont and becomes a full-time resident; and
- ▶ Becomes a full-time employee for **Vermont employer at a Vermont location**; and
- ▶ Is subject to Vermont income tax; and
- ▶ Wage for the position equals or exceeds the [Vermont livable wage rate](#). Currently the livable wage rate is \$15.33 per hour.
- ▶ Becomes a full-time employee of a Vermont employer who attests to the Agency that, after reasonable time and effort, they were unable to fill the position from among Vermont applicants; and
- ▶ Incurred “qualified relocation expenses”



New Remote Worker (Bring a Remote Job With You)

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

- ▶ Relocates to Vermont and becomes a full-time resident; and
- ▶ Is employed full-time for an **out-of-state employer** and works remotely from a home office or co-working space located in Vermont; and
- ▶ Is subject to Vermont income tax; and
- ▶ Wage for the position equals or exceeds the [Vermont livable wage rate](#). Currently the livable wage rate is \$15.33 per hour.
- ▶ Incurred “qualified relocation expenses”.



Application Process and Needed Documents

If you have not yet moved to Vermont:

Prior to moving, applicants may apply and be preapproved for an incentive grant if:

- They have accepted an eligible position with a Vermont employer or have an eligible remote position with an out of state employer

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Application Process:

Applications are completed in an online portal. There are two pathways for applicants to apply:

- If they have not committed to relocating to Vermont yet and they have secured eligible employment, applicants can apply to be preapproved for up to \$7,500 prior to relocating. This will secure funding before relocating. Once the applicant relocates, they can submit their application to verify eligibility and determine the actual amount of their award.
- If they have already relocated during the eligible program period, applicants can submit their application. This funding is not secured and is awarded on a first come, first served basis.

Both application paths require applicants to submit proof of eligibility and expenses after relocation. The application includes sections for the applicant and the employer. Once an application is determined to be complete and all criteria are met, applicants complete a demographic survey, tax Forms W-9, and VT8821. Upon receipt of the completed survey and tax forms, a grant may be awarded.



Information and Documents Needed to Apply:

Applicants who wish to secure their funding **prior** to relocating will need to have the following information and documentation available at the time of their preapplication:

Proof of Residency outside of Vermont

- Current address (physical and mailing)
- Current ID (out of state with current address listed)
- Current residency documentation (two from the list to be uploaded):
 - Out of state housing lease or purchase contract (signed)
 - Out of state utility bill with service address
 - Out of state property tax bill
 - Out of state homeowner/renter insurance policy

Employer Information

- Employer Name
- Address
- Contact Person Name and Title
- Phone Number
- Email Address
- Applicant's Job Title
- Hourly Wage Rate
- Start Date
- Employment confirmation: either a job offer letter from a Vermont employer or a [Remote Worker Employment Verification Form](#).

After relocating to Vermont, all applicants should have the following information and documents ready:

Employer information:

- Employer Name
- Address



- Employer Representative Name and Title (this should be the hiring manager)
- Employer Representative e-mail address
- Employer Representative phone number

Proof of residency documents should include all pages, to be uploaded during the completion of the application:

- Copy of the applicant's current Vermont Driver's License or Vermont Real ID
- Copy of the applicant's current paycheck stub
- Plus, two pieces of documentation from the list below that is in the applicant's name and includes the physical Vermont address and all pages of the document.
 1. Vermont housing lease or purchase contract (signed)
 2. Vermont utility bill with service address
 3. Vermont property tax bill
 4. Vermont homeowner/renter insurance policy

Both application paths require applicants to submit proof of eligibility and expenses after relocation. The application includes sections for the applicant and the employer. Once an application is determined to be complete and all criteria are met, applicants complete a demographic survey, tax Forms; W-9, and VT8821. Upon receipt of the completed survey and tax forms, a grant may be awarded.



Frequently Asked Questions

How is the award amount calculated?

The amount will be calculated as the lesser of:

- the max award amount (based on what labor market area the applicant's physical relocation address is in); OR
- the actual amount of the expenses submitted that are determined to be eligible based on itemized invoices and proof of payment uploaded with my application.

How do I know if my relocation address qualifies for a base grant or enhanced grant?

