Premium Pay for Workforce Recruitment and Retention Grant Program

Screenshots and Information about Submitting an Online Application for Applicants
Register to Apply

Click here if you need to register before applying.

After registering, you can log in here.

Log-In Information

* Indicates required field

* User Name

* Password

Register for: Premium Pay for Workforce Recruitment and Retention Grant Program

Forgot Password  Log In
Confirm you meet the minimum qualifications before registering. You can find out more about program qualifications here: https://humanservices.vermont.gov/recruitment-and-retention

If you meet the eligibility requirements, then select yes.
Complete Registration Information

Minimum Eligibility Requirements

* Do you meet the minimum qualifications of the Premium Pay for Workforce Recruitment and Retention Grant Program?
  • Your organization is an Eligible Employer
  • Your organization employs one or more individuals in Vermont in relation to your operations as an Eligible Employer

- Yes  - No

* I am filing on behalf of...
  - [ ] Another Company as a 3rd Party (ex: Accountant filing on behalf of a Client)
  - [ ] My Company/Employer

Before you apply, you need to register here: If you have already registered please Login

Applicant User Registration

* First Name: Lee
* Last Name: Chen

* Title: COO
* Role: Management

* Email: LCHEN@organization.org
* User Name: LCHEN@organization.org, lchensgrants

* Password: ************
* Confirm Password: ************

I'm not a robot

5/11/2022

Reminder: Keep your username and password so you can log in to the application dashboard later to see your application status.
Start a New Application for Grants Dashboard

Click on “+ New Application” to begin your application.
Here is an example of a Grants Dashboard with a draft application in process. The status is “unsubmitted.” You can edit this by clicking on the edit button.
Select the Application Type

You can select the new application type here.

Select “Premium Pay for Workforce Recruitment and Retention Grant Program”
Complete Applicant Information

Fill out your applicant info and Form W9 Tax Information. Form W9 data must match the data on the form that you upload to your application.

You must obtain a Unique Entity Identifier at SAM.gov and enter it here.

If your organization has an address that is not in Vermont, then select “Other” for County.
Add optional additional contact

You may add an additional contact by selecting “Add Contact”
Complete Eligibility Information

Select your Eligible Employer type. If your organization has more than one type, then select all that apply.

Helpful Hint: Your Form W-9 must be signed in pen and cannot be more than 6 months old.

This response will determine how you receive payment and how long you have to disburse premium pay.

Number of FTEs entered must match the data in your uploaded Summary Report of FTEs.

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You will have an opportunity to review your application for accuracy before submitting it.
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All certifications must be checked before submitting your application.
Complete Certifications (2 of 2)

All certifications must be checked before submitting your application.

An individual with the authority to make these assurances must type their full name into the signature box.

To the best of my knowledge, neither the Applicant nor the Applicant’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

The Applicant will complete the Subrecipient Annual Report annually within 60 days after the fiscal year end, informing the State of Vermont whether a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Applicant will submit a copy of the audit report to the State of Vermont within 9 months. For fiscal years ending on or after December 31, 2015, a Single Audit is required if the subrecipient spends $750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 C.F.R. Chapter 1, Part 200, Subpart F.

The Applicant will submit the reports as required by the State of Vermont, Agency of Administration, and/or Agency of Human Services.

The Agency of Human Services may share the information on this federal award with other Vermont state agencies and other Vermont agencies can share information with the Agency of Human Services for the purpose of verifying the Agency of Human Services eligibility for this or another award or stimulus payment related to the COVID-19 pandemic.

The Applicant authorizes the State to share data relevant to this award with the U.S. Department of Treasury, including but not limited to previously submitted W-9 data that is related to this award.

All of the Applicant’s tax returns are completed and filed through the date of application filing.

The Applicant complies with local, state and federal labor laws.

The Applicant is in good standing with the Vermont Secretary of State.

The Applicant has faced economic harm resulting from, or exacerbated by the COVID-19 public health emergency. This award will support the Applicant in addressing the economic harm brought on by the COVID-19 public health emergency.

I acknowledge and agree that if the Applicant receives a Premium Pay for Workforce Recruitment and Retention Grant Program award, the Applicant shall maintain all records pertaining to performance of its agreements and obligations under this application and the requirements of the Premium Pay for Workforce Recruitment and Retention Grant Program. ‘Record’ means any written or record information, regardless of physical form or characteristics, which is produced or acquired by the entity in the performance of its agreements and obligations under this application and the requirements of the Premium Pay for Workforce Recruitment and Retention Grant Program. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of this application and the Premium Pay for Workforce Recruitment and Retention Grant Program and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

I attest, under penalty of perjury, that all information provided on this form is true and accurate. I understand that the State of Vermont will rely on this certification as a material representation in making this federal award. Further, I understand that Intentional misrepresentation of information is fraud and may subject me or my organization to debarment from receiving further benefits, administrative penalties, and criminal prosecution.

In signing my name into this box, I hereby agree that this action constitutes my electronic signature to this Application.

Signature Date: 05-11-2022

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Submit and Finish Application

You will see this confirmation screen after you submit your application.
This shows your application is now in submitted status.

You can view your submitted application here.