**Section 976.100 Letter of Intent**

Prior to submitting a grant application, an applicant shall submit a letter of intent (LOI) to the Department.

a) The LOI shall be received at least 10 calendar days prior to the submission of a grant application and shall contain the following:

1) The name of the applicant;

2) The name of the hospital where grant funds will be used;

3) The site of the proposed project, including the address of the hospital where grant funds will be used;

4) The county where the hospital is located;

5) A description of the project;

6) The hospital's Medicaid inpatient utilization rate for the rate year beginning October 1, 2008;

7) The signature and contact information of an authorized official from the hospital; and

8) Information on whether the project requires a CON or COE from the Health Facilities and Services Review Board. The CON/COE Assessment of Applicability Internet site can assist in this determination:

http://www.hfsrb.illinois.gov/pdf/checklist-revised.doc

b) The LOI is valid for one year from the date of receipt by the Department.

c) The Department will review the LOI to ensure that all requirements of this Section are included. If all requirements are not included, the Department will contact the applicant and request a revised LOI.

d) Once an LOI has been submitted that meets all of the stated requirements, the Department will determine if the applicant is eligible to apply. The Department will contact the applicant with its determination.

e) The date the Department determines that the LOI fulfills the requirements of this Section shall be the date the 10 calendar day time frame will commence.