**Section 975.221 Notification**

a) Prior to submitting a grant application, an applicant shall submit a "Notification of Application for State Funding of Community Health Center Expansion" to the Department. Copies of the notification form are available from the Department.

1) The notification shall be submitted to the Department with enough time so that it can be reviewed and deemed complete at least 45 calendar days prior to the submission of a grant application.

2) The notification shall contain the following information:

A) The legal name of the applicant;

B) The applicant's mailing address;

C) The site of the proposed project, including its legal address;

D) A description of the project, including its estimated cost;

E) A description of the project's service area, including the boundaries of the service area and the target population to be served;

F) Identification of any MUA or MUP designations in the project's service area;

G) The users of the primary health care services proposed in the project;

H) A description of the issues creating a high need for primary health care services, including any significant or unique barriers to care;

I) A list of other providers of care in the project service area, including FQHCs, FQHC Look-Alikes, local health departments and hospitals. This list shall include the name of the facility and its address and phone number;

J) A list of all primary health care services to be provided, including mental health, substance abuse, and oral health care services, as well as the mechanism for providing each service (e.g., direct service, referral);

K) The project's stage of development and the ability of the applicant to meet the requirements of this Part for program compliance; and

L) The readiness to receive funding, including the ability of the facility and providers at the new access point or expanded facility to be operational within 120 calendar days after the warrant for payment of the grant award is issued by the Illinois Office of the Comptroller.

b) In addition to providing notice to the Department, the applicant shall also provide the notification to entities referenced in this subsection. The notification shall be sent to the entities at least 45 calendar days prior to submitting a grant application to the Department.

1) The applicant shall send (via certified mail) the notification to the following entities in the project service area for their input. When the notification is received, the contacted entities may submit responses to both the applicant and the Department.

A) Local health department administrators;

B) Local hospital administrators; and

C) Other FQHCs and FQHC Look-Alikes.

2) The applicant shall also send (via certified mail) the notification to the following entities for their input. When the notification is received, the contacted entities may submit responses to both the applicant and the Department.

A) Illinois State Medical Society;

B) Illinois Primary Health Care Association;

C) Illinois State Dental Society;

D) Illinois Academy of Family Physicians; and

E) Illinois Public Health Association.

3) The application packet submitted to the Department shall include a copy of the completed notification form and documentation that the notification was sent by certified mail, as well as the names and addresses of individuals to whom the notification was sent, the organizations that the individuals represent, and the date of the notification.

c) The Department will review the notification to ensure that all required elements in subsections (a) and (b) are included. If all required elements are not included, the Department will contact the applicant and request a revised notification. The revised notification shall be sent to both the Department and the entities listed in subsection (b). Once the Department receives the revised notification and determines that all required elements are included, the 45 calendar day period (see subsection (a)(1)) will commence.

d) A notification is valid for 90 calendar days after receipt by the Department, provided that it meets the requirements of subsections (a) through (c).

e) The Department will not review a grant application until the notification requirements of this Section are fulfilled.

(Source: Added at 35 Ill. Reg. 14202, effective August 4, 2011)