



Certificate of Need Program  
PO Box 47852  
Olympia WA, 98504-7852  
360-236-2955

## Hospital Certificate of Need Instructions

The Certificate of Need (CN) Program will use the information in your application to determine if your project meets the applicable review criteria. These criteria are included in state law and rules. Revised Code of Washington ([RCW 70.38](#)) and Washington Administrative Code ([WAC 246-310](#)).

### General Instructions:

- Number all pages consecutively
- Make the narrative information complete and to the point.
- Cite all data sources.
- Provide copies of articles, studies, etc. cited in the application.
- Provide a detailed listing of the assumptions you used for all of your utilization and financial projections, as well as the bases for these assumptions.
- Under no circumstance should your application contain any patient identifying information.
- Use non-inflated dollars for all cost projections
- Do not include a general inflation rate for these dollar amounts.
- Do include current contract cost increases such as union contract staff salary increases. You must identify each contractual increase in the description of assumptions included in the application.
- **Do not** include a capital expenditure contingency.
- **If any of the documents provided in the application are in draft form, a draft is only acceptable if it includes the following elements:**
  - identifies all entities associated with the agreement,
  - outlines all roles and responsibilities of all entities,
  - identifies all costs associated with the agreement,
  - includes all exhibits that are referenced in the agreement, and
  - any agreements in draft form must include a document signed by both entities committing to execute the agreement as submitted following CN approval.
- **Do not skip any questions in this application. If you believe a question is not applicable to your project, provide rationale as to why it is not applicable.**

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).