

Certificate of Need Program
PO Box 47852
Olympia WA, 98504-7852
360-236-2955

Special Circumstance Kidney Disease Treatment Facility Certificate of Need Instructions

The Certificate of Need (CN) Program will use the information in your application to determine if your project meets the applicable review criteria. These criteria are included in state law and rules. Revised Code of Washington ([RCW](#) 70.38 and Washington Administrative Code ([WAC](#)) 246-310.

General Instructions:

- Number **all** pages consecutively
- Make the narrative information complete and to the point.
- Cite all data sources.
- Provide copies of articles, studies, etc. cited in the application.
- Provide a detailed listing of the assumptions you used for all of your utilization and financial projections, as well as the basis for these assumptions.
- Use **non-inflated** dollars for **all** cost projections
- **Do not** include a general inflation rate for these dollar amounts.
- **Do** include current contract cost increases such as known staff salary increases. You must identify each contractual increase in the description of assumptions included in the application.
- **Do not** include a capital expenditure contingency.
- If any of the documents provided in the application are in draft form, a draft is only acceptable if it includes the following elements:
 - identifies all entities associated with the agreement,
 - outlines all roles and responsibilities of all entities,
 - identifies all costs associated with the agreement,
 - includes all exhibits that are referenced in the agreement, and
 - any agreements in draft form must include a document signed by both entities committing to execute the agreement as submitted following CN approval.
- **Do not skip any questions in this application. If you believe a question is not applicable to your project, provide rationale as to why it is not applicable.**
- **Please answer the following questions in a manner that makes sense for your project. In some cases, a table may make more sense than a narrative. The department will follow up in screening if there are questions.**

Program staff members are available to provide technical assistance (TA) at no cost to you before submitting your application. While TA isn't required, it's highly recommended and can make any required review easier. To request a TA meeting, call 360-236-2955 or email us at CN@doh.wa.gov.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.