

RENEWABLE FUEL INFRASTRUCTURE PROGRAM APPLICATION FORM

Revised 4/21/2009

Notice to Applicants-Open Records Information and the Renewable Fuels Promotions Information Sheet

With the filing of this application, the application becomes an open record available for public inspection. Accompanying this application is the Notice to Applicants – Open Records section, please review pages 7-13 and mark one of the following:

No request. I have reviewed the Notice to Applicants – Open Records section included with the application. I understand that upon filing this application it becomes an open record available for public inspection.

Yes, there is information in this application for which the business/applicant is requesting confidential treatment. Please refer to the accompanying instructions and Example and Request for Confidential Treatment Form. Complete the Request for Confidential Treatment Form and submit with application. If submitting more than one application and you are requesting confidential treatment then the Request for Confidential Treatment Form must be completed and submitted with each application.

The Renewable Fuels Promotions information sheet is on page 6, please contact the sponsors directly.

Introduction

The 2007 Iowa Code Supplement section 4.1(20) defines a “Person” (herein referred to as Applicant) as an individual, corporation, limited liability company, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any legal entity.

The Renewable Fuel Infrastructure Program has two primary components and one secondary component. One primary component is retail motor fuel sites for E85 or biodiesel which exists to improve motor fuel retail sites by installing, replacing or converting motor fuel storage and dispensing infrastructure. The second primary component is biodiesel terminal facilities which is a program for bulk tank storage facilities and terminal facilities that store and dispense biodiesel fuels or store, blend and dispense biodiesel or biodiesel blended fuel.

An eligible applicant must be an owner or operator of a retail motor fuel site or of a biodiesel terminal that submits a completed application including the installer’s cost estimate and other required documents to the Iowa Department of Economic Development (also referred to as Department).

A successful applicant shall not use the infrastructure to store and dispense motor fuel other than the type approved in the cost-share agreement for a period of not less than three (3) years or five (5) years from date of project completion. See pages 3 & 4 for additional application details.

Financial Assistance Guidelines

The applicant must select and check whether the applicant wants a three (3) year contract or a five (5) year contract. See page 3. Old contracts will not be modified or renegotiated.

For retail motor fuel sites, financial incentives are on a cost share basis in the form of a grant.

1) For the **three (3) year contract** the maximum award shall not exceed 50% of the actual cost of making the improvement or \$30,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 50% of the actual costs of the improvements or \$30,000, whichever is less.

2) For the **five (5) year contract** the maximum award shall not exceed 70% of the actual cost of making the improvement or \$50,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 70% of the actual costs of the improvements or \$50,000, whichever is less. **Note: applications for E85 dispensers and biodiesel dispensers at the same site must be on separate application forms to be considered for either a three (3) or five (5) year contract.**

3) All biodiesel awards for bulk storage tanks and terminal facilities are obligated to a **five (5) year contract.** The financial incentives are on a cost share basis in the form of a grant.

a) For improvements to store, blend or dispense B2-B98 the maximum award shall not exceed 50% of the actual cost of making the improvement or \$50,000, whichever is less.

b) For improvements to store, blend and dispense B99/B100, for year-round distribution, the maximum award shall not exceed 50% of the actual cost of making the improvement or \$100,000, whichever is less.

The board may approve multiple awards at a single site as long as the awards do not exceed the maximum dollars allowable.

All awarded projects are to be completed within eight (8) months of the award date. If not completed, the Board may approve an extension upon receipt of a written request otherwise the funds will revert back to the Renewable Fuels Infrastructure Program.

All grant awards are rounded to nearest \$100.

Contract Beginning Date:

Projects that have been completed prior to the application, the contract date shall begin with the date IDED issues payment. Projects under construction or not yet started, the contract date shall begin with the date the project is put into service.

Documents to be submitted

(If project is complete, send all required documents)

Retail E85/Biodiesel sites:

1. Licensed installer/dealer equipment list must accompany the application
2. Proof of insurance including pollution liability coverage endorsement for E85 upgrades or new installations
3. Underground Storage Tank System Checklist for Equipment Compatibility with E-Blend Fuels (greater than 10% ethanol by volume). This checklist must be signed by both the licensed equipment installer and the owner once the project is completed indicating compatibility with E85 fuel.
4. UST (Form 148) - proof of registration with the Iowa Department of Natural Resources and pollution liability coverage endorsement for E85 upgrades or new installations
5. AST - Proof of registration with the Iowa State Fire Marshal and pollution liability coverage endorsement for E85 upgrades or new installations (suggested)

Biodiesel Terminals:
(All)

1. Licensed installer/dealer equipment list must accompany the application
2. Proof of insurance (pollution liability coverage suggested)
3. AST - proof of registration with the Iowa State Fire Marshal
4. UST (Form 148) - Proof of registration with the Iowa Department of Natural Resources
5. If selling to commercial accounts, names are requested

Asterisk (*) indicates required information.

