



Notice of Funding Opportunity
Application due **March 7, 2025**

Nursing Home Staffing Campaign

Opportunity number: CMS-2V2-25-001



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on March 7, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

In this step

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Basic information

Centers for Medicare & Medicaid Services (CMS)

U.S. Health and Human Services

Center for Clinical Standards and Quality (CCSQ)

Recruiting nurses to work in nursing homes through financial incentives.

Summary

The Centers for Medicare & Medicaid Services (CMS) is committed to improving safety and quality of care in the nation's nursing homes. Nursing home staffing is a critical factor for improving care for nursing home residents.

However, nursing homes sometimes struggle to hire enough nursing staff to meet residents' needs. Additionally, state survey agencies, who are responsible for inspecting nursing homes for compliance with federal regulations, also struggle to hire nurses to conduct these inspections. The Nursing Home Staffing Campaign (NHSC) is aimed at increasing the availability of nurses to work in the nursing home environment, such as in qualifying nursing homes or in an oversight capacity for a state inspection agency.

This Notice of Funding Opportunity (NOFO) is focused on helping to recruit Registered Nurses (RNs) to work in nursing homes by offering financial incentives. Through this NOFO, CMS is accepting applications for cooperative agreements to entities who will administer financial incentives, such as tuition reimbursement and stipends, to RNs to work for three years in a qualifying nursing home or in an oversight role with a state agency.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity name:
Nursing Home Staffing Campaign

Opportunity number:
CMS-2V2-25-001

Announcement type:
New

Assistance listing:
93.693

Key dates

Application submission deadline: March 7, 2025, 11:59 p.m. ET

Optional letter of intent deadline: January 24, 2025, 11:59 p.m. ET

Informational webinar: January 29 at 3:00 p.m. ET; Email NHSC@cms.hhs.gov to register.

Expected award date: May 9, 2025

Expected earliest start date: May 15, 2025

See [other submissions](#) for other time frames that may apply to this NOFO.

Funding details

Type: Cooperative agreement, which means that both you and CMS will have roles in the project. Throughout the life of your project, we will be there to help and work with you.

Expected total funding for the program: \$80,000,000 subject to availability of funds.

Expected total awards: 5 to 10.

Funding range per applicant for each budget period: \$5,000,000 to \$20,000,000. The project expects five (5) budget periods during the period of performance.

We will provide funding in five budget periods of 12 months each over a five-year period of performance.

Eligibility

Eligible applicants

- The following types of organization may apply:

Education organizations

- Public and state-controlled institutions of higher education.
- Private institutions of higher education.

Nonprofit organizations

- Nonprofits that have a 501(c)(3) status with the IRS, other than institutions of higher education.
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education.
- Community and consumer-focused nonprofit groups.

Other organizations

- Small nonprofit businesses.

Faith-based organizations that meet the organizational eligibility requirements in this section are welcome to apply.

Other eligibility requirements

This opportunity is only open to nonprofit nursing and educational organizations, such as national associations for nursing schools, nurses, or nursing students. Your organization must have demonstrated experience working with large numbers of nursing schools (e.g., hundreds) and large numbers of nurses (e.g., thousands) across multiple states. See the [merit review criteria](#) for more information.

You should also demonstrate experience administering (or the ability to administer) similar programs where your organization has overseen the distribution of funds to individuals and tracked the individuals' fulfillment of the commitment to receive the funds. For example, you could demonstrate that your organization has provided funds to an individual in return for a work commitment and then confirmed that the individual is fulfilling the work commitment.

Completeness and responsiveness criteria

We will review your application to make sure it meets the requirements found in [eligibility](#), [applications contents and format](#), and [application submission and deadlines](#).

We may not consider an application that:

- Is from an organization that doesn't meet all [eligibility criteria](#).
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).
- Is not submitted through [Grants.gov](#).
- Meets any of the [eligibility limitations](#).

The Division of Grants Management Director or the Deputy Director may choose to continue the review process for an ineligible application if it is in the best interests of the government to meet the objectives of the program.

Eligibility limitations

The following organizations are ineligible:

- Individual nursing homes, nursing home chains, or nursing home associations.
- State agencies or government-owned entities.
- CMS Quality Improvement Networks or Quality Improvement Organizations.
 - CMS will also review and disqualify organizations with a perceived conflict of interest that could imply the funds or actions taken would be directed to an area, nursing home, or set of nursing homes in an unfair or subjective manner, or that funds may be used in a manner that is inconsistent with the intent of this program.

Application limits

You may only submit one application under this NOFO.

Program description

Statutory authority

This program is funded under the authority of sections 1819(h)(2)(B)(ii)(IV)(ff) and 1919(h)(3)(C)(ii)(IV)(ff) of the Social Security Act (SSA), which authorizes the Secretary of the Department of Health and Human Services to use a portion of civil money penalties (CMPs) collected to support activities that benefit residents. This authority is codified in 42 CFR 488.433, which states that these funds must be used entirely for activities that protect or improve the quality of care or quality of life for residents.

Background

CMS is committed to increasing staffing in nursing homes. For example:

- In 2015, we implemented the Payroll-Based Journal (PBJ) program to collect and report staffing information for nursing homes.
- In 2018, we began using PBJ data to calculate each nursing home's Five Star Quality Rating, incentivizing nursing homes to increase their staffing. This data was also used to calculate measures of staff turnover, in 2022.
- Most recently, in May 2024, we finalized a [new regulation establishing minimum staffing standards](#) for all nursing homes.

To help improve nursing home staffing and support providers' efforts to comply with the new regulations, we are launching a nursing home staffing campaign (NHSC) to help recruit nurses to work in nursing homes or in an oversight capacity with a state survey (i.e., inspection) agency.

The NHSC will support a national effort aimed at increasing the number of nurses who work in nursing homes or as inspectors with state survey agencies. The program will also make it easier for individuals to enroll in certified nurse aide (CNA) training programs, highlight the career pathways available to nurses who work in nursing homes, and provide financial incentives to recruit more RNs.

This funding opportunity is specifically focused on recruiting RNs to work in nursing home environments by offering financial incentives.

