

**STATE HEALTH PLANNING AND DEVELOPMENT AGENCY  
ADMINISTRATIVE CODE**

**CHAPTER 410-1-7  
REVIEW PROCEDURES**

**410-1-7-.05**

**Letter Of Intent.**

(1) A letter of intent must be filed electronically pursuant to Rule 410-1-3-.09 at least thirty (30) days prior to submission of a formal application, and shall be accompanied by a possessing fee of \$300.00. The processing fee must be submitted to the State Agency via overnight mail and marked in such a way as to clearly identify the fee with the electronic submission; or the fee may be submitted electronically via the payment portal available through the State Agency's website.

(2) The letter of intent must contain as a minimum the information addressed in Rule 410-1-7-.04(3)(a)-(f). All letters of intent should be directed to the executive director of the state agency.

(3) The letter of intent must include the anticipated date of filing the formal application with the state agency.

(4) A letter of intent shall remain effective for a period of six (6) months from the date of receipt by the state agency. If no application is received by the state agency within the six-month period, the letter of intent will be rendered null and void.

(5) For those projects eligible for batching, use of the letter of intent in Rule 410-1-7-.19 should be noted.

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**Statutory Authority:** Code of Ala. 1975, §22-21-275(17).

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