



State of Tennessee
Health Facilities Commission

502 Deaderick Street, Andrew Jackson Building, 9th Floor, Nashville, TN 37243
www.tn.gov/hsda Phone: 615-741-2364 hsda.staff@tn.gov

**GENERAL INSTRUCTIONS FOR FILING
LETTER OF INTENT/PUBLICATION OF INTENT
TO FILE A CERTIFICATE OF NEED RELOCATION EXEMPTION**

Please read the following instructions, the Rules and Regulations of the Agency, and Tennessee Code Annotated, §68-11-1601 *et seq.*, prior to preparation of the Letter of Intent/Publication of Intent (LOI/POI).

COMMUNICATIONS: All documents for filing a LOI/POI with the Health Facilities Commission must be received at the Commission office located at the Andrew Jackson Building, Ninth Floor, 502 Deaderick Street, Nashville, TN 37243, during normal business hours (8:00am to 4:30pm CST). For the purpose of filing LOI/POIs, the filing date is the actual date the receipt in the Commission office.

LETTER OF INTENT: Applications for relocation exemption shall be commenced by the filing of a Letter of Intent. The Letter of Intent must be filed in the form and format as set forth in the application packet.

Any Letter of Intent that fails to include all information requested in the Letter of Intent specific instructions and form will be deemed void and the applicant will be notified in writing. The Letter of Intent may be refiled but, if refiled, is subject to the same requirements as set out above.

PUBLICATION OF INTENT: Simultaneously with the Letter of Intent filing, the Publication of Intent should be published for one day in a newspaper of general circulation in the county where the proposed project is to be located. The Publication of Intent must be in the form and format as set forth in the application packet. The Publication of Intent should be placed in the Legal Section in the space no smaller than four (4) column inches.

1. A “newspaper of general circulation” means a publication bearing a title or name, regularly issued at least as frequently as once a week for a definite price, having a second-class mailing privilege, being not less than four (4) pages, published continuously during the immediately preceding one-year period, which is published for the dissemination of news of general interest, and is circulated generally in the county in which it is published and in which notice is given.
2. In any county where a “newspaper of general circulation” does not exist, the Commission’s Executive Director is authorized to determine the appropriate publication to receive any required Letter of Intent. A newspaper which is not engaged in the distribution of news of general interest to the public, but which is primarily engaged in the distribution of news of interest to a particular group of citizens, is not a “newspaper of general circulation.”

PROOF OF PUBLICATION: Documentation of publication must be filed with the application form. Please submit proof of publication with the application by attaching either the full page of the newspaper in which the notice appeared, with the **mast and dateline intact**, or a publication affidavit supplied by the newspaper.

**INSTRUCTIONS SPECIFIC TO COMPLETION OF
LETTER OF INTENT/PUBLICATION OF INTENT FORMS
A CERTIFICATE OF NEED RELOCATION EXEMPTION**

1. Immediately following identification of the applicant, existing facilities **must identify** the applicant's type of health care institution, (e.g. hospital, nursing home, ambulatory surgical treatment center, outpatient diagnostic center), as defined in Tennessee Code Annotated, §68-11-1602 (8)(A) or as a professional private practice as defined in Tennessee Code Annotated, §68-11-1602 (8)(B)(iii).
2. Ownership type may be included but is not limited to: Sole Proprietorship, Partnership, Limited Partnership (LP), Corporation (Inc.), Governmental (State of Tennessee or Political Subdivision), Limited Liability Company (LLC), Professional Corporation (PC), Professional Limited Liability Company (PLLC), or Joint Venture.
3. Project description should include a brief discussion of the proposed relocation including services affected and the current and proposed project's street address.
4. The location of the proposed project **must be** included with identification of street address, if available, or description of location, e.g. distance from intersection of two roads, and city/town.
5. All LOI/POs for a relocation exemption **are not required to include** a project cost.



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**LETTER OF INTENT
A CERTIFICATE OF NEED RELOCATION EXEMPTION**

The Publication of Intent is to be published in the (Insert Name of Newspaper) which is a newspaper of general circulation in (Insert County Name), Tennessee, on or before (Insert Month, Day, Year) for one day.

This is to provide official notice to the Health Facilities Commission and all interested parties, in accordance with T.C.A. §68-11-1601 et seq., and the Rules of the Health Facilities Commission, that (Insert Name of Applicant), (Insert Facility Type-Existing) owned by (Insert Owner's Name) with an ownership type of (Insert Ownership Type) and to be managed by (Insert Management Name) intends to file a request for a Relocation Exemption for (Insert Relocation Description Here).

The anticipated date of filing the exemption request is (Insert Possible Date of Submitting with month, day, and year).

The contact person for this request is (Insert Contact Name and Title) who may be reached at (Insert Company Name – Address with Street, City, State and Zip Code – Contact's Phone Number)

Signature of Contact

Date

Contact's Email Address

File this form at the following email address: hsda.staff@tn.gov .

The published Letter of Intent must contain the following statement: Any health care institution wishing to oppose a Certificate of Need Relocation Exemption application must file a written notice with the Health Facilities Commission no later than fifteen (15) days after the application, supporting documentation, and staff review have been posted on the HFC's website; any opposition must be limited to the basis for review detailed in HFC Rule 0720-10-.06. Written notice of opposition may be sent to: Health Facilities Commission, Andrew Jackson Building, 9th Floor, 503 Deaderick Street, Nashville, TN 37243 or email at hsda.staff@tn.gov .



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PUBLICATION OF INTENT

The following shall be published in the “Legal Notices” section of the newspaper in a space no smaller than two (2) columns by two (2) inches.

NOTIFICATION OF INTENT TO APPLY FOR A CERTIFICATE OF NEED RELOCATION EXEMPTION

This is to provide official notice to the Health Facilities Commission and all interested parties, in accordance with T.C.A. §68-11-1601 et seq., and the Rules of the Health Facilities Commission, that (*Insert Name of Applicant*), (*Insert Facility Type-Existing*) owned by (*Insert Owner’s Name*) with an ownership type of (*Insert Ownership Type*) and to be managed by (*Insert Management Name*) intends to a request for a Relocation Exemption for (*Insert Relocation Description Here*).

The anticipated date of filing the request is (*Insert Possible Date of Submitting with month, day, and year*).

The contact person for this request is (*Insert Contact Name and Title*) who may be reached at (*Insert Company Name – Address with Street, City, State and Zip Code – Contact’s Phone Number*)

The published Letter of Intent must contain the following statement: Any health care institution wishing to oppose a Certificate of Need Relocation Exemption application must file a written notice with the Health Facilities Commission no later than fifteen (15) days after the application, supporting documentation, and staff review have been posted on the HFC’s website; any opposition must be limited to the basis for review detailed in HFC Rule 0720-10-.06. Written notice may be sent to: Health Facilities Commission, Andrew Jackson Building, 9th Floor, 502 Deaderick Street, Nashville, TN 37243 or email at hsda.staff@tn.gov .
