

CERTIFICATE OF NEED PROGRAM

Iowa Department of Inspections, Appeals, &
Licensing

General Guidelines
for
Submitting a Letter of Intent

General Guidelines for Submitting a Letter of Intent

1. Before applying for a certificate of need (CON), the sponsor of a proposed new institutional service or changed institutional health service shall submit to the Department of Inspections, Appeals & Licensing (“Department”), Licensing Division, a letter of intent to offer or develop a service requiring a certificate of need.
2. Letters of intent must be submitted to the Department not less than 30 days prior to the submission of an application for a CON.
3. **PLEASE NOTE:** The Department’s Health and Safety Division reviews and approves all facility bed increases prior to issuing a new or amended license. If you will be submitting a CON application for a facility that will have a nursing facility or hospital license, notification to the Department at the time the letter of intent is filed is highly recommended. Contact Geri Paul at geri.paul@dia.iowa.gov (nursing facility) or Hema Lindstrom at hema.lindstrom@dia.iowa.gov (hospital) for more information. *Please note that as of July 1, 2023, there is a moratorium on new nursing facility beds until at least June 30, 2024.*
4. Letters of intent should be submitted as soon as possible after initiation of the planning process and before substantial expenditures are made.
5. Letters of intent shall include 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).

Please note: A CON application may not be accepted if the information contained in the application materially differs from the information provided in the letter of intent (i.e., facility name; sponsor; capital expenditure; and location, including county).

6. Letters of intent are valid for one year from the date they are received 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.
7. A letter of intent can be sent via email – please provide in the letter a valid email for the primary contact person and his/her phone number.

Email address: rebecca.swift@dia.iowa.gov

8. Upon receipt of a letter of intent the Department will issue a letter of response. **Please keep this letter for further reference.**
9. A list of active letters of intent is posted on the CON website.

10. For more information contact CON staff at 515-218-4969.

11. CON related law and rules can be found on the CON webpage.