



Bret L. Mills, Director
Iowa Department of Economic Development

FY 11 Student Internship Program Application

Innovation and Commercialization Division
Iowa Department of Economic Development

Send a completed application, electronically, saved as a Microsoft Word document, with any attachments can be saved as Adobe .pdf documents. Email to:

E-mail: alana.anderson@iowa.gov

Have Questions? Need assistance?
Contact Alana Anderson, Program Manager at (515) 725-3196.

Student Internship Program

Overview: The purpose of the Student Internship Program is to connect talented students with existing and emerging biosciences, advanced manufacturing and information technology companies statewide. The program is for students within two years of graduation at one of Iowa's colleges or universities. The goal is to provide a substantial internship experience in Iowa's targeted industries with an emphasis on small to mid-size companies.

Eligibility: Iowa-based companies with fewer than 500 employees, with a significant portion employed within the state of Iowa. The company must be engaged in one of the targeted industries of biosciences, advanced manufacturing or information technology as defined by the NAICS codes. Companies engaged in retail sales or which provides health services are ineligible.

There are two terms for the program Semester and Summer. A Semester Internship is defined as an internship during the school year, it does not have to run in parallel with a traditional school semester. The applicant's summer internship must last a minimum of 8 weeks averaging no less than 30 hours per week. A Semester internships must last a minimum of 14 weeks averaging no less than 10 hours per week.

A company will select the total number of interns desired for the fiscal year on one application. The intern selection period can be made up of both summer and semester if desired. A maximum of three interns per fiscal year will be granted. The fiscal year runs from July 1st – June 30th.

An eligible student must be within one to two years of graduation, enrolled at an Iowa community college, private college, regent university or a student who graduated from an Iowa high school and attends a college or university outside of the state. The department shall encourage youth who reside in economically distressed areas, youth adjudicated to have committed a delinquent act, and youth transitioning out of foster care to participate in the Targeted Industries Internship Program.

Students who are immediate family members of the company's management employees or board members are not eligible.

Awards and Spending Guidelines: Awards are available up to \$3,100 for a single internship or \$9,300 for any single business. A company can apply for a maximum of three internships per fiscal year. Students hired as interns must be paid at least twice the minimum wage. Following approval of the application, the department will issue an award letter and a contract to the company.

The award is managed on a reimbursement basis. All expenditures under the award must be supported with payroll or other appropriate documentation. Funds can only be used for reimbursement of wages during the designated internship period. Program funds shall not be used to cash flow a business.

Once a company receives an award for an intern(s), they are then asked to post the open internship(s) on IowaIntern.com (www.iowaintern.com/ided). This will allow the company to post unlimited internship opportunities and review the resumes of students across the state who are interested in an internship.

Matching Requirement: The award amount allowable through this program will be in an amount of one dollar for every two dollars paid by the business to the intern. No funds that have been generated through any state source can be used as matching funds; federal funding is an eligible match. Funds spent prior to receiving the award cannot be used as matching funds.

Reporting: We require both the intern and the company to write a final report about the internship experience. The company will receive the award disbursement upon receipt of both reports. Reporting criteria can be found on our website.

Application submittal and selection: To apply for program funds, a company should submit an application for the internship program to the Iowa Department of Economic Development for a review by department staff and approval of the IDED board. The board may approve, defer or deny each application.

Applications will be scored according to the following criteria:

1. An internship in one or more of the following areas: research and development; engineering; process management and production; product experimentation and analysis; product development; market research; business planning and administration. 25 points.
2. An explanation of the company's anticipated workforce needs and of the intern's potential for prospective employment with the business following graduation. 20 points.
3. The extent to which the internship duties requires independent judgment, creativity, and intelligence to complete and contribute to the business's goals or processes. 10 points.
4. The internship will have a positive impact on the intern's skills, knowledge and abilities. 15 points
5. The internship must pay at least twice the minimum wage. Awards will not be granted to companies that do not meet this criterion. 10 points.
(Minimum wage effective January 1, 2008: $\$7.25 \times 2 = \14.50)
6. The company's contribution to the internship program is above the minimum program match requirement. 10 points.
7. The company accepts intern applications from more than one private college, university or community college. 5 points.
8. The application documents that all considerations, including funding required to begin the internship, have been addressed. 5 points.

To be considered for funding, an application must receive a minimum score of 65 out of a possible 100 points and meet all other eligibility criteria.

APPLICATION FORM

PART 1: APPLICANT INFORMATION

Company Name:

Doing Business As (DBA):

Street Address:

City:

State:

Zip Code:

County:

Contact Person:

Telephone Number:

Email Address:

Federal ID Number:

NAICS Code:

(North American Industry Classification System 2007

<http://www.census.gov/naics/2007/index.html>)

Industry Sector:

Total Number of Number of Employees:

(Includes all locations in and outside of Iowa)

Company Website:

State Representative:

State Senator:

<http://www.sos.state.ia.us/elections/index.html>

Provide a brief history of the company (Maximum of 3 typed lines)

Has your company employed interns in the past?

