

INSTRUCTIONS

Program Definition

The criteria outlined below will be used to determine eligibility for the Remote Worker Grant Program. Applicants must meet all criteria to be eligible.

- A. New remote worker must be an individual who is a full-time employee as defined by the employer, who receives a W-2 from their employer and is employed by a business with its domicile or primary place of business outside of Vermont.
- B. New remote worker must become a full-time resident of Vermont on or after January 1, 2019.
- C. New remote worker must perform the majority of their employment duties remotely from a home office or co-working space in Vermont.
- D. New remote worker must have incurred qualifying remote worker expenses. "Qualifying Remote Worker Expenses" is defined as actual costs a new remote worker incurred for relocation to Vermont and/or one or more of the following that are necessary to perform their employment duties that are not already reimbursed by the employer: computer software or hardware, broadband access or upgrade, membership in a co-working or similar space.
- E. New remote workers may be eligible to receive a reimbursement grant upon receipt by the Agency of Commerce and Community Development of the Remote Worker Grant Program application with documentation supporting the qualifying expenses and proof of residency. Applications must be received complete and error free to be eligible.

How to Apply

- Step 1. The Remote Worker Grant Program Application has two parts. Complete Part A: EMPLOYEE, including all requested information in the Applicant Information, Eligibility, Proof of Residency, and Qualifying Remote Worker Expenses sections of the application.
- Step 2. Provide the entire application (Parts A and B) to your Employer and ask your Employer to complete Part B: EMPLOYER and return the completed application to you (the Employee).
- Step 3. Submit your complete application via email to remoteworker@vermont.gov. A completed application, submitted as one single PDF file, must include:
 - Part A: EMPLOYEE, including signature
 - Part B: EMPLOYER, including signature
 - Documentation required for Proof of Residency (see Section 3)
 - Documentation of Qualifying Remote Worker Expenses (see Section 4)

Applications will be accepted after January 1, 2019. Remote Worker Grants will be awarded on a first come, first served basis upon receipt of complete and error free applications. Subject to funding availability, applicants may receive up to \$5,000 per year. This application is for one year only (2019). There is a limit of one Remote Worker Grant per household per year.

Any Questions?

Please refer to the Frequently Asked Questions (FAQs) posted on thinkvermont.com/remoteworker-grant-program/ as a place to start. If you have additional questions, please email remoteworker@vermont.gov.



INSTRUCTIONS

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STATE OF VERMONT
2019 REMOTE WORKER GRANT PROGRAM APPLICATION



PART A: EMPLOYEE (To Be Completed by Remote Worker Applicant)

Section 1: Applicant Information

First name	Last name	Phone number
Email address		
Mailing address, line 1		
Mailing address, line 2		
City	State	Zip code
Physical or home address <input type="radio"/> Check if same as mailing address		
City	State	Zip code

Section 2: Eligibility

Answer the following questions for the above-named person to determine eligibility in the Remote Worker Grant Program. For more information, see Frequently Asked Questions at thinkvermont.com/remote-worker-grant-program/

Did you become a full-time resident of Vermont between January 1, 2019 and December 31, 2019?	<input type="radio"/> Yes	<input type="radio"/> No
	Date of relocation	
Are you a full-time employee, that receives a W-2 for wages, of a business domiciled outside of Vermont?	<input type="radio"/> Yes	<input type="radio"/> No
Name of employer	Job title	
Do you perform most of your employment duties remotely from a home office or co-working space in Vermont?	<input type="radio"/> Yes	<input type="radio"/> No
Did you incur qualifying remote worker expenses? Refer to Section 4	<input type="radio"/> Yes	<input type="radio"/> No

Section 3: Proof of Vermont Residency

Complete both Column One and Column Two

Column One

Enter the last four digits of your Vermont Drivers License or Vermont Real ID

Column Two

PLUS include one piece of documentation from the list at right that is in your name and includes your physical Vermont address. *Street name and town must be listed.*

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



STATE OF VERMONT
2019 REMOTE WORKER GRANT PROGRAM APPLICATION



PART A: EMPLOYEE (To Be Completed by Remote Worker Applicant)

Section 4: Qualifying Remote Worker Expenses

“Qualifying Remote Worker Expenses” is defined as actual costs a new remote worker incurred for relocation to Vermont and/or one or more of the following that are necessary to perform their employment duties that are not already reimbursed by the employer: computer software or hardware, broadband access or upgrade, membership in a co-working or similar space.