***Please describe the proposed project for which assistance is being sought.**

(If more space is needed attach a separate sheet)

*** Has the business previously received grant funds for this Project Location?** Yes No
If yes, contract no. _____ what date? _____ for what? _____ amount awarded? _____

*** This application applies to:** Completed project Under construction Proposed
(Note: submit proof of payment if completed project)

Date:

***Name of Business:**

***Federal ID Number:**

***Street Address:**

***City:**

***State:**

***Zip:**

***Contact Person:**

***Title:**

***Phone:**

***Fax:**

***Email:**

***Is the contact person listed above authorized to obligate the Business?**

(If no, please provide the name and title of a company officer authorized to obligate the Business)

***Project Facility Name:**

(If different than applicant's name)

***Street Address:**

***City:**

Fill in the appropriate areas below:

Costs of equipment directly associated with marketing and dispensing Renewable Fuels must be broken out. If E85 & biodiesel dispenser applications are for the same site, the costs must be separated & broken out for each.

***Three year contract (50% cost share up to \$30,000)**

\$ _____ for Retail E85 - with tank above below ground, is it a blender pump? yes no
Estimated annual usage (in gallons) _____

\$ _____ for Retail Biodiesel - with tank above below ground, is it a blender pump? yes no
Estimated annual usage (in gallons) _____

***Five (5) year contract (E85 dispenser or Biodiesel dispenser – 70% cost share up to \$50,000),
(B2-B98 – 50% cost share up to \$50K) or (B99/B100 [year-round distribution] – 50% cost share up to \$100,000)**

\$ _____ for Retail E85 - with tank above below ground, is it a blender pump? yes no
(Maximum award per site \$50,000).
Estimated annual usage (in gallons) _____

\$ _____ for Retail Biodiesel - with tank above below ground, is it a blender pump? yes no
(Maximum award per site \$50,000).
Estimated annual usage (in gallons) _____

\$ _____ for B2-B98 Biodiesel Terminal - with tank above below ground
(Maximum award per site \$50,000).
Estimated annual usage (in gallons) _____

\$ _____ for B99/B100 Biodiesel Terminal - with tank above below ground
(Maximum award per site \$100,000). For year-round distribution
Estimated annual usage (in gallons) _____

Information about the Project:

Be sure to list all project costs and include a project timeline with dates Include model numbers of storage tanks, if available. (Attach a separate sheet, if necessary)

***Installer**

Qualified AST installer: Name _____ Phone number _____

UST Iowa Licensed Installer: Name _____ Phone number _____
(A list of qualified installers can be found on the Iowa Department of Natural Resources website.)

If applicant is doing a dual (E85 and biodiesel) installation of dispensers, there has to be an application for the E85 dispenser and an application for the biodiesel dispenser. Each application must have the respective costs broken out.

To be eligible, an E85 dispenser, including blender dispenser, must be in the process of being tested by an independent laboratory.

***THE FOLLOWING THREE SECTIONS MUST BE COMPLETED OR THE APPLICATION WILL BE RETURNED**

Component	Model/Brand	Manufacturer	UL Listed	Manufacturer Approved
<i>Tank</i> * (capacity)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Auto Shutoff			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub Pump, O-rings, Gaskets			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tank Sump			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
ATG Probe, float/sensor			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ball Float			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sump Sensor			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Pipe</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Thread Sealant**			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adhesive**			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Flex Connectors			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
LLD			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Internally lined tanks are not suitable for conversion to storage of E-blend fuels. ** If compatibility is undetermined, analysis may be used to determine compatibility.

Component	Model/Brand	Manufacturer	UL Listed	Manufacturer Approved
Dispenser			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pipe sealant*			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seals/Gaskets			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suction Pump			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hoses			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nozzle/Swivel			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Break-away			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Filter			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Meter			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dispenser/Sump			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pipe			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pipe Sealant*			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Flex Connector			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sump			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Valve**			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sensor			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check valve			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

* If compatibility is undetermined, analysis may be used to determine compatibility. **Emergency/Shear Valve must be compatible with E-blend fuels.

