

Professional Court Reporter Equipment Incentive Program Overview



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

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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:

- Graduate Forgivable Loan Program – \$50,000 total funds will be available for professional forgivable loans. A \$7,500 max forgivable loan is available for persons meeting all the following requirements:
 - (1) The person is a newly licensed court reporter within one year of graduation from a court reporter training program.
 - (2) The person is a resident of Iowa.
 - (3) The person agrees to work as a court reporter in Iowa for five years after the date of the loan.

“Forgivable Loan” means financial assistance provided by IEDA for which repayment is eliminated in part or entirely upon satisfactorily completing the terms of a Contract with IEDA. Terms for forgiveness of a loan through this program include, but are not limited to, working as court reporter for five years in the state of Iowa after funds are disbursed.

- Student Grants: \$50,000 total funds will also be available for student grants with a \$1,000 max grant available for persons enrolled in a court reporter course at a school in Iowa.

Professional Forgivable Loan Funding Timeline:

	Professional Forgivable Loans
Application opens	September 16
Application Deadline	October 15
Awards Announced	November 15
Deadline for Reimbursement Requests	July 30, 2025

Professional Forgivable Loan Program Eligibility

Eligibility for the Professional Forgivable Loan Program will be evaluated on the following criteria:

- Court Reporter licensure: Professionals will be required to upload proof of licensure. During the review process, enrollment and status will be verified by the Iowa Judicial Branch.
- Proof of Court Reporter Program graduation. Professionals will be required to upload a dated proof of graduation.
- Iowa Residency: (Pay stub or other proof of residency.)
- Iowa Court Reporter Agreement: Signed statement that the person agrees to work as a court reporter for five years after the date of the loan.

Professional Eligible Expenses

Eligible expenses include:

- Court Reporter Equipment
- Court Reporter Software

Professionals will be required to list expenses within the application. Funding will be provided as a reimbursement for court reporter equipment and software purchased on or after July 1, 2024, through June 30, 2025. Equipment or software purchased prior to July 1, 2024, will not be eligible for funding.

Professional Eligible Expenses and Reimbursement

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

Application Instructions

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 16, applicants can access the current online application requirements at <https://iowaartscouncil.slideroom.com/#/permalink/program/80580>

Professional Application Questions:

1. Applicant First Name

Enter the first name of the eligible professional court reporter submitting the application.

2. Applicant Last Name

Enter the last name of the eligible professional court reporter 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. Iowa Residency: Are you a current, legal Iowa resident who is 18 years of age or older? (yes/no)

11. Verification of Iowa Residency: (Pay stub, copy of driver's license, etc.)

12. Graduation from Court Reporter Program within the last year. Have you graduated from a Court Reporter Training Program after July 1, 2023. (yes/no)

13. Verification of Court Reporter Training Program Graduation: Upload proof of graduation from a Court Reporter Training Program after July 1, 2023

14. Are you a licensed Court Reporter with the Iowa Judicial Branch? (yes/no)

15. Do you agree to work as a court reporter for five years in the state of Iowa after the forgivable loan agreement is signed by all parties? (yes/no)

16. Court Reporter Equipment Expenses

List the required court reporter equipment and software expenses (Type of expense and estimated cost). 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.

Expense Type (Equipment, Software)	Estimated Cost

All expenses must be incurred between July 1, 2024 and April 30, 2025. Paid and dated receipts will be required for all expenses to receive reimbursement.

17. 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-pubs/about-form-w-9)
- ii. Complete all information.
- iii. Attach and upload completed W9 form.

18. Forgivable Loan Agreement

Follow the attached steps to upload required signed Forgivable Loan Agreement to receive reimbursement.

- i. Download the Forgivable Loan Agreement here: [Court Reporter Forgivable Loan Agreement.pdf](#)
- ii. Complete all information and sign.
- iii. Attach and upload completed forgivable loan agreement.

CERTIFICATION & RELEASE OF INFORMATION

19. 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:

20. 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:

21. 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:

22. 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 research the applicant's' history and verify licensure and license status. 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. PROOF OF IOWA RESIDENCY**
- 2. PROOF OF COURT REPORTER TRAINING PROGRAM GRADUATION**
- 3. W-9 FORM**
- 4. FORGIVABLE LOAN AGREEMENT**

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.