

Disaster Recovery Housing Assistance Program (DRHAP) Application Instructions

Follow these instructions to determine if you may be eligible for up to \$50,000 to repair your disaster-affected home that has been determined feasible for rehabilitation and the total cost exceeds assistance received from FEMA plus insurance money. DRHAP is intended to repair a home only to its pre-disaster condition.

Step 1. Go to disasterrecovery.iowa.gov

Step 2. Under the “Iowa” logo, click “State of Iowa Assistance.”

Step 3. Under the blue “State of Iowa Assistance” banner, click on the picture/or words “Disaster Recovery Housing Assistance Program (IFAP).” This will take you to a page on the Iowa Finance Authority’s website that has a “Disaster Recovery Housing Assistance Program” dark green banner.

There is a lot of program information on the page, including eligibility information and what information you will need to apply. This page is continuously updated, so please check it often as additional information is being added regularly.

If you scroll down, there is a green banner with an image of several houses on the left and text on the right with an “Application” box to click. This opens the “Application Pre-Check” form for you to complete. These are the questions you will be asked in the Pre-Check:

APPLICATION PRE-CHECK

Applicants are required to complete the eligibility pre-check screening below prior to accessing the full application. It’s important to note that the submission of an application does not ensure approval of financial assistance.

(* indicates a required question)

1. Have you registered with FEMA and received some form of FEMA housing assistance?*

Yes

No

2. Are you applying for assistance with expenses related to your primary home, located in an Iowa county approved for FEMA Individual Assistance following the three presidentially declared natural disasters this spring and summer?*

* Additional counties may be added. A map of counties, including those approved for FEMA Individual Assistance, as required for this program, is available [here](#).

Please Select County:

Adair
Adams
Buena Vista
Cedar
Cherokee
Clarke
Clay
Dickinson
Emmet
Harrison
Humboldt
Jasper
Lyon
Mills
Montgomery
O'Brien
Palo Alto
Plymouth
Polk
Pottawattamie
Ringgold
Shelby
Sioux
Story
Union
Woodbury
None of the above

3. Was the home owner-occupied and the homeowner's primary residence prior to the date of the disaster and will continue to be following completion of the repair work?*

Yes

No

4. Did the disaster-affected home sustain damage greater than the damage that is covered by insurance plus any other state or federal disaster-related financial assistance the homeowner is eligible to receive?*

Yes

No

5. The disaster-affected home is not eligible for buyout or the homeowner is requesting a forgivable loan for repair or rehabilitation in lieu of a buyout.*

Yes

No

6. Is the homeowner in good standing with the Iowa Department of Revenue?*

Yes

No

7. What type of home is the primary residence in which you're seeking assistance?*

Single-family home, defined as a residence with one to four dwelling units, including townhomes; Condominium unit; Manufactured home permanently affixed to real property and taxed as real estate; or Other .

8. I understand that the following types of repairs are ineligible.*

- Repairs to outbuildings
- Detached garages
- Boat docks
- Shoreline restoration
- Repairs to a home business or business located on the same site
- Landscaping
- Repair or replacement of household appliances
- Clean-up expenses

- Repairs to a home business or business located on the same site
- Remodeling to enhance the home's pre-disaster features
- Expansion or addition of a deck or porch beyond the pre-disaster footprint other than to enhance mobility accessibility, purchase of personal items or furniture.

Yes

No

9. Do you have the required documentation listed below available for electronic upload to the full application?*

- Proof of damage (such as photos)
- Copy of your driver's license or other legal form of identification
- Insurance settlement information, if applicable
- FEMA Housing Assistance approval letter
- If seeking reimbursement for eligible expenses for repair work already completed, required documentation includes receipts for the purchase of materials, paid invoices from hired contractors who are registered to work in the State of Iowa, and other documentation deemed acceptable by IFA. IFA may verify the accuracy of the submitted paid invoice through verification from the contractor.