Source of Funds	Amount	Use of Funds	Cost
Source A: Infrastructure Program	\$	Site Preparation	\$
Source B: Federal Incentives	\$	Tank (below ground)	\$
Source C: Local Government	\$	Tank (above ground)	\$
Source D: Business	\$	Piping	\$
Source E: Other Sources	\$	New Pump	\$
	\$	Pump upgrades	\$
	\$	Other (if necessary list on separate sheet and enter total of sheet here)	\$
TOTAL (must equal the total to the right)	\$	TOTAL (must equal the total to the left)	\$

If the project has been completed

What was the date when first used to store or dispense renewable fuel? _____

What was the total cost of the project? _____

Additional Program Guidelines:

A business shall not use the infrastructure to store and dispense motor fuel other than the type approved in the cost-share agreement for a period of not less than three (3) years or five (5) years, depending on the agreed upon contractual years, from date of project completion, unless one of the following applies:

- a. The business is granted a waiver by the RFIP board.
- b. The business pays back the money awarded with an additional 25 percent penalty.

A business that acts in violation of an executed agreement with the Department will be subject to a civil penalty of not more than \$1,000 a day for each day of the violation.

Renewable Fuel Infrastructure Board:

The Board consists of 11 voting members appointed by the Governor of the State of Iowa. Six voting members constitute a quorum. Action taken by the Board on renewable infrastructure projects is final. Administrative support for the Board will be provided by the Iowa Department of Economic Development. Successful applicants will be notified by the Department of the Board's award, including any conditions and terms of approval. The Department, under the Board's direction, will prepare a cost-share agreement (contract) for the successful applicants that will include the terms and conditions of the financial incentive established by the Board. The RFIP Board will meet to review and approve applications on a quarterly basis or as dictated by the Board.

Applications may be submitted for review by the RFIP Board up to 14 days prior to a scheduled quarterly meeting. The quarterly meetings and application deadlines shall be posted on the Departments website – <http://www.iowalifechanging.com/business/renewablefuels.html>

The completed application with accompanying attachments is to be sent to:

Mail: Renewable Fuel Infrastructure Board
Iowa Department of Economic Development
ATTN: Renewable Fuel Infrastructure
200 East Grand Avenue
Des Moines, Iowa 50309

Fax: (515) 725-3010
E-mail: businessfinance@iowalifechanging.com
Note: If faxing or emailing - the original signed application and attachments must also be mailed.

How did you learn about the Renewable Fuel Infrastructure Program?

- | | |
|--|---|
| <input type="checkbox"/> Promotional materials sent to you | <input type="checkbox"/> Meetings that you attended |
| <input type="checkbox"/> A grant recipient | <input type="checkbox"/> Association newsletters |
| <input type="checkbox"/> RFIP Board member | <input type="checkbox"/> Installation/service companies |
| <input type="checkbox"/> Insurance provider | <input type="checkbox"/> State agency |
| <input type="checkbox"/> Other (please explain on the back of this page) | |

I hereby certify that all representations, warranties, or statements made or furnished to the Department in connection with this application are true and correct in all material respect. I also certify that the renewable fuel infrastructure presented in this application will not be used to store or dispense motor fuel other than E85 gasoline, biodiesel, or biodiesel blended fuel, unless granted a waiver by the Infrastructure Board.

Signature

Date

Name and Title (typed or printed)

This application is subject to change and revision at anytime, please check www.iowalifechanging.com business (top margin) and Renewable Fuel Infrastructure Program (right margin) for the most recent revision. All applications are subject to the latest revisions.

Renewable Fuels Promotions

E85 and ethanol blender pumps: renewable fuel made from Iowa corn

Biodiesel pumps: renewable fuel made from Iowa resources

Iowa fuel retailers that install or convert to renewable fuels (E85, ethanol blender pumps or biodiesel) are eligible for promotional dollars for grand opening celebrations through partnership with Iowa Corn Promotion Board, Iowa Renewable Fuels Association and the Iowa Soybean Association.

E85 & Blender Pump Promotional Dollars: Iowa Corn and the Iowa Renewable Fuels will partner with retailers for grand opening promotions for E85 and ethanol-blender pumps in Iowa. Retailers are eligible for up to \$1,000 in promotional dollars.