Purpose

CMS, through its Center for Clinical Standards and Quality (CCSQ) is accepting applications for cooperative agreements to entities to administer financial incentives, such as tuition reimbursement and stipends, to RNs to work in a qualifying nursing home or in an oversight role with a state agency for three years. CMS will enter into cooperative agreements with organizations who will become Financial Incentive Administrators (FIAs) to provide funds to RNs that are contingent on their working in a qualifying nursing home or state survey agency for a subsequent three years (a minimum of 30 hours per week, on average). Applicants must demonstrate:

- Experience administering, or the ability to administer, similar programs where your organization has overseen the distribution of funds to individuals and tracked the individuals' fulfillment of the commitment to receive the funds.
 - For example, you could demonstrate that your organization has provided funds to an individual in return for a work commitment and then confirmed through paystubs or employer verification that the individual is fulfilling the work commitment.
- The ability to partner with other entities, such as state agencies, who may contribute additional funds to increase the number of financial incentives available for RNs in their state.

Regional structure

CMS has aligned all states, territories, and Washington D.C. into six regions of the country for this award. This structure helps interested RNs easily identify the appropriate entity to contact for a financial incentive (see figure 1).

The regions are:

- Region 1: ME, NH, MA, RI, CT, VT, NY, NJ, DE, PA, MD, DC, VA, WV
- Region 2: NC, SC, GA, FL, KY, TN, MS, AL, PR
- Region 3: MN, WI, IL, IN, MI, OH
- Region 4: NM, TX, OK, AR, LA
- Region 5: MO, IA, NE, KS, CO, UT, WY, MT, ND, SD
- Region 6: WA, OR, ID, NV, CA, AZ, HI, AK, GU

Awards are based on these regions in the following:

- [Work Completion Period](#), which starts after recruitment and lasts for three years while financial incentives are being administered. This phase includes all of Years 3, 4, and 5 of the period of performance.

See Figure 2 under Program requirements and expectations, section 3.

Program requirements and expectations

1. National coverage

Even though CMS will award cooperative agreements for specific regions (as described in the [regional structure](#) above), you must demonstrate your ability to perform outreach and maintain coverage for four-year and/or two-year degree nurses in all states.

Here are some examples of how you could document this ability:

- You could provide documentation that shows hundreds of four-year and/or two-year degree nursing schools are members of your association and include the locations of those schools.
- You could provide a letter of intent signed by many nursing schools and include their locations. This letter would indicate the schools' willingness to partner with you on this program.
- You could provide documentation demonstrating that thousands of members of your association are nurses who recently obtained (or will soon obtain) their licenses through a four-year and/or two-year degree program.

2. Infrastructure set-up

You must describe your ability to implement an infrastructure to begin distributing funds to qualified RNs quickly after receipt of the award.

Your description should include a timeline of major milestones, including:

- When you will begin recruiting nurses and when the first nurse will be recruited.
- When financial incentives will be disbursed.

We estimate that awardees will set up their infrastructure within six months after the award date. However, a faster timeline for recruitment and disbursement of funds is preferred.

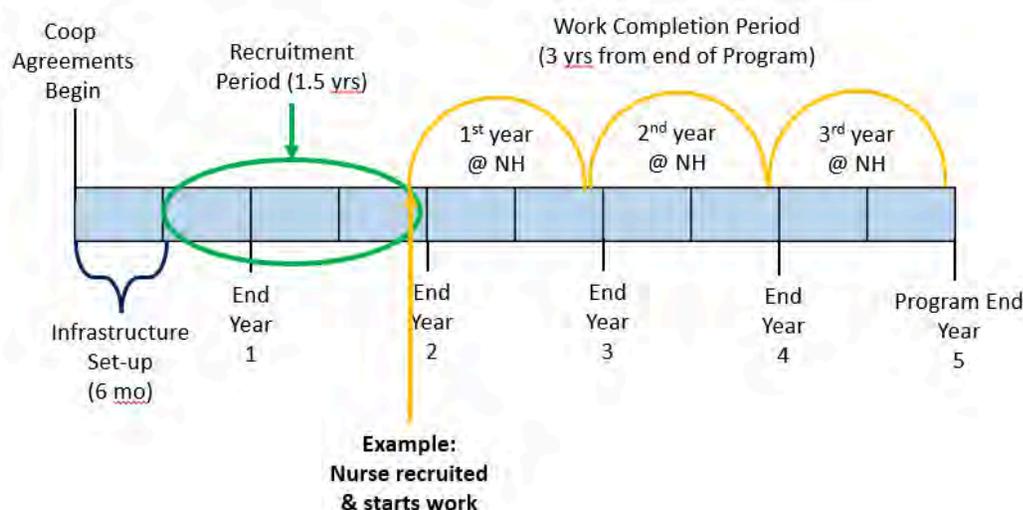
3. Recruitment Activities

You must describe how you will recruit nurses. Your description should include:

- Strategies you will use for recruitment, such as relationships and communication channels you will rely on.
- How you have successfully done similar programs or activities in the past.
- How you will ensure a broad-based and equitable recruitment of individuals amongst various cultures and ethnicities, including minorities and underserved populations.
- Estimates of the number of nurses you will recruit to work in qualifying nursing homes or state survey agencies. Include the methodology used to calculate the estimate.

You will only recruit nurses during the designated recruitment period, which lasts approximately a year and a half. The designated recruitment period will begin immediately after the infrastructure has been completed, although we acknowledge some recruitment activities could commence prior to completing the infrastructure set-up. The recruitment period will end three years prior to the end of the program period. This timeline will allow you to distribute funds for RNs' entire three-year work commitment during the program period. See example in figure 2. We also note that there may be overlap between the recruitment period and when RNs begin receiving financial incentives as RNs will start to receive funds as soon as they begin their work commitment as outlined at the [financial incentive administration](#) section.

Figure 2.



