

1. What is a remote worker?

A remote worker is someone who performs the majority of their employment duties from a home office or co-working space in Vermont.

2. Who is eligible to apply?

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.

3. What if I do not receive a Form W-2, can I still apply?

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

4. 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.

5. 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.

6. 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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

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12. 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 14 – 17 for more detailed descriptions of each type.

13. What supporting documentation do I need to submit as proof of qualified remote worker expenses?

Applicants must provide proof of expense and payment in their own name. Expenses not yet paid are not eligible for reimbursement.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

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

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

20. 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.

21. Are college students eligible for this program?

No. The Program is for people employed full-time who meet all the qualifying criteria. See question 2.

22. 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/).

23. 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/remoteworker-grant-program/> or you can send an email to remoteworker@vermont.gov.