

October 2024

## CMP Application Submission Checklist

**To avoid delays in the review process, the Applicant, State Agencies (SAs), and CMS Locations may reference this checklist as a guide to ensure the proposed submission has fulfilled the requirements and meets application criteria for review by the CMPRP Team.**

- The applicant has submitted a project/program that CMS lists in the Allowable Uses of CMP Reinvestment funds (Attachment A) of the **QSO-23-23-NHs Memorandum**.
- The maximum project funding per nursing home, per year - \$5,000 (max of \$15,000 for a three-year project) is met or a detailed justification is provided within the application.  
*(Note: Resident and Family Councils and Consumer Information projects have a \$5,000 one-time funding limit.)*
- The application is signed and dated. It is recommended that the signature and date be within 6 months of receipt by CMS Locations.
  - It is recommended that applications relating to conferences/training be submitted to the CMPRP Team at least 90 days in advance to allow adequate time for review.
- The applicant has used the most current CMS application template, or a similar template that mirrors the CMS-approved application template. The similar template must have all information requested in the CMS application template.
- The applicant has used the most current CMS budget (Excel) template, or a similar template that mirrors the CMS-approved budget (Excel) template.
- All sections of the application are completely filled out, or there is an indication of N/A in sections that are not completed.
  - In addition, specifically if it is an extension or continuation project and all sections of the application are not required to be filled out, then the application indicated N/A in those sections.
- Letters of support (LOS) for ALL participating nursing homes are provided at the time of submission.
  - Please note that starting October 1<sup>st</sup>, 2024, all applications submitted to State Agencies (SAs) must include LOS with an acknowledgment that the proposed project funding will count against a nursing home's allocated budget for that project category. Applications submitted to SAs before October 1<sup>st</sup>, 2024 are not required to include LOS with an acknowledgment that funding will count against a nursing home's allocated budget.
  - The commitment letter must display:
    - The project title
    - Time frame of the project
    - The nursing home's CMS certification number (CCN)
    - Acknowledgement that the funding request counts against the nursing home maximum cap as identified in memo QSO-23-23-NH.
    - and must be signed by an individual authorized to commit the nursing home.

- Any exceptions will require sufficient justification.

The applicant has provided legible names and CCNs for all nursing homes that are included in the project.