HOMELAND SECURITY AND EMERGENCY MANAGEMENT DEPARTMENT[605]

Regulatory Analysis

Notice of Intended Action to be published: 605—Chapter 11
"Emergency Assistance"

Iowa Code chapter(s) or section(s) authorizing rulemaking: 17A, 29C.20A, and 29C.20B
State or federal law(s) implemented by the rulemaking: 2024 Iowa Acts, Senate File 2370

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

November 19, 2025 10 a.m.	Geode Room 7900 Hickman Road, Suite 500 Windsor Heights, Iowa meet.google.com/oqm-wujn-dif

Public Comment

Any interested person may submit written or oral comments concerning this Regulatory, which must be received by the Homeland Security and Emergency Management Department no later than 4:30 p.m. on the date of the public hearing. Comments should be directed to:

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Purpose and Summary

Pursuant to Executive Order 10, the Department proposes to rescind Chapter 11 and adopt a new chapter in lieu thereof. The chapter describes the structure and guidelines in which the Iowa Individual Assistance Grant Program and Disaster Case Advocacy are administered.

The new chapter eliminates language that is overly restrictive, repetitive of existing portions of the Iowa Code, and obsolete and shortens the chapter. It also implements and updates current practices.

Analysis of Impact

1. **Persons affected by the proposed rulemaking:**

- **Classes of persons that will bear the costs of the proposed rulemaking:**

There are no direct costs associated with this rulemaking. The rulemaking implements Iowa Code sections 29C.20A and 29C.20B, which can provide disaster funding and administrative assistance to certain individuals affected by disasters.

- **Classes of persons that will benefit from the proposed rulemaking:**

Certain individuals who qualify for the program as described in the proposed rulemaking and in Iowa Code sections 29C.20A and 29C.20B can receive disaster assistance benefits from the rulemaking.

2. **Impact of the proposed rulemaking, economic or otherwise, including the nature and amount of all the different kinds of costs that would be incurred:**

- **Quantitative description of impact:**

The rulemaking implements Iowa Code section 29C.20A, which provides up to $7,000 for qualifying households impacted by disaster. Annually, there is a $1 million allocation for the program.

- **Qualitative description of impact:**

The rulemaking provides clarity and greater implementation of the program to ensure fair access to the program and prevent fraud.

3. **Costs to the State:**

- **Implementation and enforcement costs borne by the agency or any other agency:**

There is no cost to the State from the rulemaking alone. The statute dictates the maximum individual award and the maximum allocation per year for the program.

- **Anticipated effect on State revenues:**

There are no anticipated effects on State revenues due to this rulemaking.

4. **Comparison of the costs and benefits of the proposed rulemaking to the costs and benefits of inaction:**

This rulemaking ensures the State has a consistent standard for the program in order to reduce the risk of fraud while maintaining ease of access for individuals.

5. **Determination whether less costly methods or less intrusive methods exist for achieving the purpose of the proposed rulemaking:**

The Department seeks to implement these rules in the least intrusive and least prescriptive way possible while preventing the risk of fraud.

6. **Alternative methods considered by the agency:**

- **Description of any alternative methods that were seriously considered by the agency:**

None were considered.

- **Reasons why alternative methods were rejected in favor of the proposed rulemaking:**

Not applicable.

Small Business Impact

If the rulemaking will have a substantial impact on small business, include a discussion of whether it would be feasible and practicable to do any of the following to reduce the impact of the rulemaking on small business:

- Establish less stringent compliance or reporting requirements in the rulemaking for small business.
- Establish less stringent schedules or deadlines in the rulemaking for compliance or reporting requirements for small business.
- Consolidate or simplify the rulemaking's compliance or reporting requirements for small business.
- Establish performance standards to replace design or operational standards in the rulemaking for small business.
- Exempt small business from any or all requirements of the rulemaking.

If legal and feasible, how does the rulemaking use a method discussed above to reduce the substantial impact on small business?

The rulemaking has no direct impact on small business.