- **Advertising:** Iowa Corn & Iowa RFA will work with the retailer to determine radio and newspaper advertising for the grand opening event.
- **Grand Opening Materials:** Iowa Corn & Iowa RFA will provide brochures, banners and other materials for the grand opening celebration.
- **Resources:** Iowa Corn & Iowa RFA will be available, depending on schedules & timing, for grand opening events to pump ethanol-blended fuels. Iowa Corn & Iowa RFA will provide recommendations for potential partners and other ideas for the grand opening celebration.

Biodiesel Pump Promotional Dollars: Iowa Renewable Fuels Association and Iowa Soybean Association will partner with retailers for grand opening promotions for biodiesel pumps. Retailers are eligible for \$1,000 in promotional dollars.

- **Advertising:** Iowa RFA & Iowa Soybeans will work with the retailer to determine newspaper advertising for the grand opening event.
- **Grand Opening Materials:** Iowa RFA & Iowa Soybeans will provide brochures, giveaways and other materials for the grand opening celebration.
- **Resources:** Iowa RFA & Iowa Soybeans will be available, depending on schedules & timing, for grand opening events to pump biodiesel. Iowa RFA & Iowa Soybeans will provide recommendations for potential partners and other ideas for the grand opening celebration.

Iowa Fuel Retailers: Retailers are responsible for all costs related to the infrastructure of the pumps.

- **Infrastructure:** The Iowa Department of Economic Development has a renewable fuel infrastructure program for new installation of E85, blender pumps or biodiesel pumps. Applications and more information about the program can be found at <http://www.iowalifechanging.com/business/renewablefuels.html>.
- **Labeling:** Retailers must follow state and federal regulations for proper pump labeling. Resources include the Petroleum Marketers & Convenience Stores of Iowa (<http://www.pmcofiowa.com>) and the Iowa Department of Agriculture & Land Stewardship (<http://www.iowaagriculture.gov/weightAndMeasures/BlenderPumpGuidelines.pdf>).
- **Fuel Discounts:** Retailers are responsible for fuel discounts during the grand opening promotion.
- **Invitation of Dignitaries:** Retailers are encouraged to contact local and state dignitaries to participate in the grand opening celebration.

Process: Retailers are encouraged to contact Lucy Norton, Iowa RFA, at 515-252-6249 or lnorton@IowaRFA.org at least 40 days before the planned grand opening to arrange promotional assistance.



NOTICE TO APPLICANTS – OPEN RECORDS

PLEASE NOTE: UPON SUBMISSION OF A SIGNED APPLICATION, THE CONTENTS AND ATTACHMENTS TO THIS APPLICATION ARE PUBLIC RECORDS WHICH ARE AVAILABLE FOR PUBLIC INSPECTION AND COPYING.

INFORMATION SUBMITTED WITH THIS APPLICATION MAY BE TREATED AS CONFIDENTIAL IF:

- (1) IT MEETS THE LEGAL REQUIREMENTS FOR CONFIDENTIAL STATUS, AND
- (2) THE APPLICANT FILES A WRITTEN REQUEST FOR CONFIDENTIALITY, AND
- (3) THE DEPARTMENT ISSUES WRITTEN CONFIRMATION THAT THE INFORMATION MEETS THESE REQUIREMENTS AND WILL BE TREATED AS CONFIDENTIAL.

IF NO REQUEST FOR CONFIDENTIAL TREATMENT OF RECORDS IS MADE, THE DEPARTMENT WILL PROCEED AS IF THE APPLICANT HAS NO OBJECTION TO DISCLOSURE TO MEMBERS OF THE PUBLIC.

Iowa's Open Records Law. The Iowa Department of Economic Development (IDED) is a state agency and it is subject to Iowa's Open Records law (Iowa Code, Chapter 22). Treatment of information submitted to IDED in this application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information.

Legal requirements for confidential treatment of public records.

The information submitted as part of this application information will be available for public inspection, unless a request for confidentiality has been submitted by the applicant in the required form and approved in writing by IDED. Following are the classifications of records which are recognized as confidential under Iowa law and which are most frequently applicable to business information submitted to IDED:

- Trade secrets [Iowa Code §22.7(3)]
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]
- Information on an industrial prospect with which the IDED is currently negotiating. [Iowa Code §22.7(8)] *[Please note: This section allows confidentiality during the pre-application, negotiation phase. Once negotiations are over and an application is submitted, the application information is available to the public.]*
- Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]

Helpful Resources:

<http://coolice.legis.state.ia.us/CoolICE/default.asp?category=billinfo&service=iowaCode&ga=82>

Link to Iowa's Open Records law, Chapter 22, through the Iowa General Assembly's Web site.

