**Section 976.110 Grant Application Processing**

When an LOI fulfills all of the requirements of Section 976.100, a grant application can be submitted.

a) Upon receipt of a grant application, the Department will:

1) Determine if the application was submitted within the time frame requirements of Section 976.90. An application that was not submitted within the prescribed time frame will be deemed null and void.

2) Within 30 calendar days after receipt of the application, conduct a completeness determination to assess whether all applicable review information and all required materials and documentation have been submitted (see Section 976.70).

A) If the application is deemed complete, the Department will proceed with a grant award (see Section 976.120).

B) If the application is deemed incomplete, the Department will contact the applicant in writing (via a certified letter) and inform the applicant of the information and/or materials needed to complete the application. The applicant will have 30 calendar days (from the date that the applicant received the certified letter) to provide the requested information. Responses received after the 30 calendar day time frame will result in the application being deemed null and void.

b) Review of Applications

1) All applications will be reviewed and evaluated with the review criteria set forth in the Act and in this Part (see Section 976.80).

2) Each application will be reviewed on an individual basis. There will be no comparative review of applications.

3) Based on the eligibility requirements in Section 2310-640(b) and (c) of the Act, only one application per hospital will be approved.

c) If an applicant files the letter of intent and grant application and applies for or has received a Certificate of Need or Certificate of Exemption from the Illinois Health Facilities and Services Review Board for a change of ownership (see 77 Ill. Adm. Code 1110.240 and 1130.520), the applicant shall modify the letter of intent and grant application to reflect the ownership change. These modifications shall be completed before a grant award is issued (see Section 976.120 of this Part).

(Source: Amended at 35 Ill. Reg. 19254, effective November 2, 2011)