Text of Proposed Rulemaking

ITEM 1. Rescind 605—Chapter 11 and adopt the following **new** chapter in lieu thereof:

CHAPTER 11
EMERGENCY ASSISTANCE

DIVISION I
IOWA DISASTER AID INDIVIDUAL ASSISTANCE GRANT PROGRAM

Preamble

This division implements a state program of financial assistance to meet disaster-related expenses, food-related costs, or serious needs of individuals or families who are adversely affected by a state-declared disaster emergency. The program is intended to meet needs that cannot be met by other means of financial assistance.

605—11.1(29C) Definitions.

"Bona fide residence" or *"bona fide address,"* as set forth in Iowa Code section 321.1(6C), means the pre-disaster street or highway address of an individual's dwelling or dwelling unit. The bona fide residence of a person with more than one dwelling is the dwelling for which the person claims a homestead tax credit under Iowa Code chapter 425, if applicable. The bona fide residence of a homeless person is a primary nighttime residence meeting one of the criteria listed in Iowa Code section 48A.2(3).

"Department" means the same as defined in Iowa Code section 29C.2.

"Dwelling" or *"dwelling unit"* means the structure in which a household resides. "Dwelling" or "dwelling unit" includes permanent structures, mobile homes, manufactured homes, modular homes, fifth-wheel travel trailers, travel trailers, and motor homes in which a household resides.

"Emergency management coordinator" means the person appointed by the local emergency management commission pursuant to Iowa Code sections 29C.9 and 29C.10.

"Fifth-wheel travel trailer," as set forth in Iowa Code section 321.1(36D)*"c,"* means a type of travel trailer that is towed by a pickup by a connecting device known as a fifth wheel. However, this type of travel trailer may have an overall length that does not exceed 45 feet.

"Home" means the pre-disaster dwelling or dwelling unit for a household.

"Household" means all adults and children who lived in the pre-disaster residence who request assistance, as well as any persons, such as infants, spouses, or part-time residents, who were not present at the time of the disaster but who are expected to return during the assistance period.

"Manufactured home" or *"modular home,"* as set forth in Iowa Code section 321.1(36C), is a factory-built structure constructed under authority of 42 U.S.C. §5403 as amended to August 25, 2022, which is required by federal law to display a seal from the United States Department of Housing and Urban Development, and was constructed on or after June 15, 1976.

"Manufactured or mobile home," as set forth in Iowa Code section 321.1(36D)*"a,"* means any vehicle without motive power used or so manufactured or constructed as to permit its being used as a conveyance upon the public streets and highways and so designed, constructed, or reconstructed as will permit the vehicle to be used as a place for human habitation by one or more persons.

"Mitigation" means the same as defined in rule 605—1.2(29C).

"Motor home," as set forth in Iowa Code section 321.1(36D)*"d,"* means a motor vehicle designed as an integral unit to be used as a conveyance upon the public streets and highways and for use as a temporary or recreational dwelling and having at least four, two of which shall be systems specified in numbered paragraph "1," "4," or "5" of this definition, of the following permanently installed systems that meet American National Standards Institute and National Fire Protection Association standards in effect on the date of manufacture:

1. Cooking facilities.
2. Ice box or mechanical refrigerator.
3. Potable water supply including plumbing and a sink with faucet either self-contained or with connections for an external source, or both.
4. Self-contained toilet or a toilet connected to a plumbing system with connection for external water disposal, or both.

5. Heating or air conditioning system, or both, separate from the vehicle engine or the vehicle engine electrical system.

6. A 110- to 115-volt alternating current electrical system separate from the vehicle engine electrical system either with its own power supply or with a connection for an external source, or both, or a liquefied petroleum system and supply.

"Necessary expense" means the cost associated with acquiring an item or items, obtaining a service, or paying for any other activity that meets a serious need.

"Owner" means one or more persons, jointly or severally, in whom is vested all or part of the legal title to property or all or part of the beneficial ownership and a right to present use and enjoyment of the property. "Owner" includes a mortgagee in possession.

