

## How to Apply for a Certificate of Need

The first step in the process is to submit a Letter of Intent a minimum of 30-days in advance of a Certificate of Need (“CON”) application. The Letter of Intent should contain the following information:

- a. A brief description of the proposed project, including facility name and sponsor;
- b. The project’s location, including county; and
- c. The project’s estimated cost (site costs, land improvements, facility costs, and movable equipment).

Submit the letter via email to the CON program manager at [rebecca.swift@dia.iowa.gov](mailto:rebecca.swift@dia.iowa.gov).

The CON program manager will follow-up with a letter that contains information about, the final due date for the application, the meeting date at which the application will be heard by the State Health Facilities Council, and the type of application to use. Keep this letter for future reference.

The second step is to complete and return, via email to [rebecca.swift@dia.iowa.gov](mailto:rebecca.swift@dia.iowa.gov), your CON application. See General Guidelines for CON application submission for more information.

Once the application has been approved and any additional information requested has been submitted, the application will put on the list for review at the next regularly scheduled meeting of the State Health Facilities Council.

Your attendance or the attendance of your designated representative at the meeting, which will be held via Zoom, is HIGHLY recommended. An agenda, with the Zoom link, will be provided in advance of the meeting.

At the meeting, you, or your representative, will have the opportunity to provide brief remarks, which could include the use of an exhibit, such as a PowerPoint presentation, regarding your project. The remarks should expand upon information provided in the application, not just reiterate that information. Affected parties, who are those in the area providing a similar service that may support or oppose your application will be given a short period of time to share their remarks. If there is opposition to your project, you’ll be given up to 15 minutes for rebuttal. Following the conclusion of your presentation, the Council will make the decision whether or not to award the Certificate of Need. If you or an affected party is not satisfied with the outcome of the hearing, a request for a rehearing may be made or an appeal filed.

If the project is approved, you’ll file a progress report six months from the date of the hearing and if the project exceeds one year, and extension request can be filed to request more time to complete the project.