**Date:** October 12, 2011


**To:** Certificate of Need Stakeholders


**From:** Janis R. Sigman, Manager
Certificate of Need Program

**Re:** Certificate of Need Application Submission Expectations

The Certificate of Need program has noticed an increasing number of applications being submitted with key elements missing. Therefore, we are providing this reminder of the department's expectations in submitting Certificate of Need applications. At a minimum, the following is to be in the application when it is first submitted:

- The cover sheet of the application must be signed by a responsible party of the organization. The CEO, President, and Vice-President are examples.

- Complete responses to the questions in the application.

- Site specific information. This includes the address or parcel number if an address has not been assigned to the site.

- Executed or draft copies of sales or lease agreements. If the documents are draft, they must be detailed and include all terms, conditions, and costs.

- Executed or draft copies of any management agreements. If the documents are draft, they must be detailed and include all terms, conditions, and costs.

- If the project type requires a Medical Director, identification of that person along with any Medical Director's agreement. If the document are draft, they must be detailed and include all terms, conditions, and costs.

- If construction is required, single line drawings a least approximately to scale showing proposed services and departments.

- Copy of adopted or draft admissions policy.

- Copy of adopted or draft charity care policy.

- Historical financial statements if the applicant is an existing provider. If the application sets out a format, then they must be in that format.

- Pro-forma revenue and expense statements. If the application sets out a format, they must be in that format. The projections must be through the third complete

year of operation. If the project is phased, they must be through the third complete year after the last project phase.

- Pro-forma balance sheets. If the application sets out a format, then they must be in that format. These projections must be through the third complete year of operation. If the project is phased, they must be through the third complete year after the last project phase.

The screening process is to ensure the applicant has not left something out by accident or included something from a different application. It also allows the program to clarify information in the application that may be confusing or inconsistent with other parts of the application. The screening process is **not** intended to be a way for applicants to finish writing their application through responding to screening questions.

Ensuring your application meets these expectations reduces the chance the department will decide one or more amendments have been made. This can result in extending the review timeline or the application being returned because it was amended outside the strict timelines in concurrent review, or denied.

Our goal is to have the review process open, fair, and timely for all applicants. Please contact me at (360) 236-2956 if you have any questions.