



INCENTIVE INFORMATION SHEET

Quick Response Training

*The **Quick Response Training (QRT) Program** is customer-driven and designed as an inducement to secure new value-added businesses to Florida as well as provide existing businesses the necessary training for expansion. Through this incentive, Florida is able to effectively retain, expand and attract employers offering high-quality jobs. The program is flexible and structured to respond quickly to meet the business's training objectives. Workforce Florida, Inc., the state's public-private partnership created to coordinate job-training efforts, administers the program.*

ELIGIBILITY

Eligible projects are new or expanding/existing Florida businesses that produce exportable goods or services, create new permanent, full-time jobs and employ Florida workers who require customized entry-level skills training.

PROGRAM REQUIREMENTS

- Training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites that best meets the needs of the business.
- Program instructors can be either full or part-time educators, vendors, subject matter experts or professional trainers from the business.
- A local community college, area vocational-technical center or university is selected by the business to serve as the fiscal agent for the grant funds and is available to assist in the application process, program development and delivery. Training is limited to twenty-four months or less.
- The selection of trainees is the responsibility of the business. The local regional workforce development board's one-stop center is available to provide assistance in recruiting potential trainees for initial screening, if the business so desires. The business is also responsible for establishing criteria (such as education and skill levels) to select trainees.

APPLICATION PROCESS

- An application and guidelines may be downloaded from www.workforceflorida.com.
- Businesses requesting training submit a completed application to:

Debbie McMullian or Jayne Burgess
Workforce Florida, Inc.
Quick Response Training Program
1974 Commonwealth Lane
Tallahassee, FL 32303
T: 850.921.1119
F: 850.921.1101

- Special consideration will be given to businesses that:
 - Create high skill/high wage jobs;
 - One of Florida's targeted industries;
 - Locate in a distressed urban or rural area, Enterprise Zone, or Brownfield area;
 - Have the greatest potential for economic impact; and
 - Contribute in-kind or cash matches.

APPROVAL PROCESS

- The Quick Response Training Program staff will communicate to the applicant within three working days from receipt of an application as to whether or not the application is complete. Applications will be approved or denied within ten working days.
- Once an application has been approved, an agreement to complete the training project as proposed is signed by the business requesting training, the Fiscal Agent and Workforce Florida, Inc. Approved training costs (instructors' salaries, curriculum development, textbooks or manuals) are disbursed monthly on a cost reimbursement and performance method of payment.

Statutory Reference: [Section 288.047, Florida Statutes](#)