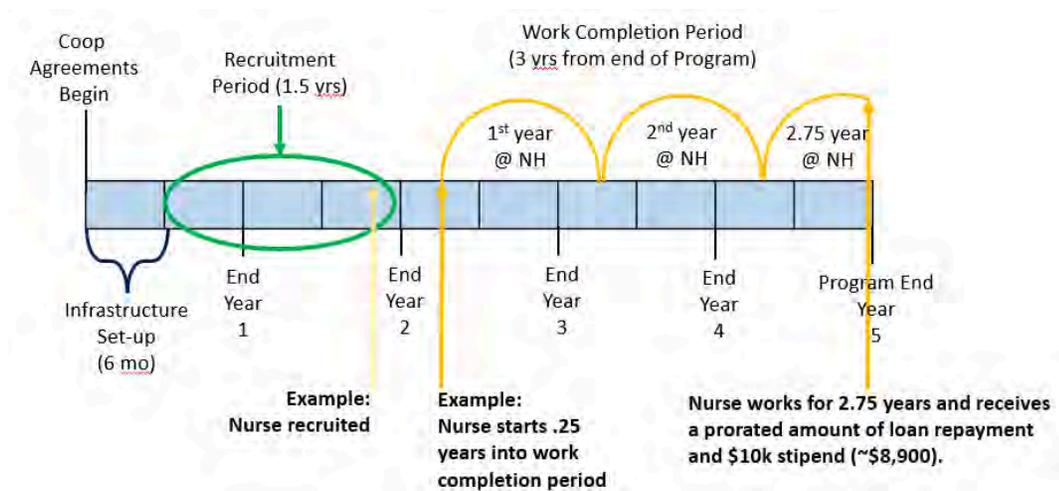
Towards the end of the recruitment period (Prior to the end of Year 2), we will evaluate the results to determine if the program should be extended an additional year. If we do extend the program, the recruitment period will last for an additional year for a total of two and a half years.

4. Financial incentive administration

You must administer funds to nurses according to these guidelines:

- Distribute funds to qualified RNs who work in a qualifying location for either or both of the following:
 - RN student loan debt amounts up to \$40,000 over three years.
 - \$10,000 as a stipend for living expenses over three years. The stipend will need to be adjusted for the cost of living for a particular area, based on the current wage index used in the [CMS Skilled Nursing Facility Prospective Payment System](#).
- If an RN is recruited during the recruitment period but starts working in a qualifying location on a date that is less than three years before the end of the program period, the RN's work commitment will be shortened to the amount of time left in the program period. Their tuition reimbursement and/or stipend will be prorated based on the shortened work commitment (see figure 3).

Figure 3.



- You must distribute funds (loan debt reimbursement and/or stipend) to recipients every three months in equal (or relatively equal) amounts so that the final payment to an individual occurs at the end of their three-year work commitment.
- Maintain a process to qualify applicants, such as verifying their RN licensure and outstanding student loan debt.

- Maintain a process to track each RN's [fulfillment of their work commitment](#), such as working a minimum of 30 hours per week, on average, in the nursing home or state agency where they accepted assignment as a condition for receiving the financial incentive.
 - For example, you could confirm that RNs are fulfilling their work commitments through paystubs with hours per week worked or employer verification at regular intervals up till the end of the work commitment.
- Your processes should make sure that RNs who do not provide evidence of fulfilling their work commitments do not continue to receive funds.

5. Stakeholder collaboration

We expect you to work with individual states, who may provide additional funding directly to your program to increase the funds available for financial incentives.

You are also required to coordinate and cooperate with CMS, its contractors and partners, and other stakeholders to ensure continuity of program operations and to maximize results. For example, this may include sharing results with CMS strategic partners or collaborating with CMS contractors to raise awareness of this program through targeted marketing.

6. Vacancy and placement coordination

You must do the following to coordinate placement of RNs in jobs:

- Maintain an updated list of [qualifying nursing homes](#) that are seeking to hire RNs in your region.
- Work with state agencies to understand their RN staffing needs.
- Match recruited nurses to a nursing home or state agency that most aligns with their work preferences and location.

In your application, describe how you plan to meet these requirements.

Qualifying nursing homes

Qualifying nursing homes must meet our criteria for prioritizing areas with shortages of RNs. CMS will provide awarded applicants with a list of qualifying nursing homes in areas with high labor shortages of RNs. Applicants should prioritize the nursing homes in these areas, such as based on the number of RN staffing vacancies or staffing levels. To assist applicants with their proposals, the estimated number of qualifying nursing homes in high labor shortage areas in each state is included as [Appendix A](#). CMS is also open to suggestions on methods for identifying qualifying nursing homes in

high labor shortage areas. Applicants can submit their suggestions with their proposals.

If a qualifying nursing home loses its qualifying status **after** an RN has started to work there or committed to working there under this program, the RN may continue to work there for the entire three-year commitment and continue to obtain their full financial incentive.

Note: While we are currently prioritizing recruiting RNs for nursing homes in high labor shortage areas, we may expand the scope of this program based on its results. For example, we may expand the criteria for qualifying nursing homes or expand the program to also target licensed practical nurses or licensed vocational nurses (LPNs/LVNs).

RN Eligibility

RNs' must meet the following requirements to qualify for this program:

- RNs must meet all licensure requirements for the state they will be working in.
- RNs must work a minimum of 30 hours, on average, per week each quarter. We will consider limited exceptions, such as medical leave or a single extended absence. However, the expectation is that the RN is a full-time employee of the nursing home or state agency.
- RNs must be a direct employee of the nursing home or state agency. RNs working as a contractor or through a staffing agency (e.g., travel nurse agency) are not eligible for this program.
- RNs with any student loan debt for education related to the RN license are eligible for this program, regardless of when they obtained their degree or license.
 - We are soliciting alternative options from applicants for this component. Please provide recommendations for any alternatives, such as whether there should be a time limit for when an RN obtained their degree or license to qualify for this program (e.g., within the last 12 months). Include the recommendations and rationale in your application. CMS will make a final decision about these incentives before the start of the recruitment period, and all awardees will use the same criterion.
- RNs who have obtained their license in the previous 12 months but do not have student loan debt are still eligible for the stipend for the same three-year commitment.
 - We are soliciting alternative options from applicants for this component. Please provide recommendations about incentives for

RNs who do not have student loan debt, or on the timeframe of when an RN received their license, include those recommendations and rationale in your application. CMS will make a final decision about these incentives before the start of the recruitment period, and all awardees will use the same criterion.

- RN's must start working at a nursing home or state agency after applying for financial incentives to qualify for this program. The intent is to use this program to recruit new nurses to work in nursing homes, rather than provide incentives to nurses that have already been working in nursing homes.
 - We are soliciting feedback on the eligibility of RNs who started working at a nursing home or state agency shortly before applying for financial incentives. We are interested in feedback about whether excluding them from eligibility may cause unintended issues.

