



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
VIRGIN ISLANDS DEPARTMENT OF HEALTH

OFFICE OF PROFESSIONAL
LICENSURE & HEALTH PLANNING
(340) 718-1311 xt 3647/3849

CHARLES HARWOOD MEMORIAL HOSPITAL
PO Box 222995
CHRISTIANSTED, VI 00822-2995

RE: Virgin Islands Certificate of Need Process

It is recommended that all applicants seeking (or inquiring about) a Certificate of Need (CON) schedule a meeting with staff at the Office of Professional Licensure & Health Planning (PLHP) to discuss in detail the procedures and requirements to facilitate and ensure timely processing of all applications. If you are not sure whether your business venture requires a certificate of need, send a letter of inquiry to the Commissioner of Health for clarification.

Should your business require a CON, the first step in the Certificate of Need process is the submission of a Letter of Intent (LOI). The following are instructions for completing and submitting a letter of intent for your proposed business/service.

- The name, address, and telephone number of the applicant;
- The name of an individual authorized to respond to PLHP staff questions regarding the application;
- The proposed location for the health care facility or health service;
- A full detailed description of the proposed health care facility and specific services, including estimated capital expenditure and the proposed date of implementation; and
- Someone clearly authorized to represent the applicant should sign the letter of intent

Provide as much details as possible describing your

- proposed service(s)
- target population(s),
- location, service district(s) [STT/STJ or STX,]
- anticipated start date and

- source(s) & type of providers

The VI Department of Health's responsibility in the administration of Certificate of Need Program is regulatory in nature. All applications are reviewed based of five (5) key components:

1. Public need
2. Architectural feasibility
3. Financial feasibility
4. Character and competence of sponsors and operators
5. Legal sufficiency

Your letter should be addressed to the Commissioner of Health.

Justa E. Encarnacion, RN, BSN, MBA/HCM
Commissioner
Virgin Islands Department of Health
3500 Estate Richmond
Christiansted, VI 00820-4370

Upon receipt of the LOI, a determination will be made and the appropriate application(s) packet will be mailed to you.

Please feel free to email or call me at (340)718-1311 xt 3647/3849 if you have any questions or need further assistance.

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