<http://www.legis.state.ia.us/ACO/IAChtml/261.htm>

Link to IDED's administrative rules (see 261 IAC Chapter 195) relating to public and confidential records Iowa's through the Iowa General Assembly's Web site.

http://www.state.ia.us/government/ag/sunshine_advisories/

Link to the Iowa Attorney General's Web site and their "Sunshine Advisories" (a series of bulletins that address topics related to Iowa's Open Records and Open Meetings laws).

INSTRUCTIONS AND EXAMPLE – REQUEST FOR CONFIDENTIAL TREATMENT

Instructions for completing the Request for Confidential Treatment Form:

1. Review the completed application and identify the specific portions of the application that contain information that you are requesting be treated as confidential.
2. Determine if the requested information can be treated confidential under Iowa law. Review the following list and identify the legal basis for your confidentiality request.

- Trade secrets [Iowa Code §22.7(3)]. (Only trade secrets recognized and protected by law may be treated as confidential. A trade secret has been defined as "a process or device for continuous use in the operation of a business." Trade secrets are to be distinguished from other secret information of a business. The following factors are to be considered in determining whether an item is a person's trade secret: (1) the extent to which the information is known outside of the person's business; (2) the extent to which the information is known by employees and others involved in the person's business; (3) the extent of measures taken by a person to guard the secrecy of the information; (4) the value of the information to the person and the person's competitors; (5) the amount of effort or money expended by the person in developing the information; and (6) the ease or difficulty with which the information could be properly acquired or duplicated by others.)
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]
- Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]
- Other (provide legal citation e.g. reference to a state or federal law not listed above)

3. Project information is generally not confidential. Entire Business Plans/Marketing Plans are not confidential. Portions of these plans may be considered confidential if requested by the business and approved by IDED. Entire business/marketing plans are seldom considered confidential because they generally contain information that is already in the public domain and/or does not meet the legal requirements to be treated as confidential.
4. **Application Sections Containing Confidential Records.** IDED has determined that portions of some attachments to the application contain financial information that is confidential and not available for public inspection and copying. IT IS NOT NECESSARY TO SUBMIT A REQUEST FOR CONFIDENTIAL RECORD TREATMENT FOR THE FOLLOWING PORTIONS OF THE APPLICATION:

- A1 P & L statements in Business Plans of non-publicly traded businesses
- Projected profit and loss statements (of non-publicly traded businesses) for three years into the future.

A2 Copy of the most recent payroll report for one pay period.
Copy of Quarterly IWD report.

A3 Financial information of non-publicly traded businesses:

- Profit and loss statements and balance sheets for past three year-ends;
- Current YTD profit and loss statement and balance sheet;
- Schedule of aged accounts receivable;
- Schedule of aged accounts payable; and
- Schedule of other debts.

Other information that is confidential and not subject to public disclosure:

- Tax records.

Personal financial statements

5. Provide an explanation for your request to treat the information as confidential. For example, if the basis for your request is §22.7(6) above (releasing information would give an advantage to competitors & serve no public purpose), describe how competitors would be able to use the information to their advantage. Or, if information is a trade secret, describe what precautions you have already taken to protect that information from public disclosure and why such actions are necessary.
6. Complete the Request for Confidential Treatment Form and include it with your application materials.
7. Along with the completed Request for Confidential Treatment Form you will need to submit both (a) an original document that includes the confidential information and (b) a redacted version of the same document with the confidential sections blacked out.

Please conspicuously note on the original record that all or portions of it are confidential. The original document with the confidential information included will be maintained in the section of IDEd's files marked "Confidential Information." If your request is approved, the original with the confidential information is not available for public inspection.

The redacted version (confidential information blacked out) along with the Request for Confidential Treatment Form will become part of the file that is open and available to the public.