For example, would they leave their current employer because they are disappointed that someone who started shortly after them was able to obtain a financial incentive, and they were not? This unintended consequence could lead to a vacancy at their original employers, which is not the intent of the program. Conversely, we're concerned that allowing them to qualify is not consistent with the intent of the program, which is to recruit nurses to work in nursing homes and state agencies (i.e., nurses already working in these areas have already been recruited).

Therefore, we are seeking feedback if we should consider excluding or including RNs who already work at a nursing home or state agency prior to applying for a financial incentive. For example, if they should be included, would there be a timeframe that they must have started working (e.g., in the last three months)? Also, would they qualify for the full incentive or a portion?

We also note that should CMS make any changes to the RN eligibility qualifications; it will be implemented consistently across all awardees.

7. Administrative costs

You must state what percent or amount of funds you will use for administrative activities related to [administering financial incentives](#). We strongly prefer applications with lower administrative costs, which allow for more RNs to receive financial incentives.

Your administrative costs should also be clear in your [budget and budget narrative](#).

8. Learning and diffusion networks

You must establish and coordinate learning and diffusion networks with nursing schools and nursing homes to identify and disseminate best practices for recruiting RNs. This includes hosting webinars or conference calls and distributing materials (e.g., newsletter) to nursing schools and nursing homes.

We will participate and help coordinate these activities to support relationships between nursing schools, nursing homes, the FIAs, and CMS.

You should propose how you will structure these activities, such as how many conference calls you will hold (e.g., four per year), and how often information will be distributed (e.g., quarterly).

9. Reporting and meetings

You must include the following reports and meetings in the project timeline in your [project narrative](#):

- **Within 2 weeks of award:**
 - Kick-off meeting with CMS.
- **Within one month of award:**
 - Implementation plan submitted to CMS.
- **Within every 30 days after submitting the implementation plan, for 120 days (4 reports total):**
 - Implementation status report.
 - Status update call with CMS.
- **Within every 30 days after implementation:**
 - Status update call with CMS.
 - Written brief. The brief must include relevant information about your program, such as:
 - Number of nurse applicants.
 - Number of incentives and amount of incentives distributed.
 - Work locations of nurses.
 - Narrative of program operations
 - Status of working with states, etc.
 - Other areas identified by CMS.
- **Within 120 days after implementation, and within every 90 days thereafter:**
 - Quarterly call with CMS (can be combined with a monthly call).

- Report. The report should be a cumulative summary of the monthly briefs and the previous quarter's operations, including an updated budget report.
- **Within 30 days after the end of the first award year:**
 - Annual report, which is a comprehensive review of each year's results, operations, and budget.
 - Final Report, which is a comprehensive review of all of project year results, operations, budget, lessons learned and best practices.

Cooperative agreement terms

Cooperative agreements require substantial CMS project involvement after an award is made. There are specific roles for both you and CMS. We may be in contact at least once a month, and more frequently when appropriate. All awards under this NOFO will be structured as cooperative agreements.

Your responsibilities

- Comply with the terms and conditions of the award.
- Collaborate with CMS staff to implement and monitor the project.
- Submit the performance measures requested.
- Submit all required performance assessments, evaluations, and financial reports included in the terms and conditions.
- Attend monthly calls with the CMS project or grants management specialist to discuss your project's progress and challenges. The meetings will include key personnel and the project officer.
- Participate in any virtual meetings.

Our responsibilities

- Monitor the project's performance and progress.
- Collaborate with you and provide substantial project planning and implementation input.
- Provide substantial input in evaluation activities.
- Make recommendations for continuing the project.
- Review and approve website content before launch and updates.
- Review and approve all key personnel.
- Maintain regular communication with you through at least monthly conference calls along with technical assistance and consultation.

- Review and provide feedback on all required performance assessment reports.
- Review and approve all required submitted data.
- Provide a structured approach to sharing, integrating, and actively applying improvement concepts, tactics, and lessons learned.

Substantial involvement relates to programmatic involvement, not administrative oversight.

Funding policies and limitations

Limitations

We do not allow the following costs:

- Pre-award costs.
- Meeting matching requirements for any other federal funds or local entities.
- Services, equipment, or support that are the legal responsibility of another party under federal, state, or tribal law, such as vocational rehabilitation or education services.
- Services, equipment, or support that are the legal responsibility of another party under any civil rights law, such as modifying a workplace or providing accommodations that are obligations under law.
- Goods or services not allocable to the project.
- Supplanting existing state, local, tribal, or private funding of infrastructure or services, such as staff salaries.
- Construction.
- Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life as a direct cost, except with our prior written approval.
- The cost of independent research and development, including their proportionate share of indirect costs. See [45 CFR 75.476](#).
- Funds related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order.
- Certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#).
 - Meals, unless in limited circumstances such as:
 - Subjects and patients under study.

- Where specifically approved as part of the project or program activity, such as in programs providing children's services.
- As part of a per diem or subsistence allowance provided in conjunction with allowable travel.
- Other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government, funding awarded under this NOFO may not be used for:
 - Paying the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature, or local legislature or legislative body.
 - Lobbying, but awardees can lobby *at their own expense* if they can segregate federal funds from other financial resources used for lobbying.

For guidance on some types of costs that we restrict or do not allow, see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).

See also [program-specific limitations](#).

Program-specific limitations

CMS estimates approximately \$80,000,000 total to fund an estimated 5-10 recipients over five years. The period of performance is May 15, 2025, through May 14, 2030 (5 years). Funding beyond the first year is subject to satisfactory recipient progress, and a decision that continued funding is in the best interest of the Federal Government.

General policies

- Support beyond the first budget year will depend on:
 - Availability of funds.
 - Satisfactory progress in meeting your project's objectives.
 - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
 - Funding more applicants.

- Extending the period of performance.
- Awarding supplemental funding.

Indirect costs

Indirect costs are costs you charge across more than one project that cannot be easily separated by project.

Indirect costs are costs you charge across more than one project that cannot be easily separated by project. Learn more at [2 CFR 200.414](#), Indirect Costs.

To charge indirect costs you can select one of two methods:

Method 1 — Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 — *De minimis* rate. Per [2 CFR 200.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are awaiting approval of an indirect cost proposal you may also use the *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 15% of modified total direct costs (MTDC). See [2 CFR 200.1](#) for the definition of MTDC. You can use this rate indefinitely.

