

INTRODUCTION

Through teamwork and cooperation among the Iowa Department of Economic Development (IDED) and Technology Association of Iowa we continue to increase exports and expand the out-of-state reach of Iowa software and IT firms, ultimately supporting and expanding high-wage employment in Iowa. These efforts also boost awareness of Iowa as a technology state.

An important element of positively positioning Iowa is building partnerships with industry groups in order to develop a fully-integrated state and local marketing program. As a result, the “Iowa – *life* | changing®” message is consistently and more emphatically communicated to every business decision maker.

IDED Marketing Plan:

IDED is engaging in a comprehensive marketing effort designed to promote Iowa to target audiences including site selectors, business decision-makers — for both new and existing industries, potential job relocators, students, tourists and Iowans.

In order to keep the plan current and relevant in changing economic conditions, the plan will be fluid and updated on a regular basis. Your suggestions are welcome also, by contacting marketing@iowalifechanging.com.

Program Objective

The objective of the Technology Industry Co-op Marketing program is to create a stronger voice and noticeable presence in the global market for Iowa’s IT companies. On the following pages you will find an outline of qualified marketing activities for IT company participation.

We invite you to join us in this important effort.

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Iowa Department of Economic Development

Technology Co-op Marketing Program

PROGRAM OUTLINE

Eligible applicants consist of *software and information technology companies headquartered in Iowa that have 10 or more referenceable accounts.

**Software and information technology companies are defined as:*

- ❖ *A technology facility located in this state on or before July 1, 2007, that develop, support and/or publish applications or custom software and/or hardware and information solution departments.*
- ❖ *Having a primary business with a North American Industry Classification System (NAICS) code within the IT sector as verified by the Iowa Department of Economic Development (IDED) using nationally recognized third-party sources such as Hoovers, Harris Directory or others as designated by IDED.*

[to view classifications visit: http://www.iowalifechanging.com/business/downloads/naics_codes.pdf]

Participation funds will be allocated as follows:

- ❖ *50 percent match for out-of-state trade show participation.
- ❖ *Up to 30 percent match for media advertising to include print, billboards and broadcast radio/television for targeted out-of-state audiences. Match percentage to be determined by the funding committee based on how the project impacts the strategic goals of the State.
- ❖ Other Marketing Strategies could be (not an all inclusive list) design of collateral materials for use at approved trade show exhibit, workforce attraction projects, Web or public relations activities where co-branding would further the State's strategic goals. Match for each project submitted under this category are to be determined by the funding committee based on how the project impacts the strategic goals of the State.

**See eligible expenses section of this program guide for explanation of qualified expenses for reimbursement match.*

Funding Cap: \$7,500 per fiscal year (FY) per applicant (FY: July 1 through June 30)

Application Deadline: April 20

(If the application deadline date falls on a state holiday or weekend the deadline will be extended to the following business day).

Application Awards: May 30

The program funding committee will review all applications and communicate awards by May 30, prior to the fiscal year funding period. (If the application deadline date falls on a state holiday or weekend the deadline will be extended to the following business day).

Following the IDED application awards deadline, notice will be provided to the Information Technology Association for communication to its members regarding any unallocated funds for the fiscal year funding period. Additional applications will be received with preference given to first-time applicants for the program, otherwise on a first-come, first-serve basis until all funds are allocated.

Iowa Department of Economic Development Technology Co-op Marketing Program

Project Qualifications:

- ❖ Marketing activity submitted for funding must occur during the fiscal year for which the applicant is submitting an application and meet the eligible expenses as outline in this program guide.
- ❖ Applicant must have the ability to fund the event, then upon payment of final invoice request reimbursement from the program for the percentage awarded. Program will payout at estimates provided or actual project cost, whichever is less.
- ❖ Applicant must show how the project supports both their company marketing plan strategies and those of the State.
- ❖ Event or project must be able to be co-branded using the Iowa *Life | Changing*® mark and iowalifechanging.com URL with strict adherence to IDED brand use standards. A relationship tag line is also required for all new design materials, but on occasion can be omitted on existing design if space is an issue.
 - tag line verbiage: *Iowa Department of Economic Development - supporting Iowa companies in the global market place.*
- ❖ The Iowa Department of Economic Development requires the opportunity to review and approve all materials and or scripts prior to its use to ensure that the Iowa *Life | Changing*® Mark URL and tag line comply with IDED's branding standards. Failure to comply with the approval process will null and void the funding commitment for the project.
 - Iowa *Life | Changing*® art files are available on-line. To receive the address for accessing the art files we request that the applicant read and commit to a trademark use agreement. Once the agreement has been accepted by the applicant the art file Web address and department branding standards will be forwarded to the applicant. To access the trademark use agreement please go to: <http://www.iowalifechanging.com/tmarkuse.html>
- ❖ Applicants participating in other funding programs through IDED must be current on any obligations under that contract or funding obligation before reimbursements can be made to the applicant under the Technology Marketing Co-op Program.
- ❖ Media Advertising for out-of-state audiences only

