

**641—202.2 (135) Letter of intent.**

**202.2(1)** Before applying for a certificate of need, the sponsor of a proposed new institutional health service or changed institutional health service shall submit a letter of intent to the department. The letter of intent shall contain the following:

- a.* A brief description of the proposed project;
- b.* The project's location;
- c.* The project's estimated cost (site costs, land improvements, facility costs, movable equipment and financing costs); and
- d.* An explanation of how the project will be financed.

**202.2(2)** The letter shall be submitted as soon as possible after the initiation of the applicant's planning process and in any case not less than 30 calendar days before applying for a certificate of need and before substantial expenditures are made. This 30-day waiting period shall begin upon the department's receipt of the applicant's letter of intent.

**202.2(3)** The department shall make available on the certificate of need Web page located on the department's Web site, [www.idph.state.ia.us](http://www.idph.state.ia.us), all criteria and standards which are pertinent to an application.

**202.2(4)** A letter of intent received by the department shall be valid for a period of one year from the date of receipt by the department. The sponsor may renew the validity of a letter of intent by providing written notification to the department prior to the one-year expiration date.

[ARC 1748C, IAB 12/10/14, effective 1/14/15]