

Public Education for Living Organ Donation Reimbursement Program (PE-LODRP)

Opportunity number: HRSA-25-083



Contents

Before you begin	3
 Step 1: Review the Opportunity	<u>4</u>
Basic information	5
Eligibility	6
Program description	8
Award information	10
 Step 2: Get Ready to Apply	<u>14</u>
Get registered	15
Find the application package	15
Application writing help	15
 Step 3: Prepare Your Application	<u>17</u>
Application contents and format	18
 Step 4: Learn About Review and Award	<u>25</u>
Application review	26
Selection process	29
Award notices	30
 Step 5: Submit Your Application	<u>31</u>
Application submission and deadlines	32
Application checklist	34
 Step 6: Learn What Happens After Award	<u>35</u>
Post-award requirements and administration	36
 Contacts and Support	<u>40</u>



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 April 18, 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

Basic information	5
Eligibility	6
Program description	8
Award information	10

Basic information

Health Resources and Services Administration (HRSA)

Health Systems Bureau

Division of Transplantation

Education and outreach for HRSA's Living Organ Donation Reimbursement program.

Summary

The purpose of this program is to increase awareness of and equitable access to HRSA's Living Organ Donation Reimbursement Program, particularly among medically underserved communities.

Funding details

Application type: New

Expected total available FY2025 funding: \$500,000

Expected number and type of awards: 1 cooperative agreement

Funding range per award: Up to \$500,000 per year

The program and award depend on the annual appropriation of funds and are subject to change based on the availability and amount of appropriations.

We plan to fund one award in three 12-month budget periods for a total 3-year period of performance from September 1, 2025, to August 31, 2028, based on availability of funds.



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

Key facts

Opportunity name:
Public Education for Living Organ Donation Reimbursement Program (PE-LODRP)

Opportunity number:
HRSA-25-083

Federal Assistance Listing:
93.134

Statutory authority:
Section 377A(a) of the Public Health Service (PHS) Act, as amended (42 U.S.C. § 274f-1(a)).

Key dates

NOFO issue date:
January 17, 2025

Informational call:
[To be announced.](#)

Application deadline:
April 18, 2025

Expected award date:
August 1, 2025

Expected start date:
September 1, 2025

Eligibility

Who can apply

Types of eligible organizations

These types of domestic* organizations may apply:

- Public institutions of higher education
- Private institutions of higher education
- Nonprofits having a 501(c)(3) IRS status
- Nonprofits with an IRS status other than 501(c)(3)
- For-profit organizations
- Small businesses
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and the Freely Associated States
- Independent school districts
- Native American tribal governments
- Native American tribal organizations

* “Domestic” means the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.

Individuals are not eligible applicants under this NOFO.

Other eligibility criteria

See [Selection process](#).

Completeness and responsiveness criteria

We will review your application to make sure it meets these basic requirements to move forward in the competition.

We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Requests funding above the award ceiling shown in the [funding range](#).
- Is [submitted after the deadline](#).

Application limits

You may not submit more than one application. If you submit more than one application, we will only accept the last on-time submission.

Cost sharing

This program has no cost-sharing requirement. If you choose to share in the costs of the project, we will not consider it during [merit review](#). We will hold you accountable for any funds you add, including through [reporting](#).

Program description

Purpose

The purpose of this program is to increase awareness and equitable access to HRSA's Living Organ Donation Reimbursement Program (LODRP), particularly among medically underserved communities, through targeted outreach and education initiatives.

Goal

The goal of this program is to increase access to financial support for potential living organ donors, particularly individuals from medically underserved communities.

Objectives

The program objectives are to:

- **Increase awareness of the resources available for living organ donation** by collaborating with stakeholders, including the LODRP award (HRSA-25-082) recipient, to promote and educate the public about the program.
- **Increase equitable access to LODRP services** by providing targeted education and outreach on living organ donation reimbursement to medically underserved communities.

Program priorities

This program is aligned with HRSA's mission to:

- Improve health outcomes and achieve health equity through access to quality services, a skilled health workforce, and innovative, high-value programs, alongside HRSA's priorities to take actionable steps to achieve health equity and improve public health (Goal 1).
- Improve access to quality health services (Goal 2).

In addition, the program aims to address disparities by supporting targeted public education that will specifically include engagement with diverse community-based organizations serving medically underserved populations.

Background

There remains a critical shortage of organs to meet the needs of individuals with end-stage organ failure who can benefit from an organ transplant. As of March 2024, there were approximately [89,000 patients on the organ transplant wait list waiting for a](#)

[kidney and 9,800 patients waiting for a liver](#). Kidneys and livers combined represent approximately [96 percent of the organ needs](#) among patients on the organ transplant wait list.

People can donate a kidney, part of their liver, and certain other organs while alive. In 2023, nearly 7,000 people [donated an organ while alive](#), including nearly 6,300 living kidney donors and 660 living liver donors.

[HRSA's Living Organ Donation Reimbursement Program \(LODRP\)](#) provides financial assistance to people who wish to be living organ donors, but who might otherwise not be able to donate due to financial hardship. The program reimburses qualified expenses related to eligible living donors' medical evaluations, surgeries, and follow-up visits, including travel, lost wages, child and elder care, and other expenses, as outlined in its [notice about reimbursement of travel and subsistence expenses toward living organ donation program eligibility](#).