ELIGIBLE EXPENSES FOR TECHNOLOGY CO-OP REIMBURSEMENT

TRADE SHOWS: *Exhibitor should submit request for funding only for events where co-sponsoring is of benefit to the company and to the State's initiative for job creation/retention*

Eligible Expenses

- ❖ Exhibit booth/exhibit registration fees, *note: booth must be staffed.*
- ❖ Registration fees for up to two attendees to work exhibit area if complimentary registration not provided with cost of exhibit registration fees.
- ❖ Essential exhibit area furnishings (if not part of exhibit package).
 - essential items are defined as: carpet, electricity, table and two chairs, Web access or telecommunications if essential to company's presentation materials and approved for funding with the program application.
- ❖ Funding for print production of co-branded collateral materials will be considered for match under "other marketing strategies." Pieces must be professionally produced, be pre-approved by IDED to ensure brand standards have been met for the IDED brand mark and the applicant must submit a detailed outline of expenses on the application for project consideration and for the invoice submitted for reimbursement outlining design costs, prepress, production costs and delivery. Match for approved funding will be set by the funding committee based on how the project impacts the strategic goals of the State.

Iowa Department of Economic Development

Technology Co-op Marketing Program

Non-Eligible Trade Show Expenses

- ❖ Registration fees for over and above complimentary pass(es) provided with exhibit/sponsor fees (the program will pay for up to two registration fees if not included in the exhibitor fee).
- ❖ Unstaffed exhibits.
- ❖ Staff travel or accommodation expense.
- ❖ Shipping fees for booth or materials.
- ❖ Staff training or motivational events
- ❖ Registrations for events where the company is not an exhibitor with staffed booth area.
- ❖ Event sponsorships such as golf events.
- ❖ Sponsored breaks or meals for convention attendees, break-out sessions or key-note speakers where the applicant does not have staffed booth for making contact with the attendees.
- ❖ Promotional advertising items.
- ❖ Marketing pieces produced in-house on business PC/Printer will not qualify for funding due to the inability to produce accurate billing statements for costs.

MEDIA ADVERTISING:

Eligible Expenses

- ❖ Creative and production costs.
 - Note, applicant must submit draft copy or concept outline of media ad with application, final art or production file must be submitted to the IDED IT Co-op Coordinator for approval prior to the placement deadline. IDED reserves the right to withdraw funding and use of the Iowa life | changing® mark if final production does not meet branding standards of the Department.
- ❖ Placement cost placed in monthly publications up to three times and in weekly publications up to six times each year (actual cost of the ad flight, not agency costs for securing flight schedules).

Non-Eligible Expenses

- ❖ Co-op awards are not available for publication cost share for predominantly in-state audiences.
- ❖ In-house design and/or production costs of media advertising.

OTHER MARKETING STRATEGIES:

IDED encourages marketing strategies that will forward your effort. Understanding that company is unique, IDED welcomes proposals for marketing assistance in addition to those outlined above. The strategy must fit both the marketing plan for the organization and IDED's overall marketing strategy. Strategies may include, but are not limited to, the creation of marketing materials and workforce attraction initiatives to out-of-state audiences. Match will be determined upon review of each project but will not exceed the stated funding limits for each applicant each fiscal year.

