

# Quick Response Training Program Guidelines

## July 1, 2025- June 30, 2026

### Program Overview

State-funded grant program to meet the workforce-skill needs of existing, new, and expanding industries. Delivers funding to promote economic development by providing specialized training to new workers [[section \(s\) 288.047\(3\), Florida Statutes \(F.S.\)](#)].

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### Available Funding

- Fiscal Year 2025-2026 (July 1-June 30) \$7.5 Million.
  - Each individual FEIN must apply with a separate application.
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### Company Eligibility

- 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 for 24 months or less.
  - Must provide sufficient documentation for identification of all participants who would have access through the automated student databases, pursuant to s. 288.047(5)(e), F.S., or electronic listings by Social Security number for calculation of performance measures, and any other outcomes as specified in [chapter 1008.39, F.S.](#), or deemed pertinent to CareerSource Florida (CSF).
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### Funding Priority

- First-time applicants.
  - Companies offering jobs in the state's distressed urban inner-city areas, rural areas, opportunity zones, HUB or brownfield areas.
  - Companies creating high-quality jobs paying an average annual wage of at least 115 percent of local or state private sector wages, whichever is lower, [State of Florida Incentives Average Wage Requirements](#).
  - Grant proposals with 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).
  - Companies seeking to hire or generally improve specialized skills of veterans.
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### Reimbursable Training Expenses

- Portion of instructor / trainer salaries.
- Curriculum development.
- Textbooks / manuals.
- Travel for trainers or trainees and other costs.

Trainee wages are not an allowable reimbursement expense. CSF will determine an approved per-trainee reimbursement amount that is calculated based on the number of preapproved new hires that have completed training and the approved amount per trainee.

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### Training Services

The program 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.

The following are examples of training that cannot be funded:

- CPR and first aid training.
- OSHA and safety training.
- Instruction training related to retail businesses.
- New hire orientation.
- Diversity and sexual harassment training.
- English as a second language training.
- Degree programs.
- Workplace literacy or soft skills training.
- Training as part of a conference.

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### Application

- Applications must be completed online (sample application can be used to prepare for the online application).
- Email used to create an application must be associated with company's domain name or an account linked to the company.
- Applications must be submitted 45 business days prior to the desired training start date.

➤ **Section 1: Employer and Company Information**

Must be completed in its entirety before exiting the section. You will not be able to return to or edit this section once you leave.

➤ **Section 2: Fiscal Agent**

An application may select a fiscal agent (career center, college or school district) to assist with the application process. The system will notify the fiscal agent of the application. **This section is not 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 2a: Position Information**

Each new position must be entered and include the following information:

- Title
- Number of new hires
- Starting annual wage
- Average annual wage
- Position Description

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### ➤ Section 3: Training Summary

Must complete a separate Training Summary Detail for **EACH** training course.

- Training provider – person or entity that provides employment-related, customized training.
- Include training objectives (what is to be accomplished through the training/ outcomes).
- Each training detail must include training financials with course cost and duration of the course.

### ➤ Section 4: Training Program Budget/Financial Analysis

Company's training budget will be reviewed for accuracy and compared with the training program, as the two should correlate with one another. Budgets must include trainee wages and facility cost if training is completed at the company facility.

### ➤ Section 5: Company Certification/Supporting Documentation

Application requires the following supporting documentation for submission:

- Economic Development Organization Letter: Endorsement from the local economic development organization addressed to CSF.
- Fiscal Agent Letter: Endorsement from local educational entity certifying that courses are not available at the local level (if using a Fiscal Agent).
- Local Workforce Development Board Letter: Endorsement from local workforce development board acknowledging assistance offered and describing services available to company.
- Company letter requesting grant services.
- [Tax Clearance Letter](#) from Florida Department of Revenue.
- 941 Tax Form.
- W-9 (2024 version).

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## Application Submittal and Review

**Application Receipt** – An automated email from CSF will notify you that the application has been submitted, and the status of your application will change to “under review.” If you do not receive an email, the application has not been submitted.

**Due Diligence Review** – Applications will be reviewed for completeness to include the provision of all items requested (any outstanding balances or liens to the state will result in denial of an application).

**Please note:** Incomplete applications will delay the approval process, and the application will return to the queue.

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## Notification of Grant

Once review of the application is complete, the company contact listed in the application will receive an email notification of the pre-approved grant amount.

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### Grant Contract

A contract will be sent electronically to the company contact via DocuSign for signature. CSF will sign after the company and email the fully executed contract to the company contact. The effective date of the contract is the date upon which the CSF CFO signs. **All contracts not executed within 45 days will be voided.**

#### Contract Terms

Hiring and training may commence once a fully executed contract is in place. Note that hiring or training begun prior to execution of the contract will not be reimbursed. The contract will set forth all processes and expectations for administering, implementing, and completing the training.

Training must be completed within 24 months of the effective date of the contract (date CSF CFO signs). The company will have 60 days from the expiration of the contract to submit final reimbursement requests for training completed during the contract period.

Contract extensions are not permitted. A company is expected to have carefully assessed its training needs so that they will apply only for the funds needed for training that can be completed within a 24-month time frame.

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### Reporting Requirements

Specific forms required for reimbursements are listed below and will be sent via email to Company Contact approximately 10 business days following a fully executed contract. These Excel forms also include reimbursement instructions. If not received, please contact CSF. Fiscal agents assisting with the application process will review the reporting process and forms with the company.

- Trainee Data Submission Form: at a minimum, will include:
  - Trainee's Legal Name
  - Trainee's Social Security Number
  - Verification of Citizenship Status
  - Date of Hire
  - Job Title
- Reimbursement Request Form
- Trainee List

All reimbursement requests must be submitted within 60 days of the contract end date. Reimbursements received after 60 days will not be processed.

A Quick Response Training Evaluation of the training project is required no later than 60 days from the end of training. The evaluation can be accessed on the application portal welcome page.

To ensure data security when requesting reimbursements, trainees' personal identifying information (PII) should only be submitted electronically through the application portal, which utilizes the latest encryption technologies. CSF will **not** accept submissions that contain PII via any other means.

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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 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.