Enter the Qualifying Remote Worker Expenses in the table below that you would like to claim in this application. Specify one expense per line. Additional sheets of paper may be added as necessary. Provide documentation and/or receipts for all expenses. Applications received without documentation of expenses will be considered incomplete. Amounts for employer reimbursed expenses in column B must match the employer declared Qualifying Remote Worker Expenses in Part B, Section 7.

Applicants may submit only one application per year. For expense amounts in excess of the \$5,000 maximum, or beyond funding availability in 2019, applicants may reapply in 2020. Funding will be awarded on a first come, first served basis, subject to funding availability.

Expense type	Amount (Column A)	Employer reimbursed (Column B)	Net amount reimbursable (Column A minus B)	Documentation or receipts provided?	
Relocation to Vermont					
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
Sub-total	\$	\$	\$		
Computer software or hardware					
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
Sub-total	\$	\$	\$		
Broadband access or upgrade					
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
Sub-total	\$	\$	\$		
Membership in co-working space					
	\$	\$	\$	<input type="radio"/> Yes	<input type="radio"/> No
Sub-total	\$	\$	\$		
Sum of all sub-totals	\$	\$	\$		

I understand I am only eligible to receive one grant per year and have included all Qualifying Remote Worker Expenses in this application. I declare under penalty of perjury under the laws of the State of Vermont that the information provided in the Part A: Employee Section is true and correct.

Employee name	Title	Date
Employee signature		

Any person who knowingly presents a false claim for payment to the State is at risk of criminal prosecution including up to five years imprisonment and a fine of up to \$10,000, and may also be liable under the Vermont False Claims Act for up to three times the amount falsely claimed plus a penalty of \$5,500 to \$11,000.



STATE OF VERMONT
2019 REMOTE WORKER GRANT PROGRAM APPLICATION



PART B: EMPLOYER (To Be Completed by Employer of Remote Worker)

The below-named employee is an applicant to the Vermont Remote Worker Grant Program, which provides reimbursement funding for “Qualifying Remote Worker Expenses.” Qualifying Remote Worker Expenses is defined as actual costs a new remote worker incurred for one or more of the following that are necessary to perform their employment duties that are not already reimbursed by the employer: relocation to Vermont, computer software or hardware, broadband access or upgrade, membership in a co-working or similar space.

Section 5: Employee Information

First name	Last name	Job title
Is the employee scheduled to receive a W-2 for wages earned in 2019?		<input type="radio"/> Yes <input type="radio"/> No
Is the employee full-time as defined by the employer?		<input type="radio"/> Yes <input type="radio"/> No
Does the applicant complete more than 50% of their work remotely?		<input type="radio"/> Yes <input type="radio"/> No

Section 6: Employer Information

Company name		
Employer representative first name	Employer representative last name	Title
Mailing address, line 1		
Mailing address, line 2		
City	State	Zip code
Location of employer’s domicile or primary place of business <i>(must be outside of Vermont to qualify for Remote Worker Grant Program)</i>		

Section 7: Qualifying Remote Worker Expenses

Enter the Qualifying Remote Worker Expenses in the table below that you have or will reimburse to the employee. *(Note: Amounts that do not match the amount claimed by the employee in Part A, Section 4, Column B will be limited to the amount provided by the employer in the table below.)*

Expense type	Reimbursed by Employer
Relocation to Vermont	\$
Computer software or hardware	\$
Broadband access or upgrade	\$
Membership in co-working space	\$
Total	\$



