



QUICK RESPONSE TRAINING Program Guidelines

July 1, 2023 - June 30, 2024

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Program Overview

The Quick Response Training program is designed to increase the competitiveness of Florida businesses in the global economy. In existence since 1993 and lauded by economic developers and national business groups, the program continues to play a vital role in the state's overall economic development efforts. The Quick Response Training program provides grant funding for customized, skills-based curriculum development and training, through partial reimbursement, to new or expanding businesses in Florida's targeted industries ([qualified targeted industries](#)). These are high-skill industries with exportable goods or services and wages of 115 percent above state or local wages.

The program is cited by economic developers as the number one program with the largest impact on its ability to win multi-state contracts. Furthermore, the U.S. Chamber of Commerce and the National Chamber Foundation have recognized the success of the Quick Response Training program over the past several years in its annual rankings.

The Quick Response Training process is designed as a collaborative effort between the business requesting training, the optional use of a fiscal agent – a community or state college, area technical center or state university – and the local economic development organization. [See section 288.047(3), *Florida Statutes*.]

The program is a state-funded grant program that provides funding to qualifying businesses to train their net new, full-time employees. Funding is provided through a performance-based reimbursable grant for a 12-month maximum term. A business pays for pre-approved, direct training-related costs and is reimbursed by CareerSource Florida, through the optional use of a fiscal agent, upon submission of required documentation.

All applications for new and expanding businesses creating new high-quality jobs will be given appropriate consideration.

For Employers:

- Increased Competitiveness
- Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover

For Employees:

- Advancement Opportunities
- Increased Job Opportunities
- Job Retention
- Transportable/Transferrable Skills

Available Funding

The total amount of funding available for the Quick Response Training program in 2023-2024 is \$7.5 million. Priority will be given to businesses applying for the first time. A notification will be posted on careersourceflorida.com when funds are no longer available.

Company Eligibility:

- Must be “for profit” and create new, permanent, full-time (37.5+ hours per week) jobs for Florida residents requiring customized high-level skills training not available at the local level.
- Create new, full-time, permanent, high-quality jobs in [qualified targeted industries](#).
- Require non-degree, specialized skills-based training of 12 months or less that is not available at the local level.
- Create high-quality jobs paying an average annual wage of at least 115 percent of local or state private sector wages, whichever is lower, unless the business is in a distressed urban or rural community, or brownfield area [State of Florida Incentives Average Wage Requirements](#).
- Average annual wage means the average for a 12-month period or if less than a 12-month period, converted to a 12-month period of actual wages. This includes salaries, commissions, bonuses, drawing accounts (against future earnings), prizes and awards (if given by the employer for the status of employment). Vacation, pay, sick pay, and other payments paid to employees consistent with The Florida Department of Commerce’s definition and other benefits are not included.
- Must produce exportable (beyond regional markets) goods or services.
- Shall provide sufficient documentation for identification of all participants who would have access through the automated student databases, pursuant to section 288.047(5)(e), Florida Statutes, or electronic listings by Social Security number for calculation of performance measures, and any other outcomes as specified in F.S. 1008.39, or deemed pertinent to CareerSource Florida.
- May qualify for funding if relocating from one Florida community to another Florida community, if approved by CareerSource Florida, Inc. pursuant to section 288.047) (2), Florida Statutes.
- Demonstrate financial viability by providing:
 - The most recently filed IRS Form 941 (if the business is a corporation) or a most recently filed copy of the 1040 Income Tax Return with Schedule SE (if the business is a Sole Proprietorship).
 - A letter of [Tax Clearance](#) from the Florida Department of Revenue dated within 45 days of application submittal.
 - W-9 form (2018) or newer).
 - The FEIN (Federal Employer Identification Number) on all documents must be the same.

Funding Priority Given to Businesses:

- That are first-time applicants.
- Offering jobs in a distressed, urban inner city, rural area, opportunity zone or Brownfield area.
- With grant proposals that have the greatest potential for economic impact that contribute in-kind and/or cash matches (i.e., type of positions, wages, number of jobs to be created, sustainability).

Reimbursable Training Expenses

The CareerSource Florida professional team will work with each company individually during the application process to ensure the courses meet training-related needs.

Typically, Quick Response Training includes the following reimbursable expenses:

- a portion of instructors'/trainers' salaries;
- curriculum development;
- textbooks/manuals;
- customized, skills based online training; and
- travel for trainers or trainees and other costs.

Trainee wages are not included as an allowable reimbursement expense. CareerSource Florida will determine an approved per-trainee reimbursement amount based upon the industry, wage, location, and reimbursable expense amounts. The actual reimbursement to the company is calculated based on the number of preapproved new hires that have completed training and the approved amount per trainee. Quick Response Training is a state-funded grant program that provides funding to eligible businesses to train their net new, full-time employees. Funding is provided as a performance-based reimbursable grant, for a 12-month maximum term. The business pays for preapproved, direct training-related costs and is reimbursed by the State of Florida upon submission and approval of required documentation.

