

221—8.9(303) Informal appeals.

8.9(1) Eligible applicants or partner organizations may informally appeal a decision of the department not to grant CLP funds on any of the following bases:

- a.* Action was outside of the statutory authority;
- b.* Decision was influenced by a conflict of interest;
- c.* Action violated state law, administrative rules, or policy;
- d.* Insufficient public notice was given; and
- e.* Alteration of the review and certification processes was detrimental to the applicant.

8.9(2) Informal appeals in writing may be directed to the director within 15 days of the final certification of the incident. All informal appeals shall be directed to the Director, Department of Cultural Affairs, 600 E. Locust Street, Des Moines, Iowa 50319.

8.9(3) All informal appeals shall contain:

- a.* Facts of the case;
- b.* Argument in favor of the appeal; and
- c.* Remedy sought.

8.9(4) The director shall consider and rule on the informal appeal after receiving all documentation from the appellant and shall notify the appellant in writing of the decision within 30 days. Decisions by the director may be appealed through the contested case process as set out in Iowa Code sections 17A.10 to 17A.19.