Indirect costs for training awards cannot exceed 8% of MTDC. See [45 CFR 75.414\(c\)\(1\)\(i\)](#). For modified total direct costs, we now use the definition at [2 CFR 200.1](#).

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. As of January 2024, the salary rate limitation is \$221,900. We will update this limitation in future years.

Program income

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at [45 CFR 75.307](#).



Step 2:

Get Ready to Apply

In this step

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Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with [Grants.gov](#).

You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts and Support](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for the opportunity number CMS-2V2-25-001.



Step 3:

Prepare Your Application

In this step

Application contents and format

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Application contents and format

Component	Submission format
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Other required forms	Upload using each required form.

See requirements for [other submissions](#).

Your organization's authorized organizational representative (AOR) must certify and submit your application.

We will provide instructions on document formats in the following sections. See [completeness and responsiveness criteria](#) to understand what may disqualify your application from consideration.

Project abstract

Limit to one page. May be single spaced. Follow other [formatting requirements for the project narrative](#).

Write a one-page summary of your proposed project including its purpose and outcomes. Do not include any proprietary or confidential information. We will use this document for information sharing and public information requests if you get an award. Include:

- The name of your organization.
- The names of any subrecipients or sub-awardee organizations, if applicable.
- Project goals.
- Total budget amount.
- A description of how you will use funds.

Project narrative

The project narrative is the most important part of your application and should clearly describe your proposed project. You must address the proposed goals, measurable objectives, and milestones in accordance with the instructions in the following sections.

See the [merit review criteria](#) to understand how reviewers will assess and score your project narrative.

The project narrative should clearly describe how you will address all of the [program requirements](#). Number the sections of your project narrative to match the numbers of the subsections in the program requirements. In addition to those sections, the project narrative should also include a clear timeline with specific milestones that your program will meet. Here is a full list of the sections that your project narrative should include, with links to the full requirements:

- [1. National coverage](#)
- [2. Infrastructure set-up](#)
- [3. Recruitment activities](#)
- [4. Financial incentive administration](#)
- [5. Stakeholder collaboration](#)
- [6. Vacancy and placement coordination](#)
- [7. Administrative costs](#)
- [8. Learning and diffusion networks](#)
- [9. Reporting and meetings](#)
- [10. Project timeline and milestones](#)

Required format for project narrative

Page limit: 15 pages, excluding attachments.

Endnotes are not included in the page limit.

File name: Project Narrative

File format: PDF

Font size: 12-point font

Footnotes and text in graphics may be 10-point.

Font color: Black or Blue

Spacing for project abstract, tables, and footnotes: Single-spaced

Spacing for main content: Double-spaced

Margins: 1-inch

Page size: 8.5 x 11

Include consecutive page numbers throughout.

Budget narrative

The budget narrative supports the information you provide in Standard Form 424-A. See [other required forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- Restrictions on spending funds. See [funding policies and limitations](#).
- HHS now uses the definitions for [equipment](#) and [supplies](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

To create your budget narrative, see [detailed instructions and a template](#) on our website.

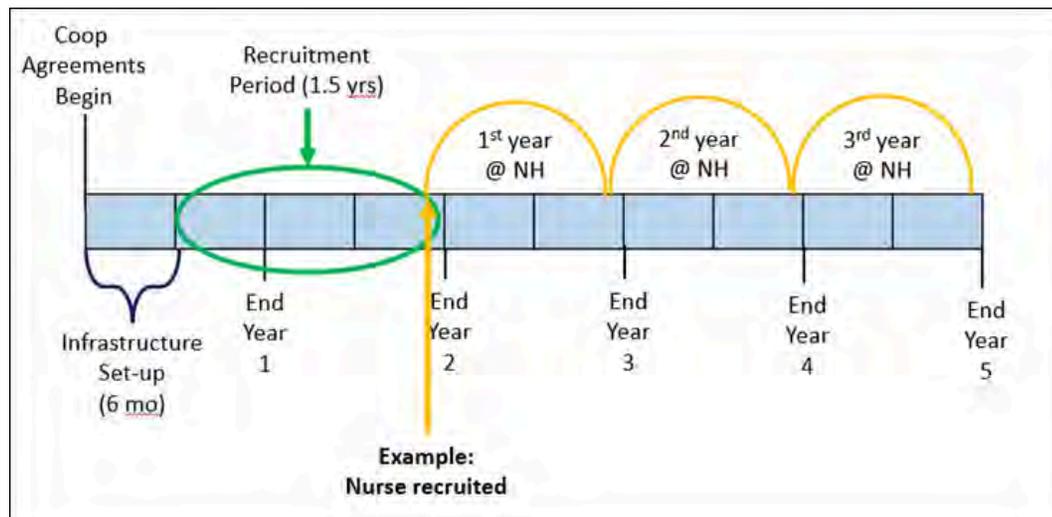
In your budget narrative, you will:

- Identify a PI/PD who will dedicate sufficient time and effort to manage and provide oversight of the grant program.
- Provide an overall estimated budget for the entire five-year period of performance. That is, state the total costs across all five years.

- Provide a detailed budget for the first 12-month budget period:
 - Include breakdown of costs for each line item in your SF-424A.
 - Describe the proposed costs for each activity or cost within the line item.
 - Define the proportion of the requested funding designated for each activity.
 - Justify the costs, including how you calculated them.
- Provide a high-level summary of budget costs for Year 2 through Year 5:
 - Estimate the amount of funds you will request from CMS each year.
- Explain how you separate costs and funding administered directly by you as the lead agency, from funding your subaward to other consortium members.
- Be clear about how costs link to each activity and the goals of this program.

The program will run for five years to allow for an infrastructure set-up period, a recruitment period, and three years of distribution of financial incentives.

See example diagram:



The infrastructure set-up period is estimated to be 6 months. Applicants must propose and describe their timeline for infrastructure set-up. Shorter timelines are highly preferred. Also, towards the end of the recruitment period, CMS will evaluate the results to determine if the program should be extended an additional year. This would enable an additional year for the recruitment period.

To create your SF-424A and budget narrative, see detailed instructions in [Guidance](#) for Preparing a Budget Request and Narrative on our website.