"Rent" means an amount paid to the landlord under the rental agreement.

"Safe, sanitary, and secure" means free from disaster-related health hazards.

"Serious need" means the item or service is essential to the household to prevent, mitigate, or overcome a disaster-related hardship, injury, or adverse condition.

"Tenant" means a person or persons entitled under a rental agreement to occupy a dwelling or dwelling unit to the exclusion of others.

"Travel trailer," as set forth in Iowa Code section 321.1(36D)*"d,"* means a vehicle without motive power used, manufactured, or constructed to permit its use as a conveyance upon the public streets and highways and designed to permit its use as a place of human habitation by one or more persons. The vehicle may be up to eight feet, six inches in width with a length not exceeding 45 feet. The vehicle shall be customarily or ordinarily used for vacation or recreational purposes and not used as a place of permanent habitation. If the vehicle is used in this state as a place of human habitation for more than 180 consecutive days in one location, the vehicle shall be classed as a manufactured or mobile home regardless of the size limitations provided in this definition.

605—11.2(29C) Program implementation.

11.2(1) *Disaster proclamation.* The Iowa individual assistance grant program (IIAGP) shall be implemented when the governor issues a proclamation of a state of disaster emergency that authorizes individual assistance. The program shall be in effect only in those counties named in the proclamation. Assistance shall be provided for a period not to exceed 120 days from the date of proclamation.

11.2(2) *Voucher system.* The IIAGP will be implemented through a reimbursement or voucher system. Reimbursement may include checks provided to the applicant. The applicant must sign a promise to purchase replacement food or personal property.

11.2(3) *Program extensions.*

a. The program may be extended beyond 120 days through an extension of the governor's disaster proclamation; or

b. The program may be extended in 30-day intervals requested by the applicant household through the contracted entity and approved by the department.

605—11.3(29C) Application for assistance. To request assistance for disaster-related expenses, the household shall complete the online form and submit it within 45 days of the disaster proclamation to the contracted administrative entity.

11.3(1) Application forms are available from an approved administrative entity, as well as the website of the department at homelandsecurity.iowa.gov.

11.3(2) The application shall include:

a. A declaration of the household's annual income, accompanied by a current pay stub, W-2 form, or income tax return.

b. An authorization to release confidential information to personnel involved in administering the program.

c. A certification of the accuracy of the information provided.

d. An assurance that the household had no insurance coverage for claimed items.

e. A commitment to refund any part of a grant awarded that is duplicated by insurance or by any other assistance program, such as but not limited to local community development groups and charities, the Small Business Administration, or the Federal Emergency Management Administration.

f. A short, handwritten narrative of how the disaster event caused the claimed loss, including an itemized list of items damaged by the disaster.

g. A copy of a picture identification document for the adult applicant.

h. When vehicle damage is claimed, current copies of the vehicle registration and liability insurance card.

11.3(3) The application period may be extended beyond 45 days through an extension of the governor's disaster proclamation. If the forty-fifth day falls on a Saturday, Sunday, or holiday, the deadline is moved to the following business day.

11.3(4) Only one application will be accepted per household. Duplicate applications will be denied.

11.3(5) Applicants must respond to requests for information within 21 days or the application will be denied. If an application is denied because a client does not respond to a request for documentation, the applicant has 30 days from the date on the notice letter to submit documentation or the case cannot be reopened.

605—11.4(29C) Eligibility criteria. To be eligible for assistance, an applicant household must meet all of the following conditions:

11.4(1) The household's bona fide residence was located in the area identified in the disaster proclamation during the designated incident period, and the household verifies occupancy at that residence. If a vehicle was damaged, the vehicle must have been located in the same county as the bona fide residence.

11.4(2) Household members are citizens of the United States or are legally residing in the United States.

11.4(3) The household's annual income is at or less than 200 percent of the federal poverty level for a household of that size.

a. Poverty guidelines are updated annually.

b. All income available to the household is counted, including wages, child support, interest from investments or bank accounts, social security benefits, and retirement income. Proof of income is required.

c. Income determination is based on the applicant's or applicants' adjusted gross income as defined in 26 U.S.C. §62 as amended to [effective date of the rulemaking].

