



HARAK ASSOCIATES

Bridging Businesses with Resources®

IWT GRANT APPLICATION

CHECKLIST OF SUPPORTING DOCUMENTATION

Application Process:

All companies applying for the Incumbent Worker Training grant must demonstrate financial viability since these dollars are refunded from state taxes. To do that the company must have been in operation for a minimum of one year prior to the application. The following documentation must be submitted along with the application to show proof of financial viability:

1. If the business is a Corporation, you must submit an IRS Form 941 or
2. If the business is a Sole Proprietor, a 1040 Income Tax Return with a Schedule SE. If you have not filed a recent tax return (have filed for an extension), submit a copy of IRS Form 7004 and submit your current tax return from on or before your extension due date.
3. Florida Department of Revenue Letter of Clearance/Letter of Good Standing or verification that no Tax Acct exists **dated within 30 days of the IWT application**. FDOR will provide this letter. Prepare a letter on your company letterhead and indicate the reason for the request (need a Letter of Clearance/ Letter of Good Standing to support an IWT Application) and how you want to receive your letter (e-mail or fax). Include the Company's FEIN (Federal Employer Identification Number – IRS) in the letter. Fax the letter and a copy of a photo identification – i.e. the driver license of Business Owner, CEO, CFO or a Principal of the company to: ATTN: Department of Revenue Letters of Clearance; Fax #: (850) 922-5254. You should receive your response within two (2) business days. This information will NOT be released to Workforce Florida, Inc. or to Harak Associates, only to the company.
4. Provide most recent financial audit or other financial statements (balance and income statement) for the most current fiscal year and completed month prior to the application date (i.e. full 2010 financials and June P&L and Balance sheet if submitting IWT application in May).
5. If the business uses a PEO to lease employees, provide verification of the agreement on the PEO's letterhead in lieu of an IRS Form 941.
6. The business must comply with the non discrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and 29 C.R.F. Parts 37.

Reimbursement Process:

Reimbursement will only be allowed for training that has been completed. The following documentation must be submitted monthly to show proof of performance of training completed:

1. Social Security numbers, date of hire and hourly wage rate for all trainees must be provided, regardless of position within the company
2. State provided training rosters must be submitted with original signatures of all trainees
3. Identification of courses completed each month, along with the invoice for the cost of that training must be submitted
4. Credit card receipts or copy of checks used for payment (front & back) must be submitted
5. Proof of hourly rate and SS# of any/all internal trainers used during the reporting month