Yes

No

10. I understand that an application submission does not guarantee that assistance will be provided.*

Yes

No

11. I understand that providing false, misleading or incomplete information may result in the application being declared void. I understand that it is a criminal violation under Iowa law to make a false statement in writing for the purpose of procuring assistance from a state agency.*

Yes

No

12. I certify that I have not received assistance from another local, state or federal disaster recovery program that is a duplication of benefits of assistance that I am requesting through the Disaster Recovery Housing Assistance Program. (With the exception of FEMA assistance)*

Yes

No

13. Please enter your email address:*

Let's first find out if you're eligible for the application.

After answering these questions, at the bottom, there is a small green box to click to “check eligibility,” and a screen will pop up telling you if you may be eligible to apply.

Step 4. Once the pre-check is completed, you will need to setup an IowaGrants.gov account by clicking on the link at the end of the pre-check eligibility screen.

Once your IowaGrants.gov account is created, you'll receive notice (Sample copy provided below), which means you will be able to complete the IowaGrants account registration process, followed by completion of your full DRHAP application. Here's an example of the type of email you will receive once your IowaGrants account is successfully created. This email will follow another email indicating that it may take up to 72 hours to create your account, but the IowaGrants account registration and creation has been happening same day/next day.

SAMPLE EMAIL YOU WILL RECEIVE ONCE YOUR IOWAGRANTS ACCOUNT HAS BEEN APPROVED:

**** Do Not Respond to This Email ****

Dear XXXUSERXXXX,

Your new registration with IowaGrants has been Approved.

Your user id is your email address.

User id: XXXXX

Your password is the one you set up during registration.

You may now log into the WebGrants system at the following location:

<https://iowagrants.gov>

When creating your IowaGrants account, there will be an "organization" question, which causes a lot of confusion! It's part of your account set-up, so select “Individual” or “Other” and then enter your name and address again. There's another question during the IowaGrants account set up that asks about your Program Areas of Interest; select Disaster Recovery or Disaster Assistance or something similar as there is no right or wrong answer to that question.

If you experience any problems when creating or logging into your IowaGrants.gov account once approved, please contact their Help Desk at 515-281-5703 or 800-532-1174. You can also submit a Help Desk ticket at https://help.iowa.gov/request_support.

Step 5. After your IowaGrants.gov account is approved (you will receive an email notification similar to the sample provided above), login to IowaGrants.gov, search for the Disaster Recovery Housing Assistance Program opportunity and complete the full application. One final note, it is recommended that homeowners complete the application on a computer rather than a smartphone, if you have access to a computer.

There are several sections to the application that must be completed in full and marked complete. Once all sections of the application are complete, click the “Submit” button.

Once your DRHAP application has been successfully submitted, you should receive an on-screen notification that the application has been submitted, and the system will generate the following confirmation email message:

**** Do Not Respond to This Email ****

The following Application has been submitted:

Number: 574974

Name: XXFirstName LastNameXX

Program Area: Disaster Recovery Housing Assistance Program

Grantee Organization: XXORGANIZATIONXX

Grantee: XXAPPLICANTXX

You may now log into the WebGrants system at the following location:

<https://iowagrants.gov>

Step 6. When you log back into IowaGrants.gov, you will see your application in “Submitted” status. Please check your email daily to ensure that you do not miss any messages from the DRHAP review team. Your application status will change to “Under Review” once a reviewer begins working on your application.

If your application changes to “Correcting” status, that means the reviewer is asking you to provide additional information. Once you enter the additional information requested, you will need to mark the form as complete and re-submit your application by clicking the “Submit” button. Your application will once again change to “Submitted” status.

If your application is approved, you will receive an email notification, and the application status in IowaGrants.gov will change to “Awarded” status.

If the application is approved for a final award and repair work is ready to start, the application status will change to “Under Way.”

If the application is denied, an email notification is sent, and the application status will change to “Not Awarded” status.