The grantee's physical relocation address determines which labor market area they are in. To find out which Labor Market Area applies to a specific town visit [the Economic & Labor Market Information Division](#).



Figure 1: Labor Market Areas (LMAs) with Maximum Grant Amounts

Labor Market Areas (LMAs):	Maximum Grant Amounts
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)	\$5,000
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



If an applicant is preapproved for a grant before moving to Vermont, how long do they have to coordinate their relocation to Vermont?

Applicants will have their grant funds secured for nine months, upon receiving preapproval status, to complete their relocation to Vermont.

If an applicant is preapproved for a grant before moving, how long can they wait to finish their application?

Applicants should complete their application promptly upon relocating (within 45 days).

If an applicant is preapproved for a grant before moving to Vermont, do they still need to provide evidence of eligibility?

Yes. Preapproved applicants should complete their application process promptly once their relocation is complete. This includes the applicant finishing their application and uploading all supporting documentation as evidence they meet the eligibility criteria, as well as the employer completing their section. If any eligibility criteria are not met or documented, the application may be denied.

If an applicant is preapproved, how is the award amount calculated?

The award may be preapproved for up to the maximum amount of \$7,500 and once the applicant relocates, completes their application to declare what labor market area they reside in, and uploads their qualified relocation expenses then the award amount is calculated. The award amount will be calculated as the lesser of, the maximum award amount (base grant \$5,000 or enhanced grant \$7,500) OR the actual amount of the expenses submitted that are determined to be eligible based on itemized invoices and proof of payment uploaded with the application.

When is grant funding paid?

Funding is paid out after relocating to Vermont and receipt of an approved application. Application processing times will vary based on the number of applications received and whether the application is complete at the time of submission.



Are applicants guaranteed to receive a grant?

No. Only eligible workers who apply and are approved under the current program requirements will be awarded a grant subject to funding availability.

How much funding is available for this program?

The total amount of funding available is \$3,093,000. Once the State has awarded all of the funding, no further grants will be awarded. Due to the first come first served nature of the program, the act of applying does not guarantee a reimbursement grant, funding may run out after an application is submitted. The only way to reserve funding is through the pre-approval process outlined above.

What occupations are eligible for a relocation grant?

All occupations are eligible for this relocation program.

How is a full-time employee defined?

A full-time employee is defined as a worker who:

- Works at least 35 hours per week
- Is considered a permanent employee (not seasonal, temporary, contract, or temp agency)
- Is not an owner (or someone who controls 10% or more of the company)
- Is paid wage or salary as reported on a Federal Tax Form W-2

Are independent contractors eligible to apply?

No. This program is only for workers who receive a W-2 from their employer. This program is intended to expand the workforce and help employers fill vacant positions, self-employed, contractors and business owners are not eligible.

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.



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.

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.

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.

Does this program provide jobs?

No. Information on available jobs with Vermont businesses can be found [here](#).

Does this program provide housing?

No. Real estate information by region can be found [here](#).

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.

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

The application will require verification from the applicant's employer and a current paycheck stub.

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.



If an employer provides relocation assistance, can I still apply?

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

Can an applicant complete the employer section of the application?

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

Does an applicant need to provide documentation as evidence of their relocation to Vermont including the date of relocation?

Yes. Applications and supporting documentation must provide evidence supporting the applicant's relocation from outside of Vermont occurred during the eligible program period. If after reviewing the application and documentation provided by the applicant, it is not clear a permanent relocation occurred from outside of Vermont during the eligible period of this program, the applicant will be required to submit additional documentation to verify program eligibility.

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.

Can an applicant apply if they have already received a relocation grant from a previous relocation program.?

No. If an applicant received an award from any of the previous Vermont relocation programs, they cannot apply for and receive an award from this program.



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

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

Does this program provide grants to applicants relocating from foreign countries?

Yes.

Does this program provide assistance to citizens of foreign countries in obtaining the proper credentials to live and work in Vermont?

No. Citizens of foreign countries must first secure the appropriate credentials from the U.S. State Department. Citizens of Canada and Mexico can find more information on visa status afforded to citizens of these countries [here](#).

If I have additional questions, who can I contact?

If you have questions, you can email the program team at workerrelocation@vermont.gov and a member of the program team will respond as soon as possible.