Training Services

One of the unique features of the Quick Response Training program is that it provides flexibility regarding the type(s) of training and training provider(s). Based upon the needs of the company and its overall workforce development need, the company may choose who provides training as well as the type of training provided, if it meets the requirements of being customized and skills based. More specifically:

- The training can be provided by one of Florida's public or private educational institutions, a private training company, a private instructor, a company employee who has subject matter expertise, or a combination of training providers.
- The training can be at the company's facility, at the training provider's facility, or a combination of locations.
- The training can include occupational skills training designed to meet the unique requirements of a business or industry.
- The training can be professional development (i.e., leadership training).
- The training can be in strategies to improve the efficiency of business operations.
- The training can be technical/hard skills training such as computer software training.
- The training can be delivered in person or online.

The following are examples of trainings that cannot be funded:

- CPR and first aid training.
- OSHA and safety training.
- New hire orientation.
- Diversity and sexual harassment training.
- English as a second language training.
- Degree programs.
- Workplace literacy or soft skills training.
- Training that takes place as part of a conference.

Application Process

The Quick Response Training application is online at careersourceflorida.com. The application process is designed as a collaborative effort between the business requesting training, the

optional use of a fiscal agent (a community or state college, area technical center or state university), the local workforce development board, and the local economic development organization. [See section 288.047(3), *Florida Statutes*.]

The Quick Response Training Program application must be completed online (emailed, mailed, or faxed application will not be accepted). A [sample application](#) can be used to prepare for the online application. The online application is the only document that may be used to apply for the Quick Response Training grant. The email used to create an account needs to use the company's domain name or be an account associated with the business.

Section 1: Employer Identification

Section 1 (Employer Identification) must be completed by the business seeking training through the Quick Response Training program. This section must be completed in its entirety before exiting the section.

Section 2: State Fiscal Agent

The business may select a fiscal agent (college or school district that is in the service area of the company applying for the grant) who will assist with the application process. The system will notify the fiscal agent of the application.

Section 2 (Local Fiscal Agent) is completed and submitted by the fiscal agent. The fiscal agent will complete and sign once the section is completed. The fiscal agent can assist with gathering the necessary support letters from the local economic development office and local workforce development board. Please work with your fiscal agent to receive an update when Section 2 is completed. **This section will not be required if the company chooses not to use a fiscal agent. If the company's award amount exceeds \$750,000, a fiscal agent is required.**

Section 3: Training Programs

In Section 3 (Training Programs), the company must complete a Training Summary Detail for **EACH** training course requested. A training provider is defined as a person or entity that provides employment-related, customized training and includes public schools (technical centers, community colleges, and universities), private institutions, training consultants, vendors, employer associations, and/or business trainers. The following applies to training services:

- Training can be conducted at the businesses' facility, at the training provider's facility or a combination of sites.
- Instructors can be either full- or part-time educators or professional trainers from the business.
- Should include specific objectives (what is to be accomplished through the training).
- Should include expected outcomes (the anticipated outcomes should directly assist the company in increasing its competitiveness, viability and/or profitability).

Section 4: Training Budget/Financial Analysis

The budget is reviewed for accuracy and compared to the training project. The Grants Manager should be able to easily correlate the items from the training project with the training budget. Additionally, an analysis is conducted to ensure the cost per trainee is reasonable as compared to the type of training being delivered.

Average trainee wages must be included in the application. Trainee wages are the wages an employee will receive while in training.

Supporting Documentation

The company should also upload its letter requesting grant services. The letter should address the following:

- Description of type of goods or services provided, and the market area served;
- Description of the products/services produced/offered by the business;
- Description of the impact of the business on the state's economy;
- Description of the need for the business to acquire training services (e.g., new product line, expansion of the existing operation, relocation to Florida, etc.);
- Self-declaration of the intent to locate or expand in Florida; and,
- Description of how the availability of training funds will affect the decision to locate or expand in Florida.

Additional supporting documents include:

- Economic Development Organization Letter: Letter(s) of endorsement from the authorized local economic development organization(s) addressed to CareerSource Florida.
- Fiscal Agent Letter: Letter(s) from local educational entity certifying that courses are not available at the local level.
- Local Workforce Development Board Letter: Letter from local workforce development board acknowledging assistance offered and describing services available to business.
- DOR Clearance Letter.
- 941 Tax Form.
- W-9. (2018 or newer).

Review and Approval

An automated email from the application system will tell the company the application was successfully submitted. If you do not receive this, the application has not been submitted. The status of your application will change to “under review” once it has been submitted. A holiday or large influx of applications may cause a delay in the sending of this email.

