



## **Information Required For Request To Change Rates Or Rate Methodology and Request To Add Rates For New Goods Or Services**

1. Briefly describe the activity and the goods or services currently provided by it.
2. Provide a list comparing existing rates with proposed rates.
3. Provide a brief description of the basis for the proposed rate changes.
4. Provide the following information:
  - a. The name and title of the VMRF qualified investigator currently responsible for the activity.
  - b. The requested effective date of the proposed rate changes.
  - c. The name and mail code of the activity's operations manager.
  - d. If the activity has primary use of a specific space, provide the building(s) and room numbers.
  - e. A sample of the monthly statement currently provided recharge users.

5. State the percentage of current users by the following categories:

a. VASDHS Departments:

b. VASDHS Individuals:

1. Student \_\_\_\_\_ %

2. Faculty \_\_\_\_\_ %

3. Staff \_\_\_\_\_ %

4. Patients \_\_\_\_\_ %

c. Non-VASDHS Individuals & Entities \_\_\_\_\_ %

Total 100 %

6. Briefly describe any unique connection between the activity and any Federal contract or grant, including:

a. Any subsidy, direct or indirect, provided by the Federal contract(s) or grant(s).

b. Any limitation the Federal contract(s) or grant(s) place on use of the activity's income.

7. Briefly describe any unique connection between the activity and any nonfederal funding source, including:

a. Any subsidy, direct or indirect, provided by the funding source.

b. Any limitation the funding source places on use of the activity's income.

8. If goods or services are sold to non-VMRF individuals or entities, provide information conclusively showing that satisfactory commercial or other non-VMRF sources for similar goods or services do not exist elsewhere.

9. Provide the following financial information:

- a. Supporting calculations for the proposed rate changes
- b. A projected annual operating(profit and loss) statement reflecting the rate changes.

10. If the request includes a proposal by an existing activity to establish rates for new goods or services, provide the following additional information:

- a. Briefly describe and indicate locations of commercial and other non-VASDHS sources from which similar goods or services may be obtained.
- b. State the anticipated number of monthly users of the goods or services.
- c. State the anticipated monthly dollar volume of combined recharge and other income from the goods or services.
- d. If the new goods or services are to be sold to VASDHS individuals or entities, provide information conclusively showing that satisfactory commercial or other non-VMRF sources for similar goods or services that are adequate for VMRF user needs do not exist elsewhere.