Required format for budget narrative

Page limit: 10

File name: Budget Narrative

File format: PDF

Font size: 12-point font

Font color: Black or Blue

Margins: 1-inch

Page Size: 8.5 x 11

Include consecutive page numbers throughout.

Attachments

You will upload attachments in Grants.gov using the Other Attachments form. Attachments do not count against application page limits, except for the [business assessment of application organization](#). Do not include additional attachments not requested in the NOFO. Reviewers will not review any attachments that are not listed here.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also included is a statement signed by an official of the parent group stating that your organization is a nonprofit affiliate.

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

Business assessment of applicant organization

Maximum 12 pages, single-spaced.

We must assess your organization's risk before we can make an award. This analysis includes your organization's:

- Financial stability.
- Quality of management systems.
- Internal controls.
- Ability to meet the management standards prescribed in [45 CFR Part 75](#).

For us to complete your assessment, you must review, answer, and attach the completed business assessment questions found on our website in [Business Assessment of Applicant Organization](#) on our website.

Organizational chart

Include an organizational chart that clearly identifies the reporting relationships of key personnel assigned to implementing the planning grant.

Other required forms

You will need to complete four other required forms. Submit the following required forms through Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Form	Submission requirement
Application for Federal Assistance (SF-424)	With the application. See extra instructions in the next section.
Budget Information for Non-Construction Programs (SF-424A)	With the application.
Disclosure of Lobbying Activities (SF-LLL)	With the application.
Project/Performance Site Location(s) Form	With the application.

Extra instructions for SF-424: Application for Federal Assistance

Special instructions include:

- To write your Descriptive Title of Applicant's Project in Item 15, see [Writing a Strong Descriptive Title](#) on our website.
- Check No to item 19c. State review under [Executive Order 12372](#) does not apply.
- Your authorized organizational representative (AOR) must electronically sign this form. The AOR is the person who can make legally binding commitments for your organization. When the AOR authorizes an application, they agree to assume all award obligations.

Pre-award requirements

There are no pre-award requirements for this notice of funding opportunity.



Step 4:

Learn About Review and Award

In this step

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Application review

Initial review

We review each application to make sure it meets basic requirements.

We will review your application to make sure that it meets both the [completeness criteria and the responsiveness criteria](#). If your application does not meet these criteria, we will not move it to the merit review phase.

We will not review any pages that exceed the page limit.

Merit review

A merit review panel reviews all applications that pass the initial completeness and responsiveness review. The members use the following criteria. For more information, see [Merit Review and Selection Process](#) on our website.

Criterion	Total number of points = 100
Experience and competency: Your organization's experience (the organization applying and/or the key personnel) operating programs with similar components and objectives, such as how the applicant has existing relationships with nursing schools (2-year and/or 4-year degree schools) or nursing students that will support the applicant's ability to recruit RNs in all states (from Program Requirements, subsection 1 National coverage).	25 points
Operational proposal: How you propose to implement the components of the program (Program Requirements, subsections 2, 3, 4, 5 and 6).	25 points
Budget narrative and administrative costs (Program Requirements, subsection 7).	20 points
Timeline and milestones: The timeline with specific milestones across all components of the program that will be met to support a successful program (Program Requirements, subsection 2).	20 points
Communications plan: How you will implement learning and diffusion networks and meet the expectations for reporting and meetings (Program Requirements, subsections 8 and 9).	10 points

Criteria

For each criterion, reviewers will assign your application to one of the stated groups and award it the corresponding number of points. Your application's final score will be the total of all the points it is awarded across the criteria.

Criterion: Experience and competency	Maximum points = 25
<p>Evidence of both of the following:</p> <ul style="list-style-type: none"> Operating programs in the past that are similar to the program described in this NOFO. Existing relationships with the majority of two-year and/or four-year degree RN schools, or evidence of existing relationships with recent or soon-to-be RN graduates (e.g., students who will graduate within six months) in four or more of the regions identified in the NOFO (Relationships can be defined as nursing schools or nurses that are members of the association applying, or existing communication channels with nursing schools or nurses where routine communication occurs). 	25 points
<p>Evidence of both of the following:</p> <ul style="list-style-type: none"> Operating programs in the past that are not similar, but comparable to the program described in this NOFO. Existing relationships with the majority of two-year and/or four-year degree RN schools, or evidence of existing relationships with recent or soon-to-be RN graduates (e.g., students who will graduate within six months) in two or more of the regions identified in the NOFO. 	20 points
<p>Evidence of either, but not both, of the following:</p> <ul style="list-style-type: none"> Operating programs in the past that are similar or comparable to the program described in this NOFO. Existing relationships with the majority of two-year and/or four-year degree RN schools, or evidence of existing relationships with recent or soon-to-be RN graduates (e.g., students who will graduate within six months) in one or more of the regions identified in the NOFO. <p>The number of points will be based on the degree of similarity or comparability to the program described in this NOFO or the strength and number of relationships with nursing schools or recent or soon-to-be RN graduates in the regions identified in this NOFO.</p>	10 to 15 points
<p>Very little or no evidence of either of the following:</p> <ul style="list-style-type: none"> Operating programs in the past that are similar or comparable to the program described in this NOFO. 	0 to 10 points

Criterion: Experience and competency	Maximum points = 25
<ul style="list-style-type: none">Existing relationships with the majority of two-year and/or four-year degree RN schools, or evidence of existing relationships with recent or soon-to-be RN graduates (e.g., students who will graduate within six months) in any of the regions identified in the NOFO.	