11.4(4) The household has unmet disaster-related expenses or serious needs that are not covered by insurance. The applicant must provide claim documentation from the insurance company.

11.4(5) The household has not previously received assistance from this program or another program for the same loss in the same disaster.

11.4(6) Household eligibility for home repair assistance for a dwelling or dwelling unit damaged due to a proclaimed disaster is only available for a household that owns and occupies the dwelling or dwelling unit being repaired.

a. Assistance will be denied if preexisting conditions are the cause of the damage.

b. Repairs to rental dwellings, dwelling units, or landlord-owned equipment are excluded under this program.

605—11.5(29C) Eligible categories of assistance. Expenses eligible for grant funding shall be limited to personal property, food assistance, home repair and temporary housing and shall not exceed a total of $7,000. Assistance is available under the program for the following disaster-related expenses:

11.5(1) Personal property and food assistance may be issued for damage to personal property or food replacement. Eligible items for personal property assistance may include but are not limited to the following items, based on the item's condition:

a. Appliances or equipment, including:

(1) Small household appliances, including but not limited to:

1. Toasters,
2. Blenders,
3. Microwaves,
4. Vacuums,
5. Dehumidifiers, and
6. Window air conditioners.

(2) Large household appliances if the appliance is owned by the household and not a landlord.

(3) Outdoor equipment, including:

1. Lawn mowers, and
2. Snow blowers.

b. Food.

c. Personal hygiene items.

d. Prescription medications or medical equipment not covered by insurance.

e. Basic household items, including but not limited to:

(1) Furnishings (e.g., tables, chairs, dressers, couches, end tables),

(2) Beds (e.g., mattresses, bedding),

(3) Curtains or window treatments,

(4) Car or booster seats,

(5) Strollers,

(6) Storage totes,

(7) Televisions,

(8) Laptop or desktop computers, and

(9) Area rugs.

f. Clothing.

g. Short-term transportation, such as bus passes.

h. Debris removal.

i. Vehicle repair or replacement if a total loss has occurred.

j. Other personal property items, as determined by the department, in order to assist the household in making the dwelling or dwelling unit safe, sanitary, and secure.

11.5(2) Home repair assistance may be issued for home repair for an owner-occupied dwelling or dwelling unit as needed to make the dwelling or dwelling unit safe, sanitary, and secure, up to a maximum of $7,000.

a. Assistance will be denied if preexisting conditions are the cause of the damage.

b. Repairs to rental dwellings or dwelling units or landlord-owned equipment are excluded under this program.

c. Assistance may be authorized for:

(1) The repair of structural components, such as the foundation and roof.

(2) The repair of floors, walls, ceilings, doors, windows, and carpeting of essential interior living space that was occupied at the time of the disaster.

(3) Mitigation measures.

(4) Debris removal, including trees.

(5) Bathroom, including toilet, sink, and tub/shower.

(6) Sump pump installation (in a flood event only).

(7) Electrical or mechanical repairs.

(8) Water heater.

(9) Heating systems.

(10) Air-conditioning systems.

(11) Water well repair for dwellings or dwelling units with no other source of water available.

(12) Water softener repair.

d. Repairs completed by a vendor must be compliant with applicable building codes and standards as of the date of the governor's proclamation.

11.5(3) Temporary housing assistance.

a. Temporary housing assistance may be issued to a household for lodging at a licensed establishment, such as a hotel or motel. The household's home must be considered to be destroyed, uninhabitable, inaccessible, or unavailable to the household. Total temporary housing assistance cannot exceed $7,000 and is included as part of disaster assistance.

b. Temporary housing assistance may also be granted for rental unit application fees, deposits, and first month's rent for a new dwelling.

11.5(4) Replacement, repair, or provision of other items of necessity may be approved by the department on a case-by-case basis, up to a maximum of $7,000.

