



Bret L. Mills, Director
Iowa Department of Economic Development

FY 11 Information Technology Training Program Application

Innovation and Commercialization Division
Iowa Department of Economic Development

Completed forms with attachments should be sent to:

E-mail: Kim.Bentley@iowa.gov

Mail: Iowa Department of Economic Development
ATTN: Kim Bentley
200 East Grand Avenue
Des Moines, Iowa 50309

Fax: (515) 725-3010

Questions? Need assistance? Contact Kim Bentley, Program Manager at (515) 725-3193.

Information Technology Training Program

Overview: With the increasing difficulties in finding workers with the right skills, it is important for information technology companies to develop, retool, refine, and broaden the skills of their existing workers. The rapidly changing and evolving nature of the industry requires a more flexible response than is currently provided under traditional job training programs. The IT Training Program provides funds for IT firms and departments in Iowa to upgrade the technical skills of existing high-level employees.

Eligibility: Iowa-based IT companies or IT departments of Iowa companies engaged in any industry other than retail or healthcare are eligible for the program. In order to receive training dollars, an employee must be primarily engaged in the delivery of information technology services in one of the following, or any similarly situated, Standard Occupational Classification (SOC) job classification:

- a. Networking and Systems Support: 11-3021, 15-1041, 15-1051, 15-1061, 15-1071, 15-1081, 15-1099, 17-3023, 17-3024.
- b. Programming and Engineering: 15-1011, 15-1021, 15-1031, 15-1032, 15-2031, 15-2099.
- c. Assembly, Installation and Repair: 17-3012, 49-2011, 49-2022, 49-2093, 49-2094, 49-9052, 51-2022, 51-2023, 51-4011, 51-4012, 51-9141.

See www.bls.gov/soc/ for further information on these SOC codes.

Awards and Spending Guidelines: Awards are available up to \$25,000 per company per state fiscal year. Applicants may apply to the program multiple times until the \$25,000 limit is reached. (Applications must request an award of a minimum of \$200 to be considered.) Applications must be received and approved prior to the start of training. Awards are then managed on a reimbursement basis. All expenditures under an award must be supported with invoices or other appropriate documentation. The following training expenses are eligible for program funding.

1. Cost of tuition
2. Cost of company, college, or contracted trainer or training services
3. Training-related materials and supplies
4. Lease or rental of training facilities
5. Training-related travel such as mileage, airfare, shuttles, food and beverage (no alcohol)
6. Subcontracted services
7. Contracted or professional services
8. Travel expenses

Equipment and software, when used for training, may be an allowable cost. If equipment or software is purchased for use in training but subsequently retained for use in the general operation of the applicant's business, only the prorated portion of the equipment or software costs directly related to the training shall be eligible for program funding. Prorated costs for equipment or software shall not exceed \$1,000, respectively. *Reimbursement of employee wages while in training is not allowed.*

Training may be provided in-state or out-of-state. Funding shall be commensurate with training needs. Program funds shall not be used to cash flow a business or to retroactively support training which has already occurred.

Matching Requirement: Companies must match the award with at least two dollars of non-state funding for every one dollar of state funding. No funds that have been generated through any state source can be used as matching funds; federal funding is an eligible match. You will be notified within 30 days of IDED's receipt of your application on whether or not the application is approved.

Application Deadline: Applications are accepted year round. Applications should be submitted a minimum of one month before training is to occur.

PART 1: APPLICANT INFORMATION

Company Name:
(doing business as:)
Street Address:
City: State: Zip Code: County:
Contact Person:
Telephone Number: Fax Number:
Email Address:
Federal ID Number:
Company NAICS Code:
Amount Requested:

How did you learn about the IT Training Program?

Certification & Release of Information

I understand that all information submitted to IDED related to this application is subject to Iowa's Open Record Law (Iowa Code, Chapter 22).

Public Records and Confidentiality Requests

Check 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 is requesting confidential treatment. To complete your request, please refer to the attached Instructions and Example and Request for Confidential Treatment Form.

I understand this application is subject to final approval by IDED and the Project may not be initiated until final approval is secured.

I understand that IDED reserves the right to negotiate the financial assistance. Furthermore, I am aware that financial assistance is not available until an agreement is executed within a reasonable time period following approval.