Criterion: Operational proposal	Maximum points = 25
<p>The applicant clearly describes how they would implement ALL of the following items in a manner that would result in a reasonable degree of success:</p> <ul style="list-style-type: none"> • Infrastructure set-up: A clear description of the steps that are needed to set up an efficient and effective infrastructure. • Recruitment activities: A clear description of the actions that the applicant will take to maximize nurse recruitment, such as coordination with nursing schools or nurses, promotional activities, communication actions, etc. • Financial incentive administration: A clear description of how the applicant will administer the financial incentives to RNs, such as how RNs will be qualified, how loan debt will be verified, and how employment will be verified for the duration of the work commitment. • Stakeholder collaboration: A clear description of how the applicant will communicate with and obtain information from nursing homes and state agencies, such as maintaining an up-to-date status of their RN staffing needs and matching recruited nurses to a nursing home or state agency that most aligns with their work preferences and location. 	25 points
<p>The applicant clearly describes how they would implement three of the four items in the previous list in a manner that would result in a reasonable degree of success. The remaining item is described less clearly, but it is likely to be implemented with a reasonable degree of success.</p>	20 points
<p>The applicant clearly describes how they would implement two of the four items in the previous list in a manner that would result in a reasonable degree of success. The remaining items are described less clearly, but it is likely to be implemented with a reasonable degree of success.</p>	15 points
<p>The applicant clearly describes how they would implement one of the four items in the previous list in a manner that would result in a reasonable degree of success. The remaining items are described less clearly, and it is not clear if they will be implemented with a reasonable degree of success.</p>	5 points
<p>The applicant does not clearly describe how they would implement any of the four items in the previous list in a manner that would result in a reasonable degree of success.</p>	0 points

Criterion: Budget narrative and administrative costs	Maximum points = 20
<p>All of the following are true:</p> <ul style="list-style-type: none"> • All costs in the budget narrative are reasonable and consistent with the project's purpose and activities. • The budget narrative clearly explains the rational for all costs and is consistent with the project's purpose and activities, including the costs to support each year, activity, and key milestone. • Administrative costs are low (reminder: CMS prefers applications with low administrative costs, leaving more funds available for RN financial incentives). 	20 points
<p>All of the following are true:</p> <ul style="list-style-type: none"> • Most costs in the budget narrative are reasonable and consistent with the project's purpose and activities. Some costs seem higher than needed. • The budget narrative clearly explains the rational for most costs and is consistent with the project's purpose and activities, including the costs to support each year and most activities and key milestones. For some costs the rational is not clear and some costs don't align with some activities or milestones. • Administrative costs are slightly low (i.e., not as low as they could be, but still moderate). 	15 points
<p>One or more of the following are true:</p> <ul style="list-style-type: none"> • Some costs in the budget narrative are reasonable and consistent with the project's purpose and activities. Some costs seem higher than needed and a few costs seem excessive. • The budget narrative clearly explains the rational for some costs and is consistent with the project's purpose and activities, including the costs to support each year and some activities or key milestones. For several costs the rational is not clear and some costs don't align with some activities or milestones. • Administrative costs are slightly high. 	5 to 10 points
<p>One or more of the following are true:</p> <ul style="list-style-type: none"> • Few or no costs in the budget narrative are reasonable and consistent with the project's purpose and activities. Some costs seem higher than needed and several costs seem excessive. • The budget narrative does not clearly explain the rational for most costs and is not consistent with the project's purpose and activities. The budget does not include the costs to support each year and many of the activities or key milestones. • Administrative costs are high or excessive. 	0 points

Criterion: Timeline and milestones	Maximum points = 20
<p>The application includes all of the following:</p> <ul style="list-style-type: none"> • A timeline that indicates the infrastructure will be set up in six months or less. • A timeline that indicates the recruitment period will start in six months or less. It's plausible for some recruitment to begin prior to the completion of the infrastructure set-up. • Specific milestones for all actions that will be completed throughout the program period. The actions are supported by a rationale for how they will result in an estimated number of RNs who will be recruited at different points throughout the recruitment period. 	20 points
<p>The application includes all of the following:</p> <ul style="list-style-type: none"> • A timeline that indicates the infrastructure will be set up in six to nine months. • A timeline that indicates the recruitment period will start in six to nine months. • Specific milestones for all actions that will be completed throughout the program period. The actions are supported by a rationale for how they will result in an estimated number of RNs who will be recruited at different points throughout the recruitment period. 	15 points
<p>The application includes one or more of the following:</p> <ul style="list-style-type: none"> • A timeline that indicates the infrastructure will be set up in nine months or more. • A timeline that indicates the recruitment period will start in nine months or more. • Specific milestones for many actions that will be completed throughout the program period. Most of the actions are supported by a rationale for how they will result in an estimated number of RNs who will be recruited at different points throughout the recruitment period. 	5 to 10 points
<p>The application includes one or more of the following:</p> <ul style="list-style-type: none"> • A timeline that indicates the infrastructure will be set up in nine months or more. • A timeline that indicates the recruitment period will start in nine months or more. <p>Additionally, the following is true:</p> <ul style="list-style-type: none"> • The application includes few specific milestones for actions that will be completed throughout the program period. Most of the actions are not supported by a rationale for how they will result in an estimated number of RNs who will be recruited at different points throughout the recruitment period. 	0 points

Criterion: Communications plan	Maximum points = 10
<p>The communications plan does both of the following:</p> <ul style="list-style-type: none"> Clearly describes how the applicant will implement learning and diffusion networks, including the number and frequency of events and targeted attendees. Clearly describes how the applicant will meet the expectations for reporting and meetings. 	10 points
<p>The communications plan does either but not both of the following:</p> <ul style="list-style-type: none"> Clearly describes how the applicant will implement learning and diffusion networks, including the number and frequency of events and targeted attendees. Clearly describes how the applicant will meet the expectations for reporting and meetings. 	5 points
<p>The communications plan does not do either of the following:</p> <ul style="list-style-type: none"> Clearly describes how the applicant will implement learning and diffusion networks, including the number and frequency of events and targeted attendees. Clearly describes how the applicant will meet the expectations for reporting and meetings. 	0 points

We do not consider voluntary cost sharing during merit review.

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

CMS selects recipients at our sole discretion unless the authorizing statute says otherwise. Our selections are not subject to administrative or judicial review, per [Section 1115A\(d\)\(2\)\(B\) of the Social Security Act](#).

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Award notices

If you are successful, your authorized organizational representative (AOR) will receive an email notification from GrantSolutions. You can then retrieve your Notice of Award (NoA). We will email you if your application is incomplete or unresponsive.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

By drawing down funds, you accept the terms and conditions of the award. The NoA incorporates the requirements of the program and funding authorities, the grant regulations, the [HHS Grants Policy Statement](#), and the NOFO.

If you want to know more about NoA contents, go to [Notice of Award](#) on our website.



Step 5: Submit Your Application

In this step

Application submission and deadlines [43](#)

Application submission and deadlines

See [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [get registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Optional letter of intent

Due by January 24, 2025, 11:59 p.m. ET.

Application

Due by March 7, 2025, no later than 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. [See get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files.