STATE OF VERMONT
2019 REMOTE WORKER GRANT PROGRAM APPLICATION



PART B: EMPLOYER (To Be Completed by Employer of Remote Worker)

If you are providing employment within the State of Vermont, you are subject to Vermont labor laws. It is the employer's responsibility to comply with Vermont's labor laws. An employer's liability for Unemployment Insurance coverage is governed by 21 V.S.A. chapter 17 and is dependent on the amount of remuneration and type of employment, as defined in that chapter. An employer must also comply with Vermont's Workers' Compensation law, 21 V.S.A. chapter 9. Coverage must be provided for any employee working in Vermont through a private insurer authorized to provide workers' compensation insurance in Vermont. Failure to comply with these legal obligations may result in the assessment of penalties and interest. For more information, please contact the Vermont Department of Labor at (802) 828-4344 (Unemployment Insurance Division), (802) 828-2286 (Workers' Compensation Division), or online at <http://www.labor.vermont.gov>.

Employers of remote workers will have a Vermont tax withholding and filing requirement. An employer is considered to have nexus with Vermont for income tax purposes if it has one or more employees working in Vermont, including employees who work or telecommute from their homes in Vermont.

I declare under penalty of perjury under the laws of the State of Vermont that the information provided in the Part B: Employer Section is true and correct.

Employer representative name	Title	Date
Email address	Phone number	
Employer signature		

Any person who knowingly presents a false claim for payment to the State is at risk of criminal prosecution including up to five years imprisonment and a fine of up to \$10,000, and may also be liable under the Vermont False Claims Act for up to three times the amount falsely claimed plus a penalty of \$5,500 to \$11,000.

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1. Who is eligible?

An eligible remote worker is someone who:

- Is a full-time employee of a company with its domicile or primary place of business outside of Vermont; **and**
- Has moved to Vermont on or after January 1, 2019; **and**
- Performs the majority of their employment duties remotely from a home office or coworking space in Vermont; **and**
- Has incurred qualified remote worker expenses.

2. How does an applicant prove residency in Vermont?

To become eligible, applicants must provide the last four digits of their Vermont-issued drivers license or non-driver identification card, plus one of the following:

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

3. How does the application process work?

The application process will open on January 1, 2019. The application has two parts: one for the Remote Worker (Part A) and one for the Employer (Part B). Applicants must submit the entire completed application (A+B) to become eligible for a grant. It is the responsibility of the applicant to provide the Employer section of the application to their employer and to submit the completed Employer section (B) with the Remote Worker section (A) as one complete application (A+B). You must also submit supporting documentation for verification of expenses claimed in the application and proof of residency to be eligible for a grant.

Once a complete, error-free application is received, the applicant will be asked to fill out a brief demographic survey and a W-9 ("Request for Taxpayer Identification Number and Certification" form). Once the results of that survey and the complete and error-free W-9 are received, the applicant will receive notification of either their grant award, subject to funding availability, or instructions on how to reapply in 2020. When the applicant is notified that they will receive a grant award, they must fill out and return a grant document. When the complete grant document form is returned, the award will be sent to the address provided on the application.

4. How much money can an applicant receive?

Applicants are eligible to receive reimbursement for the full amount of their qualifying expenses, up to the maximum amount of \$5,000 per year and subject to funds availability. The current application process is for one year only (2019). There is a limit of one Remote Worker Grant per household per year. A new application will be available for 2020.

5. How is "first come, first served" applied?

There is a limited amount of funding for the Remote Worker Grant Program. The application process opens on January 1, 2019. Applicants that submit a complete, error-free application, the subsequent survey, and W-9 on or after that date will be eligible to receive grants. Applicants whose applications are received and confirmed complete and eligible first will receive grants until all the funding allocated for 2019 has been awarded.

6. What happens when the funding is gone?

Once all of the 2019 program funding has been awarded, no further grants will be awarded until 2020, when new funding will be available. Applicants who submit a completed application but do not receive a grant in 2019 because funding is no longer available are eligible to apply again for the grant on or after January 1, 2020.

