

**261—51.4(15E) Application submittal and review process.**

**51.4(1)** The authority will develop a standardized application process and make information on applying available on the authority's website. To apply for assistance under the program, an eligible business shall submit an application to the authority in the form and manner prescribed by the authority.

**51.4(2)** Applications will be accepted only during established application periods as announced on the authority's website. Applications will be reviewed in the order received by the authority.

**51.4(3)** The authority may refuse to accept incomplete applications or may refuse to accept applications because of insufficient funds.

**51.4(4)** A scoring committee that includes authority and department staff as described in subrule 51.5(1) will consider, evaluate, and recommend applications for financial assistance under the program. The committee will review applications for financial assistance and score the applications according to the criteria described in subrule 51.5(2). Applications deemed to meet the minimum scoring criteria will be submitted to the board for a final funding decision.

**51.4(5)** The board, after considering the recommendations made by the committee, will determine which applications to fund and how much should be awarded to each applicant. The board has final decision-making authority on requests for financial assistance for the program. The director will take final action on all applications for financial assistance, except those rejected pursuant to subrule 51.4(3). The board may approve an award, decline to award, or refer an application back to staff for further review and recommendation.

**51.4(6)** The maximum amount of financial assistance awarded to an eligible business for all applications under the program shall not exceed \$50,000. The board may increase the maximum amount of financial assistance per eligible business if funds are made available for the program in addition to the funds appropriated by 2021 Iowa Acts, House File 871.

**51.4(7)** Successful applicants will be notified in writing of an award of financial assistance, including any conditions and terms of the award.

[ARC 5971C, IAB 10/6/21, effective 9/17/21]