

# QUICK RESPONSE TRAINING PROGRAM

## APPLICATION INSTRUCTIONS AND GUIDELINES

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The Quick Response Training (QRT) application process is designed as a collaborative effort between the business requesting training, its chosen fiscal agent – a community college, area technical center or state university – and the local economic development organization. [See Florida Statutes 288.047(3)]. The Quick Response Training Program is a state-funded grant program that provides funding to selected businesses to train their new, full-time employees. Funding is provided in the form of a performance based reimbursable grant, 24-month maximum term. A business pays for pre-approved, direct training-related costs, and is reimbursed by the State of Florida upon submission and approval of required documentation.

The QRT program is designed to increase the competitiveness of Florida businesses in the global economy. All applications for new and expanding businesses creating new high-quality jobs will be given equal consideration and are processed on a first-come, first-served basis.

Please contact the Quick Response Training Program office for assistance before submitting your proposal.

### BUSINESSES APPLYING FOR FUNDING:

- ◆ must be “for profit” and create new, permanent, full-time (35+ hours per week) jobs for Florida workers requiring customized entry-level skills training not available at the local level
- ◆ should 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 located in a distressed urban or rural community, Enterprise/Empowerment Zone, or brownfield area ([ES202 wage data](#))

{Average annual wage means the average, for a twelve month period or, if less than a twelve month period, converted to a twelve 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 Florida’s Agency for Workforce Innovation’s definition. Benefits are not included.}

- ◆ must produce an exportable (beyond regional markets) good or service
- ◆ may not qualify for funding if relocating from one Florida community to another community (F.S. 288.047)(2). You may view these statutes at [Florida Statutes](#)
- ◆ shall provide sufficient documentation for identification of all participants that would allow access through the automated student databases pursuant to section F.S. 229.8075, or electronic listings by social security number for calculation of performance measures, and any other outcomes as specified in section F.S. 446.601, or deemed pertinent to Workforce Florida

## **STEP 1      EMPLOYER IDENTIFICATION**

The business seeking training through the Quick Response Training Program should complete the Employer Identification (Part I) of the application. Attached to this section should be a letter from the authorized local economic development organization recommending approval and a letter from the business requesting services. The business letter should address the following:

- ◆ description of type of goods or services produced and the market area served. If available, provide printed materials that describe the products or services of the business
- ◆ description of impact of business on the state's economy
- ◆ description of the need for your business to acquire training services, i.e., new product line, expansion of existing operation, relocation to Florida, etc.
- ◆ declaration of intent to locate or expand in Florida
- ◆ description of how the availability of training funds will affect your decision to locate or expand in Florida

## **STEP 2      TRAINING SERVICES**

The training provider will complete the Training Summary (Part II) for each training program. A training provider is defined as a person or entity that provides employment-related/customized training and includes public schools (technical centers, community colleges, universities), private institutions, training consultants, vendors, employer associations, and/or business trainers. The following applies to training services:

- ◆ can be conducted at the businesses' facility, at the training provider's facility or at a combination of sites
- ◆ instructors can be either full or part-time educators or professional trainers from the business

The training provider should attach the following to the application:

- ◆ letter certifying that training is not available at the local level
- ◆ a budget containing detailed program-training costs (form attached)
- ◆ key personnel participating in training program and qualifications of such personnel
- ◆ a projected hiring timeline not to exceed 24 months (See recommended format)
- ◆ student contact hours form (form attached)

### **STEP 3 STATE FISCAL MANAGEMENT**

Fiscal Management Responsibility for the grant is handled by a public educational institution (technical center, community college, university) located in the same region as the company. This entity completes Section III and assists with the application process, monitors the training program, collects and maintains monthly reports and administers the grant funds.

### **STEP 4 SUBMITTING THE APPLICATION**

Submit one original and **four (4)** copies of the signed completed application and documentation to the following:

Quick Response Training Program  
Workforce Florida, Inc.  
1974 Commonwealth Lane  
Tallahassee, Florida 32303  
Phone: (850) 921-1119      FAX: (850) 921-1101

### **STEP 5 NOTIFICATION**

All applicants will be notified in writing of whether their application is approved. Notification for approved applications will state the amount of the award and the conditions of approval. Notification will be followed by execution of a contract between the applicant, the State Fiscal Management entity (fiscal agent), and Workforce Florida. Funds will be disbursed in accordance with terms stated in the contract. If an application is not approved, notification will specify the reason(s) for non-approval.

Workforce Florida is tasked to supply all Florida businesses with a qualified workforce. In doing so, Florida has developed a One-Stop Career System through the state. This system offers services to all employers in Florida through Regional Workforce Boards and One-Stop Career Centers. You can view the centers by region at the Workforce Florida web site, Employ Florida. The One-Stop Centers can furnish many valuable services at no cost to the employer. Some of these services are: applicant assessment and screening; referral of qualified job applicants; access to national, state, and local employment data and labor market information; on-the-job training; and customized training.

If your application is approved, you will be required to post your new hire positions through the local One-Stop Center and allow the Center the opportunity to coordinate or assist in filling your job positions.

If you have any questions or need assistance in completing the application, please contact the Quick Response Training office at (850) 921-1119.

We look forward to working with you.