



## State of Connecticut Office of Health Care Access

### Form 2030 Instructions: Letter of Intent

#### Letter of Intent

All Applicants must complete the Letter of Intent (LOI) form prior to submitting a Certificate of Need (CON) application. The LOI, coupled with the CON application form specific to a given proposal, constitutes the CON request. The LOI consists of four sections that should provide sufficient information to allow the Office of Health Care Access (OHCA) to prepare the CON application form. These sections are:

- Section I           APPLICANT INFORMATION
- Section II          GENERAL APPLICATION INFORMATION
- Section III         ESTIMATED CAPITAL EXPENDITURE/COST INFORMATION
- Section IV         PROJECT DESCRIPTION.

All portions of Section I – IV **must be completed**. If any portion is incomplete, the LOI will be returned to you for completion. An incomplete LOI will not be used for meeting statutory deadline purposes. OHCA recognizes that some of the information requested might not be pertinent to your proposal. If this is the case, please indicate that the question is "Not Applicable".

OHCA recognizes that at the LOI phase of the application process, some of the information may be preliminary in nature and subject to modification prior to or at the time of the submission of the CON application form. Please notify OHCA immediately of any *significant* change or changes to information filed in the LOI. These modifications may constitute the filing of a new LOI.

#### Section III

All Applicants must complete the item identified as "**ESTIMATED CAPITAL EXPENDITURE/COST INFORMATION**".

OHCA requires an original and **six** copies of your completed Form 2030. All pages must be consecutively numbered. Please submit the completed Form 2030, Letter of Intent to:

Cristine A. Vogel, Commissioner  
Office of Health Care Access  
410 Capitol Avenue, MS#13HCA  
P.O. Box 340308  
Hartford, CT 06134-0308

If you have any questions concerning this form, please contact Kimberly Martone at (860) 418-7001.