Other submissions

Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed other than checking “No” on the [SF-424 box 19c](#).

Optional letter of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers needed to evaluate applications. You do not have to submit a letter of intent to apply.

Please email the letter to NHSC@cms.hhs.gov.

In your email, include:

- The funding opportunity number and title.
- Your organization's name and address.
- A contact name, phone number, and email address.
- An expression of your interest.
- The proposed regions of participation.
- A brief description of your organization.

See the [deadline](#) for letters of intent.

Assurance of compliance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov.

You and all subrecipients, including contractors, must also submit an [Assurance of Compliance, HHS-690](#). You will find instructions on how to submit it at the bottom of the form.

To learn more, see the [HHS Office for Civil Rights](#) website.

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Page limit
<input type="checkbox"/> Project abstract	Use the Project Abstract Summary Form.	1 page
<input type="checkbox"/> Project narrative	Use the Project Narrative Attachment form.	15 pages
<input type="checkbox"/> Budget narrative	Use the Budget Narrative Attachment form.	10
<p>Attachments (5 total)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indirect cost agreement <input type="checkbox"/> Proof of nonprofit status <input type="checkbox"/> Resumes and job descriptions <input type="checkbox"/> Business assessment of applicant organization <input type="checkbox"/> Organizational chart 	<p>Insert each in a single Attachment form.</p> <p>If applicable.</p>	<p>None</p> <p>None</p> <p>None</p> <p>12 pages</p>
<p>Other required forms (4 total)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SF-424: Application for Federal Assistance <input type="checkbox"/> SF-424A: Budget Information for Non-Construction Programs <input type="checkbox"/> Project/Performance Site Location <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) 	Upload using each required form.	<p>None</p> <p>None</p> <p>None</p> <p>None</p>



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration [47](#)

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award.
- We incorporate this NOFO by reference.
- The rules listed in [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
 - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
 - [2 CFR 200.1](#), Definitions, Equipment.
 - [2 CFR 200.1](#), Definitions, Supplies.
 - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
 - [2 CFR 200.314\(a\)](#), Supplies.
 - [2 CFR 200.320](#), Methods of procurement to be followed.
 - [2 CFR 200.333](#), Fixed amount subawards.
 - [2 CFR 200.344](#), Closeout.
 - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
 - [2 CFR 200.501](#), Audit requirements.
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Administrative and National Policy Requirements](#).

Reporting

If you are successful, you will have to submit financial and performance reports. Reporting requirements include:

- Progress reports.
- Federal Financial Report (FFR).
- Federal Funding Accountability and Transparency Act (FFATA).
- Federal Awardee Performance and Integrity Information System (FAPIIS).
- Payment Management System (PMS).
- Audit reporting (Federal Audit Clearinghouse).
- Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification.

For more information on reporting, see [Post-Award Reporting Requirements](#) on our website.

Continued eligibility

Continued funding is contingent on satisfactory progress, compliance with the terms and conditions, and the availability of funds.

For CMS to issue you continuation funding, you must demonstrate satisfactory progress. If we issue all the funding in the first year, then you must continue to show satisfactory progress to maintain access to your funds.

At any time, we could decrease funding or [terminate your award](#) if you fail to perform the requirements of the award. [See 45 CFR 75.372](#), Termination.

Satisfactory progress for selected award recipients includes, but is not limited to:

- Adherence to the proposed timeline and milestones in the approved application.
- Showing that the number of RNs recruited is similar to the estimated number of recruited RNs in the approved application.
- Adherence to the proposed budget in the approved application.
- Performance on all of the components in the [program requirements](#).

Non-competing continuation application (NCC)

Recipients will be required to submit NCCs annually for the duration of the five-year period of performance. CMS will provide instructions in the Notice of Award Terms and Conditions.

Recipients may use the NCC to adjust their budgets or make other administrative changes. Recipients will be allowed to revise their project goals in accordance with any reductions in funding.

Cybersecurity requirements

You must create a cybersecurity plan if your project involves both of the following conditions:

- You have ongoing access to HHS information or technology systems.
- You handle personal identifiable information (PII) or personal health information (PHI) from HHS.

You must base the plan on the [NIST Cybersecurity Framework](#). Your plan should include the following steps:

Identify:

- List all assets and accounts with access to HHS systems or PII/PHI.

Protect:

- Limit access to only those who need it for award activities.
- Ensure all staff complete annual cybersecurity and privacy training. Free training is available at [405\(d\): Knowledge on Demand \(hhs.gov\)](#).
- Use multi-factor authentication for all users accessing HHS systems.
- Regularly backup and test sensitive data.

Detect:

- Install antivirus or anti-malware software on all devices connected to HHS systems.

Respond:

- Create an incident response plan. See [Incident-Response-Plan-Basics_508c.pdf \(cisa.gov\)](#) for guidance.
- Have procedures to report cybersecurity incidents to HHS within 48 hours. A cybersecurity incident is:
 - Any unplanned interruption or reduction of quality, or

- An event that could actually or potentially jeopardize confidentiality, integrity, or availability of the system and its information.

Recover:

- Investigate and fix security gaps after any incident.

Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts and Support

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Agency contacts

Program and eligibility

Donna Williamson

NHSC@cms.hhs.gov

Financial and budget

Monica B. Anderson

NHSC@cms.hhs.gov

Review process and application status

Monica B. Anderson

NHSC@cms.hhs.gov

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [CMS Grants and Cooperative Agreements](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)

Appendix A

Estimated number of nursing homes in each state

Numbers are subject to change.

State	Number of Nursing Homes
AK	10
AL	91
AR	112
AZ	55
CA	374
CO	62
CT	85
DC	17
DE	6
FL	220
GA	144
HI	15
IA	79
ID	41
IL	40
IN	188
KS	13
KY	83

State	Number of Nursing Homes
LA	159
MA	17
MD	93
ME	81
MI	110
MN	46
MO	203
MS	93
MT	46
NC	221
ND	51
NE	100
NH	15
NJ	7
NM	45
NV	11
NY	99
OH	175
OK	138
OR	32
PA	165
PR	4
RI	40
SD	50
SC	58
TN	138

State	Number of Nursing Homes
TX	451
UT	55
VA	143
VT	20
WA	71
WI	145
WV	64
WY	11
	TOTAL: 4792