605—11.6(29C) Eligibility determination and payment.

11.6(1) The contracted entity or designee shall confirm that the bona fide address provided on the application is a valid address and is reasonably believed to be in the disaster-affected area. The department or contracted entity reserves the right to view the damaged property prior to providing any assistance pursuant to IIAGP.

11.6(2) Designated staff in the department shall:

a. Monitor applicants' names and addresses as reports are submitted by the administrative entity.

b. Monitor, review, and provide timely submission of invoices by the administrative entity for payment and shall process appeals.

11.6(3) For applications with a voucher or reimbursement request, the department or its designee shall:

a. Determine eligibility and the amount of payment within the rules of the program.

b. Notification of the decision will be written, timely and adequate. Timely means within ten days of the decision being made along with a full and complete explanation for why assistance may have been denied.

c. Authorize vouchers to an eligible household to purchase needed goods and services.

d. Pay vendors for goods and services purchased with vouchers.

605—11.7(29C) Contested cases.

11.7(1) *Reconsideration.*

a. The household may request reconsideration of decisions regarding eligibility and the amount of assistance awarded.

b. To request reconsideration, the household shall submit a written request to the Iowa Department of Homeland Security and Emergency Management, 7900 Hickman Road, Windsor Heights, Iowa 50324, within 30 days of the date of the letter notifying the household of the department's decision. Reconsiderations will also be accepted electronically via the process detailed in the initial notice of decision.

c. The department shall review any additional evidence or documentation submitted and issue a reconsideration decision within 30 days of receipt of the request.

11.7(2) *Appeal.* The household may appeal the department's reconsideration decision according to procedures in 605—Chapter 2 and this rule.

a. Appeals must be submitted in writing to the Iowa Department of Homeland Security and Emergency Management, 7900 Hickman Road, Windsor Heights, Iowa 50324, within 30 days of the date of the reconsideration decision. Written appeals will also be accepted electronically via the process detailed in the notice of reconsideration decision.

b. A written appeal is filed on the date the envelope sent to the department is postmarked or, when the postmarked envelope is not available, on the date the appeal is stamped received by the agency.

605—11.8(29C) Discontinuance of program.

11.8(1) *Deferral to federal assistance.* Upon declaration of a disaster by the President of the United States under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 through §5207 as of [the effective date of this rule], the Iowa individual assistance grant program administered under this chapter will be discontinued in the geographic area designated by the federal individual assistance program. Upon issuance of the presidential declaration:

a. No more applications will be accepted.

b. Any applications that are in process but are not yet approved will be denied.

c. Persons seeking assistance under this program will be advised to apply for federal disaster assistance.

11.8(2) *Exhaustion of funds.* The program will be discontinued when funds available for the program have been exhausted. To ensure equitable treatment, applications for assistance will be approved on a first-come, first-served basis until all funds have been depleted. "First-come, first-served" is determined by the date the application is approved for payment.

a. Partial payment. Because funds are limited, applications may be approved for less than the amount requested. Payment cannot be approved beyond the amount of funds available.

b. Reserved funds. A portion of allocated funds will be reserved for final appeal decisions reversing the department's denial that are received after funds for the program have been awarded.

c. Untimely applications. Applications received after the program is discontinued will be denied.

These rules are intended to implement Iowa Code section 29C.20A.

605—11.9 to **11.20** Reserved.

DIVISION II
IOWA DISASTER CASE ADVOCACY

605—11.21(29C) Purpose. The purpose of these rules is to guide the provision of the Iowa disaster case advocacy (IDCA) program during the time of emergency disaster for individual assistance when a disaster is proclaimed by the governor of the state of Iowa.

605—11.22(29C) Definitions.

"Contracted entity" means an entity chosen by the department as the contracted administrator for the IDCA program.

"Emergency management coordinator" means the person appointed by the local emergency management commission pursuant to Iowa Code sections 29C.9 and 29C.10.

"Household" means all adults and children who lived in the pre-disaster residence who request assistance, as well as any persons, such as infants, spouses, or part-time residents, who were not present at the time of the disaster but who are expected to return during the assistance period.

