



Certificate of Need Program

**EXPEDITED LTC RENOVATION/MODERNIZATION APPLICATION**

Applicant's Completeness Checklist and Table of Contents

Project Name: \_\_\_\_\_ Project No: \_\_\_\_\_

Project Description: \_\_\_\_\_

Done Page N/A Description

**Divider I. Application Summary:**

- \_\_\_  1. Applicant Identification and Certification (Form MO 580-1861).
- \_\_\_  2. Representative Registration (Form MO 580-1869).
- \_\_\_  3. Proposed Project Budget (Form MO 580-1863) and detail sheet with documentation of costs.

**Divider II. Proposal Description:**

- \_\_\_  1. Provide a complete detailed project description.
- \_\_\_  2. Provide a timeline of events for the project, from the issuance of the CON through project completion.
- \_\_\_  3. Provide preliminary schematic drawings for the proposed project.
- \_\_\_  4. Provide the existing and proposed gross square footage.
- \_\_\_  5. Document ownership of the project site.

**Divider III. Community Need Criteria and Standards:**

- \_\_\_  1. Indicate whether the proposed project is needed to comply with current facility code requirements of local, state or federal governments.
- \_\_\_  2. Indicate whether the proposed project is needed to meet requirements for licensure, certification or accreditation, which if not undertaken, could result in a loss of accreditation or certification.
- \_\_\_  3. Describe any operational efficiencies to be attained through reconfiguration of space and functions.
- \_\_\_  4. Describe the methodologies used for determining need.
- \_\_\_  5. Provide the rationale for the reallocation of space and functions.