

## Form 22 – Request for Confidentiality

### APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED **ONLY** IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.

Failure to include this FORM 22 will result in the Department to consider all application information non-confidential and the Department will copy and produce public records upon request as required to comply with Iowa Code Chapter 22 and shall relieve Department personnel from any responsibility for maintaining the information in confidence.

If requesting confidential treatment of information contained in the Application response to the Request for Proposal, this FORM 22 must be accurately and fully completed and included with both of your applications in IowaGrants (one complete application, (containing confidential information) and one redacted version (with confidential information excised)).

The Department may consider an application nonresponsive and be eliminated from evaluation for the following reasons:

1. Failure of the applicant to accurately and fully complete FORM 22 (in compliance with the RFP).
2. Failure of the Applicant to include the completed FORM 22 with BOTH applications (one complete application (containing confidential information) and one redacted (public) version (with confidential information excised)).
3. An applicant's request for confidentiality on information or material that cannot be held in confidence or requests confidentiality for portions of its Application that are improper under the RFP.

Completion of the Form and Department's acceptance of Applicant's submission does not guarantee the Department will grant Applicant's request for confidentiality.

***The below information is to be completed and signed ONLY if Applicant is requesting confidential treatment of any information submitted in its Application.***

#### **Confidential Treatment Is Requested**

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 1 of the Request for Proposals (RFP), an Applicant requesting portions of its Application be maintained in confidence must complete this form and submit it with its Applications. Applicants should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Applicant shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 1 of the RFP for instructions regarding how to request confidential treatment of portions of its Application.

## Form 22 – Request for Confidentiality

The Applicant shall download Form 22 from a link within the IowaGrants Application Certification and Conditions form, complete it (including signature), and upload it into the specific field of this electronic form in both IowaGrants Applications (one complete application, (containing confidential information) and one redacted version (with confidential information excised)).

### NOTE:

- 1 **Completion of this Form is the sole means of requesting confidential treatment.**
- 2 **An Applicant may not request pricing or budget information or transmittal letters to be held in confidence.**

**To request confidentiality, Applicant must provide the following information. Use the check box for each of the three items when completed.**

- 1  Applicant must submit a fully complete application in IowaGrants in response to the RFP. A copy of this completed and signed Form 22 must be submitted with the fully completed application. The fully complete application will be the version that will be released to reviewers for the review process.
  
- 2  Applicant must submit a redacted version (Public Copy) of its Application in IowaGrants in response to the RFP from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Application as possible. The same copy of this completed and signed Form 22 must be submitted with the redacted application.
  
- 3  In the table below, Applicant must specifically identify and list the Application section(s) for which it seeks confidentiality and answer the following questions for **each** section listed:
  - Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
  - Justify why the material should be kept in confidence.
  - Explain why disclosure of the material would not be in the best interest of the public.
  - Provide the name, address, telephone, and email for the Applicant's person authorized to respond to inquiries by the Department concerning the status of confidential materials.

**Please provide the information in the table below. Applicant may add additional lines if necessary or add additional pages using the same format as the table below. Please do not lock the document when you add your digital signature as this action will not allow the Department to view your full entries in the table below.**

**Form 22 – Request for Confidentiality**

Application Form Title and Section/item seeking confidentiality:	Applicant must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Applicant must justify why the material should be kept in confidence.	Applicant must explain why disclosure of the material would not be in the best interest of the public.	Applicant must provide the name, telephone, and email address for the person at Applicant's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

Form 22 – Request for Confidentiality

This Form must be signed by the individual who signed the Applicant's Application.

***\*Failure to provide the information required on this Form may result in rejection of Applicant's submittal to request confidentiality or rejection of the Application as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Application.***

_____ Applicant Name (Organization)	_____ RFP Number	_____ RFP Title
_____ Signature	_____ Title	_____ Date

