



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 1, 2004

GENERAL LETTER NO. 24-C-AP-3

ISSUED BY: Division of Fiscal Management
Office of the Deputy Director for Field Operations

SUBJECT: Management Manual, Title 24, Chapter C, **PHYSICAL QUARTERS APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 and 2, revised; pages 3 through 13; new; and the following forms:

- 470-3848 *Space Allocation*, new
- 470-3801 *State Leased/Owned Building Access Survey*, new
- 470-3798 *State of Iowa Lease Agreement*, new
- 470-3799 *Lease Amendment* (sample), new
- 470-3863 *Lease Assignment* (sample), new
- 470-3800 *Sub-Lease* (sample), new
- 470-3849 *Move Checklist*, new
- 470-3796 *Institutional Residential Rental Property Agreement for Apartment or Room*, new
- 470-3795 *Institutional Rental Property Agreement for Garage or Storage Unit*, new
- 470-2350 *Institutional Residential Rental Property Agreement for House or Duplex*, revised
- 470-3765 *Department Institution Lease Agreement*, new

Summary

This appendix has been updated to

- ◆ Add new forms that are to be used when leasing property and setting up a new location for a Department office. Use of these forms will ensure that each employee will have the appropriate amount of office space and the space will comply with the American with Disabilities Act.
- ◆ Update and add forms used to rent property from Department institutions. Form 470-2350, *Institutional Residential Rental Agreement*, has been revised to *Institutional Rental Property Agreement for House or Duplex*. Separate forms are added for rental of a garage or storage unit and for rental of an apartment or room.
- ◆ Add a new institution lease form for use when a department or division of state government, a county or group of counties, or a private nonprofit organization leases institutional space to offer services.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Management Manual, Title 24, Chapter C Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	March 24, 1981
Contents (page 1)	November 10, 1987
AE-1107	3/81
1, 2	November 10, 1987
470-2350	10/87

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, institutional superintendent, or designee.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

April 16, 2010

GENERAL LETTER NO. 24-C-AP-4

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter C, Appendix, **PHYSICAL
QUARTERS APPENDIX**, Title page, revised; Contents (p.1), revised;
and pages 1 through 13, revised.

Summary

This general letter transmits:

- ◆ Revised policies and procedures for tenant signatures on leases and memoranda of understanding, and
- ◆ Deputy director title changes due to Department reorganization.

The appendix format is updated.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 24, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
Title page	March 1, 2004
Contents (p. 1)	March 1, 2004
1-13	March 1, 2004

Additional Information

Refer questions about this general letter to your service area manager, regional collections administrator, or institution superintendent.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 28, 2011

GENERAL LETTER NO. 24-C-AP-5

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter C, Appendix, **PHYSICAL QUARTERS APPENDIX**, Title page, revised; Contents (page 1), revised; pages 14 and 15, new; and the following forms:

470-5057 *Amendment to Facility Lease Agreement*, new
470-5046 *Director's Sign-Off for Facility Leases*, new

Summary

Chapter 24-C-Appendix is revised to add new forms used to:

- ◆ Amend current facility lease agreements, and
- ◆ Obtain the Director's signature on new and amended leases.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 24, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
Title page	April 16, 2010
Contents (page 1)	April 16, 2010

Additional Information

Refer questions about this general letter to the director of the Division of Mental Health and Disability Services.

February 1, 2019

GENERAL LETTER NO. 24-C-AP-6

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 24, Chapter C, Appendix, ***Physical Quarters Appendix***, the following forms:

470-3796	<i>Institutional Rental Property Agreement for Apartment or Room, revised</i>
470-2350	<i>Institutional Rental Property Agreement for House or Duplex, revised</i>

Summary

Chapter 24-C-Appendix is revised to change the Iowa Code reference from 213.18 to 218.13 and update the logo to reflect the Department's branding. These changes were made to the following forms:

- ◆ 470-3796, *Institutional Rental Property Agreement for Apartment or Room*
- ◆ 470-2350, *Institutional Rental Property Agreement for House or Duplex*

Effective Date

Immediately.

Material Superseded

This material replaces the following from Employees' Manual, Title 24, Chapter C, Appendix:

<u>Form</u>	<u>Date</u>
470-3796	2/04
470-2350	2/04

Additional Information

Refer questions about this general letter to:

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