**COVID-19 Emergency Certificate of Need (“CON”) Form- Hospital**

**for a Temporary Increase in Licensed Bed Capacity**

**April 7, 2020**

Pursuant to Governor Janet T. Mills’ March 15, 2020 *Proclamation of State of Civil Emergency to Further Protect Public Health* (“SOE”), the Director of the Division of Licensing and Certification (“DLC”) has authorized Maine hospitals to obtain an emergency CON to temporarily increase the number of licensed beds in their facilities.

This is the form facilities should use to make such a request.

These completed forms will undergo an expedited review and approval process.

***Please note:*** This form must be approved by DLC ***before*** a facility increases its number of beds.

**Information needed Please print or type your answers in this column**

|  |  |
| --- | --- |
| Facility name and address |  |
| Name, title, and phone number of person completing this form |  |
| E-mail address of person completing this form |  |
| Current licensed bed capacity |  |
| Proposed licensed bed capacity |  |
| Date facility plans to increase its number of beds |  |
| Description of where beds will be located and how they will be used |  |
| For any capital purchases, how will the facility acquire those purchases, and what are the terms of the purchases? |  |

Prior to final approval, DLC will consult with the Maine State Fire Marshall’s Office to verify that the proposed location of licensed bed increases does not create serious life/safety implications.

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*Signature of person completing this form* *Date signed*

When completed, this form *must be emailed to* DLC at*:* [Larry.Carbonneau@Maine.gov](mailto:Larry.Carbonneau@Maine.gov) and [Rich.S.Lawrence@Maine.gov](mailto:Rich.S.Lawrence@Maine.gov).