"Iowa disaster human resource council" or *"IDHRC"* is recognized as the designated voluntary organization active in disasters for Iowa.

"Necessary services" means the guidance and advice in obtaining a service, or assistance in obtaining resources from various providers for any other activity that addresses a serious need.

605—11.23(29C) Program implementation.

11.23(1) *Disaster proclamation.* The IDCA program shall be implemented when the governor issues a proclamation of a state of emergency disaster that authorizes individual assistance.

a. The program shall be in effect only in those counties named in the proclamation.

b. The program shall commence on the day following the governor's disaster proclamation and shall be provided for a period of up to 180 days from the date of proclamation.

c. The program may be extended in intervals up to 90 days when adequate justification is presented to the department, but not to exceed 730 days from the date of the proclamation.

d. If the disaster becomes a presidentially declared disaster and a Federal Emergency Management Agency (FEMA) disaster case management (DCM) grant is approved, then assistance may be provided for a period of up to 24 months from the date of the proclamation.

e. The reporting of the numbers of contacts, cases opened, cases pending, cases closed, and other reports as determined and communicated by the department.

f. Audits of disaster case files, as well as cost management and expenditures, may be randomly performed by the department without notice.

11.23(2) *Contracting.* The administrative entity currently under contract for the IIAGP may receive an amended contract to specify administration of the IDCA program.

a. Future contract renewals may be inclusive with the IIAGP and as amended to include the IDCA program.

b. If a local contracted entity is under contract with the state to provide other services or is implementing a state or federal program and the contract contains a sufficient surety bond or other adequate financial responsibility provision, the department shall accept the existing surety bond or financial responsibility provisions in lieu of applying a new or additional surety bond or financial responsibility requirement.

c. The contracted entity shall coordinate activities with emergency management coordinators and voluntary organizations active in the disaster while the program is active. The contracted entity may subcontract with other entities to provide disaster case advocacy with the approval of the department.

605—11.24(29C) Eligibility criteria. To be eligible for assistance, an applicant household must meet all of the following conditions:

11.24(1) The household's residence was located in the area identified in the disaster proclamation during the designated incident period and the household verifies occupancy at that residence.

11.24(2) Household members are citizens of the United States or are legally residing in the United States.

11.24(3) The household has disaster-related needs that represent a burden that the family is unable to resolve.

605—11.25(29C) Services. Disaster case advocacy is a time-limited resource and process that involves a partnership between a case advocate and a household impacted by a disaster (also known as a client) to develop and carry out a disaster recovery plan. This partnership provides the client with a single point of contact to facilitate access to a broad range of resources, promoting sustainable assistance for individuals and a household's recovery. These services are client-focused and provided in a manner consistent with standards for trauma-informed practice in human services.

605—11.26(29C) Disaster-caused unmet needs. A disaster-caused unmet need is an unresourced item, support, or assistance that has been assessed by a representative from a local, state, tribal, federal agency or a voluntary, or faith-based organization and that is needed for the client to recover from the disaster. Unmet disaster-caused needs may also include basic and immediate needs, such as food, clothing, shelter, or first aid, and long-term needs, such as financial, physical, emotional or spiritual well-being.

605—11.27(29C) Resources. Applicable resources may include but not be limited to insurance payments, state assistance, voluntary/faith-based and local community assistance, federal disaster assistance, small business administration loans, and personal resources.

605—11.28(29C) Standards and policies.

11.28(1) *Access.* The contracted entity shall provide clients with ease of access to disaster case advocacy services.

11.28(2) *Confidentiality and duplications of benefits.*

a. The contracted entity shall have policies and procedures to meet requirements regarding maintaining confidentiality set forth by the department.

b. The contracted entity shall develop memorandums of agreement, memorandums of understanding, and release of information that will allow coordinated case advocacy and services and prevent the duplication of benefits.

11.28(3) *Engagement.* The case advocate shall create a sustainable, trusting partnership with the client.