8. IDEd will review the request and provide written confirmation to you of its approval or denial.

Example of Completed Request for Confidentiality Form:

Request for Confidential Treatment

1. Contact Information. Provide the contact information of the person authorized to respond to any inquiry or action of IDED concerning this confidentiality request:

Name of Business: Major Production Film Company

Name: Kim O'Connor, Company Manager

Address: 1234 Major Avenue, Main Street, IA 50311

Telephone number: 515-515-5151

Email address: majorproductions@mpf.com

2. Request

<u>Application Section or Attachment</u>	<u>Legal basis for request</u>	<u>Explanation for Request</u>
A1- Portions of the Business Plan	<p><i>Check one:</i></p> <p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input checked="" type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	<p>pps. 3-4, Section 1 of the Business Plan – New Products. This section describes our product development plans for the next 3 years. This information is confidential and has not been released to the public. If our competitors had this information they would know how to market their products and undercut our expansion efforts. Release of this information would have a negative impact on our bottom line profit.</p>
<u>A1- Portion of the Business Plan</u>	<p><i>Check one:</i></p> <p><input checked="" type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	<p>pps. 10-13, Section 10 of the Business Plan – Opportunities for Commercialization of Research. This portion of the business plan outlines in detail the process that Business follows to create insecticides that are safer yet still effective agents derived from natural products will be very attractive for applications in the home, in animal health, and for bulk applications to crops. Business has taken great care to ensure that this information is not known outside of the business. For example, confidentiality agreements are required of all employees, access to the research area is secure and only available with a key card, Business has spent more than \$5M on this research, hired 4 nationally recognized scientific experts in this field. If our competitors had this information they would be able to get to market faster and this would have a substantial negative impact on our profitability.</p>
<u>Entire Licensing Agreement</u>	<p><i>Check one:</i></p>	<p>The milestone for the Technology Project is a</p>

<u>between Business and XYZ company</u>	<p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input checked="" type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	<p>signed licensing agreement with XY Inc. ("Licensing Agreement") to use XY Inc.'s U.S. Department of the Agriculture patent. We hereby request that the subject agreement between Business and XY Inc. be treated as a confidential record. If the Licensing Agreement were a public document subject to disclosure, competitors could review and secure specific information about the terms and conditions of the License Agreement and this would work to their advantage because it would result in a breach of contract for Business due to the fact that Section 3.10 of the Licensing Agreement requires that Business maintain confidentiality with respect to "all information regarding the terms and conditions" of the License Agreement. Additionally, there is no public purpose whatsoever served by disclosure of the Licensing Agreement to the public. It is only necessary that IDED review the Licensing Agreement to make a determination of compliance with Project milestones under the Agreement.</p>
<p>Copy of Signed Contract and Cover Letter dated 7/26/07 to IDED from Business</p>	<p><i>Check one:</i></p> <p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input checked="" type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	<p>The copy of the signed contract between our company and ABC, Inc. (a nationwide, major supplier of computer software) was provided to IDED on 7/26/07. This contract is not required to be provided to IDED. There is no requirement in the application, the CEBA rules or Iowa Code that we provide you with this document. Is has been shared with you to document how we intend to meet projected sales projections. If we knew this would be made available to the general public we would not have submitted it.</p>

Required Attachments Included:

- Original application with the confidential information included, *and*
- Copy of the application with the confidential information blacked out.

Submitted By: _____
Signature (Name, Title)

Date: _____

<u>For IDED use only:</u>	
<input checked="" type="checkbox"/> Request approved.	<input type="checkbox"/> Request denied. <i>Reason:</i>
Date: <u>7/26/07</u>	By: <u>Tom Jones, Business Finance Project Manager</u> Signature (Name, Title)
* Notice of IDED action on request sent to applicant on <u>7/26/07</u> by email.	

Request for Confidential Treatment Form

1. Contact Information. Provide the contact information of the person authorized to respond to any inquiry or action of IDED concerning this request for confidential treatment.

Name of Business: _____

Name: _____

Address: _____

Telephone number: _____

Email address: _____

2. Request

<u>Application Section or Attachment</u>	<u>Legal basis for request</u>	<u>Explanation for Request</u>
1.	<p><i>Check one:</i></p> <p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	
2.	<p><i>Check one:</i></p> <p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	
3.	<p><i>Check one:</i></p>	

	<p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	
4.	<p><i>Check one:</i></p> <p><input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)]</p> <p><input type="checkbox"/> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><input type="checkbox"/> Communications not required by law, rule or regulation made to IDED by persons outside the government to the extent that IDED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]</p> <p><input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	

Required Attachments Included:

- Original application with the confidential information included, *and*
- Copy of the application with the confidential information blacked out.

Duration of Confidential Treatment: The undersigned submits this request on behalf

Submitted By: _____ **Date:** _____
Signature (Name, Title)

For IDED use only:	
<input type="checkbox"/> Request approved.	<input type="checkbox"/> Request denied. <i>Reason:</i>
Date: _____	By: _____ Signature (Name, Title)
* Notice of IDED action on request sent to applicant on _____	