I hereby certify that all representations, warranties or statements made or furnished to IDED in connection with this application are true and correct in all material respect. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision.

For the Business:

Signature: _____ Date: _____

Name and Title (Typed)

PART 2: ELIGIBILITY (80 points)

An **Eligible applicant** means a business or department of a company engaged in the delivery of information technology services, except for those in retail or healthcare. The business site to receive training must be located in Iowa. Is the applicant an eligible applicant for the Information Technology Training Program?

Yes No

“**High level technical training**” means training that provides knowledge or skills that are clearly recognized throughout the industry as technologically up to date or advanced for a particular occupation. Is the requested training “high level technical training”?

Yes No

Provide a brief history of the business:

Please describe the training:

Describe the need for the training requested (15 points).

Why is this training considered high level technical training (15 points)?

How will the training outcomes benefit the company’s competitiveness (5 points)?

How will the training support Iowa’s initiative to grow the targeted industries (10 points)?

What skills will the employees acquire from the training and how do the skills increase their knowledge, abilities and performance (15 points)?

What is the average hourly wage for all full time employees (10 points)? _____

Is this average above the average county/regional wage? Yes No

Are the majority of business employees full time employees (5 points)?

Yes No

Does the business provide employee health insurance and other benefits (5 points)?

Yes No

PART 3: TRAINING PLAN (15 points)

Name of Training:

Date(s) of training:

Location (Training may be conducted in state or out of state):

Is the training being provided at a state of Iowa community college or university (5 points)?

Yes No

Name(s) and occupation code(s) of employee(s) participating in training.

Does the training include IT employees from more than one Iowa business or location (10 points)?

Yes No

PART 4: BUDGET (5 POINTS):

THE FOLLOWING SECTIONS MUST BE COMPLETED OR THE APPLICATION WILL BE RETURNED FOR COMPLETION

Source of Funds	Amount	Match Description
Source A: Information Technology Training Program	\$	1/3 of the total cost (This is the amount that should be reflected as the Amount Requested on Page 4 of application.)
Source B: Business	\$	2/3 of the total cost
Source C:	\$	
Source D:	\$	
TOTAL	\$	This total should match the total in the Use of Funds table

Use of Funds	Cost	IT Training Program	Business	Source C	Source D
Tuition	\$	\$	\$	\$	\$
Licensing for software	\$	\$	\$	\$	\$
Cost of company, college, or contracted trainer or training services	\$	\$	\$	\$	\$
Training-related materials, equipment, software, and supplies	\$	\$	\$	\$	\$
Lease or rental of training facilities	\$	\$	\$	\$	\$
Subcontracted services	\$	\$	\$	\$	\$
Contracted or professional services	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Other (Please describe)	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Have any expenditures already been made towards this training?

If so, what was the first date that expenses were paid?

Please include the following Attachments:

A1. Training quote with provider outlining training costs.

A2. Training agenda/schedule.

A3. Affidavit that states the Business has not, within the last five years, violated state or federal statutes, rules, and regulations, including environmental and worker safety regulations, or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment. A sample affidavit can be found at <http://www.iowalifechanging.com/business/ic/ITfunds.aspx>.

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. The minority impact statement shall be used for informational purposes.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name:

Title:

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):
b. As used in this subsection:

(1) *“Disability”* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“Disability” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

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).

If you marked NO in the Public Records and Confidentiality Requests section in Part 1 of this application, you can disregard the remaining pages.

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.

**** Insert the following section for the Business Financial Assistance Application or any other program applications that involve financial information that falls into these categories. You will need to customize the references to the specific Attachments or sections of the application****.

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.

A4 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.

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>___ 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>___ 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>___ Trade secrets [Iowa Code §22.7(3)]</p> <p>___ Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p>___ 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>___ 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)

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

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 between Business and XYZ company</u>	<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</p>	<p>The milestone for the Technology Project is a 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</p>

	<p>purpose. [Iowa Code §22.7(6)]</p> <p>___ 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>___ Other (provide legal citation e.g. reference to a state or federal law not listed above): _____</p>	<p>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>___ Trade secrets [Iowa Code §22.7(3)]</p> <p>___ Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]</p> <p><u>X</u> 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>___ 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. It 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:

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

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

<u>For IDED use only:</u>	
<u>X</u> Request approved.	___ 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.	