Iowa Department of Economic Development Technology Co-op Marketing Program

APPLICATION PROCESS

- ❖ Completed applications and supporting documents should be mailed to:
Ragina Ostendorf, IT Coop Marketing Coordinator
Iowa Department of Economic Development
200 E Grand Avenue • Des Moines, Iowa 50309
- ❖ Applicant should submit one original, plus one (1) copy of all documentation for committee review. (please note that if you are requesting confidentiality on any information this may change the number of copies you are required to submit).
- ❖ Electronic filing of your application is accepted, but must be followed up with the required hard copies of all documentation for audit files and funding committee distribution. We have reduced the number of copies requested to support IDEED's "green" initiative.
- ❖ Applications received by the application deadline date (received, not postmarked) will be distributed to the funding review committee members for consideration.
- ❖ The goal of the committee is to review and respond to the applicants within 45-days of the application deadline, so it is imperative that applications be as complete as possible so additional information is not needed to make funding decisions.
- ❖ Following the committee decision meeting, notice of commitment will be submitted to each applicant showing the program commitment for their application.
- ❖ Applicants are then responsible for submitting the request for reimbursement as projects are completed during the funding period. Reimbursement must include copies of final invoices and a cover letter requesting reimbursement under the IT Co-op program for approved funding.
 - All final invoices must be received within 30 days following the end of the funding period and must be accompanied by an impact report quantifying results of the activity as it relates to their own or the States strategic goals [Funding period is July 1-June 30], all requests for reimbursement must be submitted for processing no later than 30 days following the end of the funding period.
 - Invoices must be itemized to show all the components that were approved under the funding agreement. For example, if a printed marketing piece is approved for booth exhibit use to meet the co-branding requirements of the booth, the invoice needs to itemize design costs, prepress, production and delivery costs as separate line items.
- ❖ All requests will be reviewed against the funding commitment and subject to review by the State Treasurer's Office and other state program coordinators to ensure that the applicant is in good standing with all state obligations before payment is made.
- ❖ Qualified payments also must be submitted for executive signature to approve payment from the program fund and then submitted for warrant processing. This process can take 30-65 days from receipt of the request for reimbursement. The applicant is encouraged to contact the program coordinator if payment has not been received within 65-70 days from their reimbursement request.

Iowa Department of Economic Development
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PROGRAM APPLICATION FORM

Date of application:

Business Name:

Contact Name and Title:

Address:

Phone:

Fax:

E-mail:

Web Address:

North American Industry Classification (NAICS) Code:

to view classifications visit: http://www.iowalifechanging.com/business/downloads/naics_codes.pdf

COOPERATIVE MARKETING ACTIVITY CHECKLIST

APPLICATION DOCUMENTATION REQUIRED:

(please check if included in packet, indicate on a separate sheet the reason for any items not provided)

- Completed and signed W9 Tax ID form. Must be submitted with each application
Find form at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Cover letter stating your intent to apply for IT Co-op funding and a recap of what your funding request entails.
- Marketing plan, completed within the last 12 months that defines the target market segments for the company, outlines the company strategic goals and provides an action plan for meeting the stated goals.
- Company brochure if available to further define your products/services.
- Checklist and supporting documentation for each marketing activity applicant is submitting for program reimbursement.
- Public Records and Confidentiality Requests (please check one of the following).

_____ No request. I have reviewed the Notice to Applicants from page eight of this program guide and 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.
(Please refer to pages nine through 13 for the Instructions and Example pages and Request for Confidential Treatment form that must be completed and submitted with your application when making this selection.)

Other IDED Funding Obligations

- Applicant has received, or is currently requesting other funding through programs offered with IDED.

Date of funding request	Program	Funding Amount

Iowa Department of Economic Development
Technology Co-op Marketing Program

Authorized Signature: _____

Title: _____ **Date:** _____

PROGRAM APPLICATION FORM (PAGE 2 OF 2)

CHECK LIST OF ITEMS TO INCLUDE WITH APPLICATION
SEE PAGES FOUR AND FIVE OF PROGRAM GUIDE FOR DEFINITION OF ELIGIBLE COSTS

Trade Show Participation

- Copy of exhibitor contract/registration form showing event name, date(s) and list of what is included with the booth package (if contract is not available, Web site or registration information that show the required information, or estimates based on prior year conference costs – but remember, the program pays from estimate or actual, whichever is less when reimbursement request is submitted).
- Copy of contract for essential furnishings (if Web or other technology expenses are to be incurred the applicant must supply commentary on the purpose of the expense and how it impacts their exhibit if not purchased).
- Statement of how co-branding will be incorporated for the booth and marketing materials, plus explanation of how participating in this event benefits the company and supports the State's initiative for job creation/retention.

Print Advertising

- *Itemized estimated creative costs and **copy of the ad or an outline of the proposed message.
- List of publication(s) in which the ad will appear including definition of audience segment for each publication.
- Publication dates and costs by publication (time billed for placement management does not qualify).
- Statement of how co-branding will be incorporated, plus state how a presence in this publication benefits the company and supports the State's initiative for job creation/retention.

Broadcast Advertising (radio/television)

- *Itemized estimated creative costs and **copy of the ad or an outline of the proposed message.
- List of stations in which the ad will appear including a definition of audience segment for each station.
- Publication dates and costs by station (time billed for placement management does not qualify).
- Statement of how co-branding will be incorporated, plus state how a presence in this media benefits the company and supports the State's initiative for job creation/retention.

