

Student Court Reporter Equipment Incentive Program Overview



For questions or assistance, please contact Lisa Day at lisa.day@iowaeda.com or 515.348.6159.

Iowa Economic Development Authority
1963 Bell Avenue, Suite 200
Des Moines, Iowa 50315
iowaeda.com

Introduction

The objective of the program is to increase Iowa's supply of court reporters and to encourage increased interest and commitment in entering the court reporter profession. IEDA will accept applications and manage this program which will provide a total of \$100,000 from July 1, 2024, to June 30, 2025, in grants and forgivable loans towards the purchase of court reporter equipment and required court reporter software for students in an Iowa based court reporting training programs and for newly licensed professionals.

Iowa Economic Development staff will evaluate applications on the criteria listed below. Staff may consult with a Court Reporter Equipment Advisory Panel during the review process.

Funding Opportunity

Funds will be equally distributed to eligible applicants through the following programs:

- Student Grant: \$50,000 total funds will be available for student grants. A \$1,000 max grant is available for persons enrolled in a court reporter course at a school in Iowa to be used for the purchase of court reporter equipment and software for the court reporter training at the school. The purchase and reimbursement of equipment and software needs to take place during the grant timeline. (July 1, 2024 to June 30, 2025.)
- Graduate Forgivable Loan Program – \$50,000 total funds will also be available for professional forgivable loans with a \$7,500 forgivable loan max for newly licensed professionals who agree to work as a court reporter in Iowa for five years after the date loan is dispersed.

Student Grant Funding Timeline:

| | Student Grants |
|-------------------------------------|----------------|
| Application opens | September 3 |
| Application Deadline | September 30 |
| Awards Announced | October 30 |
| Deadline for Reimbursement Requests | July 30, 2025 |

Student Grant Program Eligibility

Eligibility for the Student Grant Program will be evaluated on the following criteria:

- Enrollment in a court reporter course at a school in Iowa. During the review process, enrollment will be verified by the school.

Student Eligible Expenses

Student Eligible expenses include:

- Court Reporter Equipment recommended by the program. (IEDA will verify equipment recommendations with the school.)
- Court Reporter Software required from the program. (IEDA will verify software requirements with the school.)
-

Students will be required to list expenses within the application. Grant awards will be based on student equipment and software needs. Grant funding will be provided as a reimbursement for court reporter equipment and software purchased on or after July 1, 2024 to June 30, 2025. Equipment or software purchased prior to July 1, 2024, will not be eligible for grant funding/reimbursement.

Student Eligible Expenses and Reimbursement

Students will be required to provide documentation to IEDA for all court reporter equipment and software costs incurred to receive reimbursement.

Application Instructions & Questions

SlideRoom: Applicants must submit applications via the Iowa Economic Development's SlideRoom, an online application portal. Applications will not be accepted in any other format. Late, incomplete or ineligible applications will not be accepted. Applicants will be required to set up an account in SlideRoom before completing the application. After September 3, applicants can access the current online application requirements at <https://iowaartscouncil.slideroom.com/#/permalink/program/80552>

Student Application Questions:

1. Applicant First Name

Enter the first name of the eligible student submitting the application.

2. Applicant Last Name

Enter the last name of the eligible student submitting the application.

3. Applicant Email

4. Applicant Phone

5. Applicant Street Address

6. Applicant City

7. Applicant State (XX)

8. Applicant ZIP Code (#####)

9. Applicant County

10. Court Reporter Training Program Enrollment

Are you currently enrolled in a court reporter course located in a school in Iowa.
(yes/no)

11. Iowa Court Reporter Training Program School

What is the name of the school where you are enrolled in the Court Reporter Training Program.

12. Court Reporter Equipment Expenses

List all the required court reporter equipment and software expenses you will be requesting reimbursement for. If you will be requesting reimbursement for multiple software subscriptions/time periods within the year, please list the software and when the subscription fee will be paid. (For example, October 24 RealTime Software subscription: \$400; February 25 RealTime Software subscription: \$400.)

| Court Reporter Expense Type (Equipment, Software) | Estimated Cost |
|---|----------------|
| | |
| | |
| | |

All expenses must be incurred between July 1, 2024 and June 30, 2025. Paid and dated receipts will be required for all expenses to receive reimbursement. Expenses must align with the school's requirements.

13. W9

Follow the attached steps to upload required W9 form to receive reimbursement.

- i. Download the W9 form here: [Form W-9 \(Rev. March 2024\) \(irs.gov\)](https://www.irs.gov/forms/990)
- ii. Complete all information.
- iii. Upload in the Required Attachments section.

CERTIFICATION & RELEASE OF INFORMATION

14. Is the applicant currently delinquent in the payment of state or local taxes or otherwise in substantial noncompliance with Iowa tax law? (yes/no)

If yes, please provide the date and amount of the delinquency:

15. In the last five years, have there been any judgments or court actions completed or are there any judgments or court actions pending against the applicant? (yes/no)

If yes, please provide the date and a description of each judgment or court action:

16. In the last five years, has the applicant been accused or convicted of any wrongdoing or crime, other than a simple misdemeanor? (yes/no)

If yes, please provide the date and a description of each charge or conviction:

17. Have there been any current or past bankruptcies on the part of the applicant? (yes/no)

I hereby give permission to the Iowa Economic Development Authority (IEDA) to verify enrollment. I authorize the Iowa Department of Revenue (IDR) to provide to IEDA state tax information pertinent to the Applicant's standing with IDR, including but not limited to information related to state income tax. I authorize other state entities to provide IEDA information pertinent to the application and standing,

I understand that all information submitted to IEDA related to this application is subject to Iowa's Open Record Law (Iowa Code, Chapter 22), unless specifically marked as confidential section.

I understand that IEDA reserves the right to negotiate financial assistance.

I understand this application is subject to final approval by IEDA. Furthermore, I am aware that funds will not be disbursed until an agreement has been executed and the appropriate terms have been met.

I hereby certify that all representations, warranties, or statements made or furnished to IEDA 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.

The applicant's typed name is equivalent to your signature.

Name:

REQUIRED ATTACHMENTS

1. W-9 FORM

Public Records Policies

All documents submitted and generated during the application and award process become public records under Iowa's Open Records Law ([Iowa Code, Chapter 22](#)), unless,

- 1) The information belongs to one of the classes of records automatically treated as confidential; or
- 2) You have applied for and received written notice that your information will be treated as confidential.

Automatically Confidential Records

IEDA automatically treats the following records as confidential and will withhold them from public inspection even without a request for confidential treatment:

- Tax Records and Tax Liability Information
- Personal Financial Statements

Exemptions to the Open Records Law

If you wish to have additional information treated as confidential, you must fill out a confidential treatment request form. The form will be provided after consultation with IEDA counsel. Under the Open Records Law, IEDA may lawfully treat certain information as confidential if that information falls within an exemption to the Open Records Law.

Non-Confidential Information

Information that is submitted to IEDA as part of the application process is generally considered material to the eligibility requirements of the program or assistance to be provided. Such information is generally not given confidential treatment.

Additional Information Available. Copies of [Iowa's Open Record law](#) and IEDA's [administrative rules](#) relating to public records are available from the IEDA upon request.