If approved, a congratulatory email will be sent to the company contact listed in the application. Due to a potentially high volume of applications and limited funding, applicants not awarded during the current fiscal year will need to submit a new application the following fiscal year.

Grant Contract

The grant contract – listing all parties, including CareerSource Florida, the company seeking the grant, and the fiscal agent (only required if company chooses to use a fiscal agent) – will be prepared and sent electronically to the fiscal agent through DocuSign for signature by the fiscal agent and company representatives. The contract will then be returned via email to CareerSource Florida for signature. The executed contract will then be emailed to all contracted parties. **All contracts not executed within 45 days will be voided.** Training and reimbursements may begin only after a fully executed contract has been received.

The contract will set forth all processes and expectations for administering, implementing, and completing the training.

All training must be completed within the time specified in the contract.

Reimbursement Requests

Quick Response Training program representatives expect to have ongoing communication with the businesses and the fiscal agent, if utilized, regarding the progress of the training covered under the grant. While training occurs, reimbursement requests should be submitted at least quarterly.

Reporting Forms and Process

There are specific reporting forms required and provided for use with the grant. Some of the forms are in Excel format and are customized specifically for the company. The fiscal agent assisting the company with the application process will review the reporting process and forms with the company.

Companies should submit quarterly reports, although a company may report more frequently if desired. Reimbursements will be made in direct correlation with the business's hiring and training progress. The percentage of funds reimbursed will be equal to the percentage of trainees that have been hired and fully trained to date. All reimbursement requests must be submitted within 60 days (about 2 months) after the contract end date.

Reimbursement requests received after the 60-day cutoff will not be processed. Further instructions will be made available to the company upon contract execution.

At or near the end of the contract, or at the time of the final reimbursement request, a Quick Response Training Evaluation on the training project is required no later than 60 days (about 2 months) from the end of training. This report can be accessed on the application portal welcome page.

Required Trainee Information

Trainee Data Submission Form: In addition to the reporting requirements listed above, there are specific reporting requirements regarding the individual employees who have received training. [See section 288.047(5)(e), *Florida Statutes*.]

These requirements, at a minimum, will include:

- Legal name of trainee.
- Social security number. *
- Date of hire.
- Job title.
- Verification of Citizenship Status.

To ensure the security of the data, trainees' personal information should be submitted electronically when submitting reimbursement requests through the application portal. We will not accept submissions that contain personally identifiable information via any other means.

Trainees' personal information should be submitted electronically, along with reimbursement requests through the application portal, ensuring this information is transferred using the latest encryption technologies. All personally identifiable information (PII) is stored in Salesforce, a platform-as-a-service (PaaS) that maintains a comprehensive set of compliance certifications, including SOC 2. As an additional layer of security, social security numbers are stored using field-level encryption. Access to all PII is strictly controlled. On an annual basis, CareerSource Florida sends one file containing all Social Security numbers from all companies receiving Quick Response Training funds to the Florida Education and Training Placement Information Program (FETPIP) administered by the Florida Department of Education. The agency conducts long-term follow-up and accountability studies. Quick Response Training staff will discuss the methods for secure transmittal with the business upon request.

*Please note: The Social Security numbers reported are verified in the Florida Education and Training Placement Information Program (FETPIP) database. The provision of incorrect or falsified information may be construed as fraud. If deemed fraudulent, expended funds would be immediately due and payable back to CareerSource Florida.

Technical Assistance

Quick Response Training representatives are available to provide technical assistance throughout the process, from the application stage through contract execution, contract management and fiscal closeout.

Substitution Requests

The application is approved based on the training outlined in the proposal. Understanding that training needs may change, additional training can be added if it meets the approval requirements of customized, skills-based training. If additional training is needed, the company should email CareerSource Florida with a description of the revised training needs prior to training. The company should expect a response within five business days. The amount of the grant does not change.

Other Training Resources

There are additional training programs at the local and state level designed to support Florida businesses by providing training grants. A business can apply for an Employed Worker Training grant (Customized Training is training designed to meet the specific requirements of an employer or group of employers, with the commitment that the employer(s) will retain current employees or hire individuals who successfully complete the training) or an On-the-Job Training grant (On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job) through its [local workforce development board](#). The [Incumbent Worker Training grant](#) is available on the [CareerSource Florida website](#).

Businesses can use these grants concurrently; however, the grants cannot subsidize the other's training and cannot cover the same training costs. Receipt of other federal training funds, i.e., through the local workforce development board or Incumbent Worker Training must be disclosed in your Quick Response Training application.

If you have any questions or need assistance in completing the application, please contact CareerSource Florida Grants Manager Malissa Counts at 850-759-4349.