Outdoor

- *Itemized estimated creative costs and **copy of the ad or an outline of the proposed message .
- List of outdoor locations in which the ad will appear and definition of audience segment for each location.
- Flight dates and costs by location (time billed for placement management does not qualify).
- Itemized panel production costs.
- Statement of how co-branding will be incorporated, plus state how participating in this media benefits the company and supports the State's initiative for job creation/retention.

Other Marketing Strategies

- Outline of the marketing idea including of how co-branding will be incorporated, plus state how participating in this event benefits the company and supports the State's initiative for job creation/retention.
- Itemized budget and amount of financial assistance requested.

* In-house design/production costs are not eligible for reimbursement.

** Iowa Department of Economic Development requires the opportunity to review and approve all advertising art and or scripts prior to public use/viewing to ensure that the use of the Iowa Life | Changing® mark, URL and tag line comply with the Departments branding standards.

Iowa Department of Economic Development Technology Co-op Marketing Program

NOTICE TO APPLICANTS – OPEN RECORDS

Please Note: upon submission of your co-op marketing application, the contents and attachments to your application are public records which are available for public inspection and copying. Specific 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 (pages 12-14 of this program guide), 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.

Legal requirements for confidential treatment of public records:

All application information for this program is routinely available for public inspection. Other information supplied to IDED as part of this application may be treated as confidential under Iowa Code section 22.7, provided a written request is 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)]

Please note: Project information is 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.

Helpful Links: Helpful Resources:

Link to Iowa's Open Records law, Chapter 22, through the Iowa General Assembly's Web site:
<http://coolice.legis.state.ia.us/CoolICE/default.asp?category=billinfo&service=IowaCode&ga=82>

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.legis.state.ia.us/ACO/IAChtml/261.htm>

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

Iowa Department of Economic Development

Technology Co-op Marketing Program

INSTRUCTIONS AND EXAMPLE – REQUEST FOR CONFIDENTIAL TREATMENT

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)]
- 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. 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.
4. Complete the Request for Confidential Treatment Form and include it with your application materials.
5. 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.
6. IDED will review the request and provide written confirmation to you of its approval or denial.

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EXAMPLE OF HOW TO COMPLETE THE 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 confidentiality request:

Name: BUSINESS NAME AS IT APPEARS ON W9
 Address: 123 ANYSTREET
 Telephone number: (AREA CODE) BUSINESS PHONE
 Email address: APPLICANT CONTACT PERSON EMAIL

2. Request

Application section or Attachment that is Confidential	Legal basis for request	Explanation for Request
A1- Portions of the Business Plan	<ul style="list-style-type: none"> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)] 	<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>Entire Licensing Agreement between Business and XYZ company</u>	<ul style="list-style-type: none"> Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)] 	<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 IDED review the Licensing Agreement to make a determination of compliance with Project milestones under the Agreement.</p>
<u>A1- Portion of the Business Plan</u>	<ul style="list-style-type: none"> 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: <ol style="list-style-type: none"> the extent to which the information is known outside of the person's business; the extent to which the information is known by employees and others involved in the person's business; the extent of measures taken by a person to guard the secrecy of the information; the value of the information to the person and the person's competitors; the amount of effort or money expended by the person in developing the information; and the ease or difficulty with which the information could be properly acquired or duplicated by others.) 	<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, and Business has spent more that \$5 M 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>

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Required Attachments Included:

X	Original and
X	Copy of the application with the confidential information blacked out.

Submitted by:	
Title:	
Date signed:	

3. IDED Action. IDED will review your request and fill in the box below. A copy will be returned to you once complete.

<u>For IDED use only:</u>	
<input type="checkbox"/> Request approved <input type="checkbox"/> Request denied	
<i>Reason:</i>	
Date: <u>MM/DD/YYYY</u>	By: <u>IDED AUTHORIZED SIGNATURE & TITLE</u> Signature (Name, Title)
* Notice of IDED action on request sent to applicant on: <u>MM/DD/YYYY</u>	

Iowa Department of Economic Development Technology Co-op Marketing Program

APPLICANT'S REQUEST TO TREAT INFORMATION AS CONFIDENTIAL

Please note: Upon submission of a signed application, the contents and attachments to this application for registration in the Information Technology Co-op Marketing Program 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).

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REQUEST FOR CONFIDENTIAL TREATMENT FORM

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

Name: _____

Address: _____

Telephone number: _____

Email address: _____

2. Request

<u>Application Section</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 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>	
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 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>	
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 IDEED by persons outside the government to the extent that IDEED could reasonably</p>	

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Technology Co-op Marketing Program

	<p>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:

X	Original and
X	Copy of the application with the confidential information blacked out.

Submitted by:	
Title:	
Date signed:	

3. IDED Action. IDED will review your request and fill in the box below. A copy will be returned to you once complete.

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