7. If someone submits an application in year 1 for a grant, will that automatically qualify them for a year 2 grant?

No. Whether or not an applicant receives a grant in 2019, they must reapply for a grant in 2020.

8. What are "qualified remote worker expenses?"

Qualified remote worker expenses are: relocation expenses, computer software or hardware, broadband access or upgrade, membership in a coworking or similar space. See questions 9 – 12 for more detailed descriptions of each type.

9. What qualifies as "relocation expenses?"

"Relocation expenses" include the cost of hiring a moving company or renting moving equipment (including rental vehicle insurance fees), lease deposits, and the cost of moving supplies.

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10. What qualifies as “computer software or hardware?”

“Computer software or hardware” refers to software or equipment directly related to the performance of employment duties. It can include software subscriptions or one-time downloads or packages. Equipment can include computers, printers, scanners, external drives, or other IT equipment directly related to performing employment duties.

11. What qualifies as “broadband access or upgrade?”

“Broadband access or upgrade” refers to the cost of connecting to the internet so that an employee can perform their work remotely. It can refer to a monthly subscription for internet access via a cable, DSL, or satellite connection. It can also include the cost of internet connectivity related equipment including routers and signal boosters. It does not include the cost of cable television or telephone service, which are often bundled in the monthly cost of internet access. It does not include the cost of cable television or telephone service related devices that also connect to the internet such as cable boxes or mobile phones.

12. What is a coworking space?

A coworking space is a shared location outside of the home ideal for remote workers and small business owners, that provides a flexible size, environment, and contract terms.

13. If my employer covers a portion of the costs for any qualified remote worker expenses, can I submit an application for the portion of costs not covered?

Yes. An applicant can apply for any portion of qualified remote worker expenses that are not paid or reimbursed by their employer.

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

No. Eligible applicants must move to Vermont on or after January 1, 2019 and provide documentation of qualified expenses incurred.

15. Can someone who moved to Vermont in December of 2018 or earlier qualify for the grant?

No. Eligible applicants must move to Vermont on or after January 1, 2019.

16. Can more than one person per household apply separately for the grant?

No. There can be only one grant awarded per household.

17. How can I determine whether my employer has its domicile or primary place of business in Vermont?

The employer will verify its domicile or primary place of business in the Employer section (Part B) of the application.

18. Are college students eligible for this program?

No. The Program is for people employed full-time who meet all the qualifying criteria. See question 1.

19. Does this program provide job placement or housing location services?

No. Applicants are responsible for obtaining their own employment and housing.

If you are looking for a job, a good place to start is the [ThinkVermont Find a Job page \(https://www.thinkvermont.com/find-job/\)](https://www.thinkvermont.com/find-job/). This will direct you to some resources to help you start your search. If you are looking for specific guidance, you can contact the [Vermont Department of Labor](https://www.vermontjoblink.com/ada/r/) for assistance (<https://www.vermontjoblink.com/ada/r/>).

Here are some tools to help with relocating to Vermont:

- For data on demographics, median home prices, and services and amenities, use the [ThinkVermont Community Atlas \(https://www.vermontcommunityatlas.com/\)](https://www.vermontcommunityatlas.com/).
- For an overview of Vermont’s regions, visit the [Communities page on Think Vermont \(https://www.thinkvermont.com/communities/\)](https://www.thinkvermont.com/communities/).
- For housing, try the real estate app and the realtor listings at the bottom of the [ThinkVermont Relocate page \(https://www.thinkvermont.com/relocate/\)](https://www.thinkvermont.com/relocate/).
- For basic information about Vermont’s schools, visit the [Schools page on Think Vermont \(https://www.thinkvermont.com/schools-childcare-prek-k12-education/\)](https://www.thinkvermont.com/schools-childcare-prek-k12-education/).

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

All the details of the remote worker grant program can be found at <https://www.thinkvermont.com/remote-worker-grant-program/> or you can send an email to remoteworker@vermont.gov.