**Section 1270.400 Application for Basic Services Loan**

a) *Essential community hospitals seeking collateralization of loans under* the *Act must apply to the Illinois Health Facilities Planning Board on a form prescribed by the Illinois Health Facilities Planning Board.* (Section 15 of the Act)

b) The application shall be completed in accordance with the requirements of this Part that are applicable to the individual project.

c) An application shall be determined to be complete or incomplete within 10 working days after receipt. An application shall be deemed complete if all of the following have been met:

1) All applicable information has been provided;

2) Three copies of the application or one digital copy, plus one copy containing original signatures, have been submitted;

3) All persons who are applicants have been identified and have submitted a Certificate of Good Standing or evidence from the Illinois Secretary of State that the persons are authorized to conduct business in Illinois; and

4) All questionnaires for information or data, such as, but not limited to, 77 Ill. Adm. Code 1100.60 (Mandatory Reporting of Data) and 1100.70 (Data Appendices) of the HFPB's rules titled Narrative and Planning Policies have been submitted in accordance with the prescribed rules.

d) An application shall be incomplete if any of the elements described in subsection (c) are not present or if additional information or documentation is required to clarify a response.

e) If the application is deemed complete, the date of completion shall initiate the review period.  If the application is deemed incomplete, the applicant shall be allowed 60 days from the date of receipt of the notification to provide all necessary information to complete the application.  Upon receipt of all additional information requested, the application shall again be reviewed, and determination be made for completeness, within 10 working days.  If the application remains incomplete at the end of the allotted response period, the application shall be declared null and void.

f) All applications shall be reviewed by staff within 30 days after the date the application is declared complete, unless the review period is formally extended by the applicant or HFPB. HFPB shall consider the application at its first meeting subsequent to staff review.

g) HFPB approval of an application does not affect the determination of eligibility and financial approvals to be made by the Office of the State Treasurer. Further, HFPB approval of an application does not eliminate the filing of a separate application for a Certificate of Need permit, where required.