If yes, when

How many years has the company been in business?

How did you hear about the 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:

Name: _____ Date: _____

Title: _____

PART 2: Internship Description

Number and Type of Internships: Summer _____ and/or _____ Semester _____
(Please select the total number of interns you desire for the fiscal year. A maximum of three interns per fiscal year will be granted. The fiscal year runs July 1st – June 30th.)

Title of internship position(s): Summer _____ and/or _____ Semester _____

Date of internship(s): _____ through _____

Date of internship(s): _____ through _____

How many weeks is the Internship? Summer _____ and/or _____ Semester _____
The intern must work a minimum of 8 weeks during the summer and a minimum of 14 weeks during the semester.

How many hours per week will the intern work? Summer _____ and/or _____ Semester _____
The intern must work a minimum of 30 hours per week during the summer and a minimum of 10 hours per week during the semester.

Location: _____

Name and email address of the company representative who will train and supervise the intern(s): _____

To be considered, the intern must be involved in a substantive experience in one or more of the following areas: research and development; engineering; process management and production; product experimentation and analysis; product development; market research; business planning and administration. If applying for more than one internship (limit of three per company), all questions must be answered on the same application for each internship position, unless you will be placing multiple interns in the same position. You must also include a job description for each internship position.

1. Provide an explanation of the internship job duties that describes how and what the intern will do during the course of the internship. If the intern will be assigned to a special project, provide a description of the project goals and deliverables. Include information regarding the intern's work space (i.e., access to telephone, computer, and other necessary items). (25 points)

2. Provide an explanation of the company's anticipated workforce needs including the current workforce shortage (if any) and identify the intern's potential for prospective employment with the business following graduation. (20 points)

3. Describe the extent to which the internship duties require independent judgment, creativity, and intelligence to complete and contribute to the business's goals or processes. (10 points)

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

Eligibility (30 points)

5. List the hourly wage for each internship:
The internship must pay at least twice the minimum wage. (10 points)
(Minimum wage effective January 1, 2008: $\$7.25 \times 2 = \14.50)

6. Cash Match amount \$
The company's contribution to the internship is above the minimum program match requirement, (10 points). Example: Company pays intern \$15.00/hr cash match would be \$7.50.

7. The company accepts intern applications from more than one private college, university or community college. (5 points)

8. Have all considerations to begin internship been addressed including funding, management/training and office accommodations? (5 points)

Intern Job Description

The job description needs to be provided even if an intern has been selected. If you have multiple interns hired for the same position, you only need to provide the job description once.

Internship Title:

Job Description:

Internship Title:

Job Description:

Internship Title:

Job Description:

Once a company receives an award for an intern(s), they are then asked to post the open internship(s) on IowaIntern.com (www.iowaintern.com/ided). This will allow the company to post unlimited internship opportunities and review the resumes of students across the state who are interested in an internship.

Please include the following attachments:

Affidavit (this should be sent as a separate attachment from the application)

A1. 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/internship_program.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.

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:

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>	

	<input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____	
3.	<i>Check one:</i> <input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)] <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)] <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)] <input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____	
4.	<i>Check one:</i> <input type="checkbox"/> Trade secrets [Iowa Code §22.7(3)] <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)] <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)] <input type="checkbox"/> Other (provide legal citation e.g. reference to a state or federal law not listed above): _____	

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: _____
 Signature (Name, Title)

Date: _____

For IDED use only:

____ Request approved.

____ Request denied. Reason:

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	<i>Check one:</i> ____ Trade secrets [Iowa Code §22.7(3)] <u>X</u> 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): _____	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.
A1- Portion of the	<i>Check one:</i>	pps. 10-13, Section 10 of the Business Plan

<p><u>Business Plan</u></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 IDEED by persons outside the government to the extent that IDEED 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>– 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 that \$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>
<p><u>Entire Licensing Agreement between Business and XYZ company</u></p>	<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 IDEED by persons outside the government to the extent that IDEED 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 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 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 IDEED 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 IDEED 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 IDEED by persons outside the government to the extent that IDEED 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 IDEED on 7/26/07. This contract is not required to be provided to IDEED. 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: _____ **Date:** _____
Signature (Name, Title)

For IDED use only:

Request approved. Request denied. *Reason:*

Date: 7/26/07 By: Tom Jones, Business Finance Project Manager
Signature (Name, Title)

* Notice of IDED action on request sent to applicant on 7/26/07 by email.