



September 23, 2022

**VIA Email & U.S. MAIL**

Rochon Steward  
Director of Special Operations  
Board of Childcare  
3300 Gaither Road  
Baltimore, Maryland 21244

**Re: Board of Childcare Application  
Residential Treatment Center (RTC)**

Dear Ms. Steward:

Commission staff has reviewed Certificate of Need (CON) application from the Board of Childcare to add a 4 bed RTC to its Baltimore County campus. The tables in the application were found by staff to be incomplete, and therefore staff requests that you correct the tables so that staff may continue to review your application:

Tables for Board of Childcare RTC Certificate of Need

Table 1	This Table is not applicable to your project, it would only be applicable to existing RTC providers
Table 2	Statistical Projections -Only include projections for the proposed project
Table 3	Revenue and Expenses -Entire facility including the proposed project
Table 4	Revenue and Expenses-Proposed project only
Table C	Construction Characteristics
Table D	MVS
Table E	Budget
Table L	Workforce

Please submit four copies of the responses to above questions and requests for additional information within ten working days of receipt. Also submit the response electronically, in both Word and PDF format, to Ruby Potter (ruby.potter@maryland.gov ). If additional time is needed to prepare a response, please let me know at your earliest convenience.

As with the request itself, all information supplementing the request must be signed by person(s) available for cross-examination on the facts set forth in the supplementary information, who shall sign a statement as follows: "I hereby declare and affirm under the penalties of perjury that the facts stated in this application and its attachments are true and correct to the best of my knowledge, information, and belief."

Should you have any questions regarding this matter, please contact me at (410) 764-3371.

Sincerely,



Jeanne Marie Gawel, Program Manager  
Certificate of Need Division

cc:

Wynee Hawk, Chief - Certificate of Need  
Ruby Potter  
Gregory Wm. Branch, Health Officer, Baltimore County Health Department  
Laurie Anne Spagnola, President and CEO Board of Childcare  
Nicole Smith, Executive Director, Board of Child Care