11.28(4) *Screening.* The case advocate shall perform screening to determine eligibility and disaster-related unmet needs.

11.28(5) *Intake and assessment.* The case advocate shall perform intake and assessment procedures to triage disaster-related needs of eligible households.

a. A case advocate shall conduct an assessment specifically seeking targeted information to identify a client's disaster-related needs.

b. An assessment should focus on planning for recovery and meeting recovery goals.

c. An assessment should be conducted in person, when feasible, and should follow all standards for confidentiality and engagement.

11.28(6) *Recovery planning.*

a. A recovery plan should outline tasks for both the client and case advocate based on an assessment and documentation of needed services.

b. The plan should identify priority needs and connect the client with resources, establish benchmarks and goals to measure progress toward recovery, and outline a case closure procedure.

c. The plan should be a joint effort between the case advocate and the client.

d. The case advocate should explain the available options, the resource and recovery alternatives, and the support services offered by the case advocate.

11.28(7) *Action and advocacy.* The case advocate role in recovery includes providing, referring or arranging for needed services and resources; verifying unmet needs, completing documentation and checking duplication of benefits; and actively advocating for the client through presentation, participation in recovery groups and interface with government and nongovernment resource providers.

11.28(8) *Monitoring.* Monitoring the services allows the case advocate to keep documents up to date, to determine if the chosen resources are providing the services needed, and to evaluate whether adjustments are needed.

11.28(9) *Closure.*

a. Closure procedures should be outlined in the recovery plan and the roles and responsibilities of the client and case advocate clearly defined.

b. Case closure acknowledges the recovery goals achieved, recognizes the progress made toward unmet goals, and identifies needed resources to continue progress.

605—11.29(29C) Planning and training. Training will adhere to the disaster case management criteria, as prescribed by the federal Administration for Children and Families as of [the effective date of this rule] and follow the disaster case advocacy guidelines as designed by the IDHRC or the approved rules of the department. The department shall request from the executive council of the state

of Iowa funds to perform training in disaster case advocacy as requested and necessary to prepare for disaster response.

605—11.30(29C) Payment for Services.

11.30(1) The department will negotiate payment with the contracted entity when the contract is established. Payment will be based on the contracted entity's actual direct and indirect costs.

11.30(2) The department will accept the contracted entity's federally approved indirect cost rates as required by the federal Office of Management and Budget (OMB).

11.30(3) The local administrative entity may draw down grant funding to pay valid claims on at least a weekly basis.

11.30(4) Exhaustion of funds. The program shall be discontinued when the funds available for the program have been exhausted. The department will notify the contracted entity of the total available funds for the IDCA program once funds have been approved by the executive council. To ensure equitable treatment, assistance will be approved on a first-come, first-served basis until all funds have been exhausted.

605—11.31(29C) Contested cases.

11.31(1) *Reconsideration.*

a. The household may request reconsideration of decisions regarding eligibility.

b. To request reconsideration, the household shall submit a written request to the Iowa Department of Homeland Security and Emergency Management, 7900 Hickman Road, Windsor Heights, Iowa 50324, within 30 days of the date of the letter notifying the household of the contracted entity's decision. Reconsiderations will also be accepted electronically via the process detailed in the initial notice of decision.

c. The department shall review any additional evidence or documentation submitted and issue a reconsideration decision within 30 days of receipt of the request.

11.31(2) *Appeal.* The household may appeal the department's reconsideration decision according to procedures in 605—Chapter 2 and this rule.

a. Appeals must be submitted in writing to the Iowa Department of Homeland Security and Emergency Management, 7900 Hickman Road, Windsor Heights, Iowa 50324, within 30 days of the date of the reconsideration decision. Written appeals will also be accepted electronically via the process detailed in the notice of reconsideration decision.

b. A written appeal is filed on the date the envelope sent to the department is postmarked or, when the postmarked envelope is not available, on the date the appeal is stamped received by the agency.

These rules are intended to implement Iowa Code section 29C.20B.