From October 2007 to August 2024, the program (currently operated by the [National Living Donor Assistance Center](#)) received more than 18,000 applications for reimbursement by prospective living donors, approving nearly 89 percent of them. During this timeframe, NLDAC facilitated over 10,000 living organ donations. In 2023, the median household income for prospective living donor applicants to LODRP was approximately \$66,000, which is 18 percent below the national median income level of \$80,600.

While great progress has been made in expanding access to living organ transplants through HRSA's LODRP program, we recognize that more needs to be done. For example, even though more than 60 percent of people on the national transplant waiting list are from a minority group, only approximately 40 percent of patients from a minority group received a living organ transplant through the program.

To expand awareness and access to the LODRP, particularly among medically underserved communities, HRSA created the PE-LODRP in FY2025. The recipient of this award will work closely with HRSA and the LODRP award recipient to promote the program and to provide targeted outreach and education to communities historically underserved by the program.

Award information

Cooperative agreement terms

Our responsibilities

Aside from monitoring and technical assistance, we also get involved in these ways:

- Review and provide input on policies and procedures for your project.
- Collaborate on the development and implementation of tools and instruments for data collection to assess program performance.
- Develop performance measures and monitor the extent to which the cooperative agreement recipient is meeting program goals.
- Review, provide feedback, and approve your programs' topics for articles, presentations, and other resources prior to their development, as well as review and approve the products prior to their publication and dissemination, to ensure they align with HRSA and stakeholder priorities.
- Participate in major program planning meetings.
- Assist with establishing partnerships or collaborations, including with other federal agencies, or programs within HRSA that may be necessary to carry out program objectives.
- Facilitate clear and ongoing communication and collaboration between the award recipient of this award and the LODRP ([HRSA-25-082](#)) cooperative agreement recipient.

Your responsibilities

You must follow all relevant laws and policies. Your other responsibilities will include:

- **Collaboration:**
 - Work collaboratively with HRSA to establish policies and procedures governing the operation of the program.
 - Work with HRSA to develop a timeline and workflow for reviewing and approving cooperative agreement products (such as articles, publications, presentations, and tools) prior to their development, publication, and dissemination.
 - Establish and maintain collaborative relationships with the organ donation and transplantation community (such as transplant centers, dialysis centers, prospective living organ donors, transplant candidates, and organizations

working on behalf of individuals in need of a transplant), particularly with stakeholders from, or serving, medically underserved communities to:

- Leverage existing resources and initiatives.
- Get input on outreach and education activities.
- Avoid duplication of effort.
- Regularly coordinate with the award recipient of the LODRP ([HRSA-25-082](#)) and HRSA to implement cooperative agreement activities.
- **Education, outreach, and support:**
 - Develop and regularly update culturally and linguistically appropriate educational and outreach materials in a variety of formats (such as web-based, audiovisual, and conference presentations) that are publicly available and provide information about the LODRP.
 - Develop a public-facing mechanism or approach for sharing resources developed under this cooperative agreement, such as through a website, social media, and other forums.
 - Arrange and/or participate in meetings, focus groups, and listening sessions (in-person, online, hybrid) to inform stakeholders about LODRP objectives and resources and to gather feedback about the program.
 - Help prospective applicants for LODRP understand program eligibility requirements and how to apply for reimbursement.
- **Program and performance management:**
 - Work with HRSA to establish policies and procedures governing the operation of the program.
 - Participate in regular monitoring and planning calls with the HRSA project officer.
 - Respond to HRSA and public requests, questions, and other communications regarding activities under this cooperative agreement in a timely and appropriate manner.
 - Use data collected to develop and implement continuous program improvements, particularly around outreach and engagement with medically underserved communities.
 - Maintain the confidentiality of personal information collected and stored under this program.
 - Ensure the accessibility to information developed under this program, following Section 508 of the Rehabilitation Act of 1973.
 - All content meets [plain language requirements](#).

- Any website developed to support the program is [compliant with Section 508 of the Rehabilitation Act of 1973](#).
- Translate resources into Spanish and other relevant languages, as applicable.
- **Program continuity**
 - Help ensure a smooth handoff and transition if you do not receive this award in the next grant cycle by:
 - Establishing a process for transferring all program data to HRSA to ensure program continuity.
 - Providing HRSA with products developed under the cooperative agreement, including, but not limited to, program data, information, processes and procedures, and reports, as required by 45 CFR § 75.322(d) during and beyond the period of performance.

Funding policies and limitations

Policies

We will only make an award if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.

Support beyond the first budget year will depend on:

- Annual appropriation of funds.
- Satisfactory progress in meeting the project's objectives.
- A decision that continued funding is in the government's best interest.

General limitations

- For guidance on some types of costs we do not allow or restrict, see Budget in Section 3.1.4 of the [Application Guide](#). You can also see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).
- You cannot earn profit from the federal award. See [45 CFR 75.400\(g\)](#).
- Congress's current appropriations act includes a salary limitation, which applies to this program. As of January 2025, the salary rate limitation is \$225,700. This limitation may be updated.

Program-specific limitations

Please note that funds under this program **cannot** be used for:

- Education related to the reimbursement of blood, marrow, or tissue donation expenses.
- Construction.
- Equipment not related to project activities.
- The direct provision of clinical services.

Please note: the purpose of this program is to fund outreach and educational activities only.

See [Manage Your Grant](#) for other information on costs and financial management.

Indirect costs

Indirect costs are those incurred for a common or joint purpose across more than one project and that cannot be easily separated by project.

There are two methods to calculate indirect costs:

- **Method 1 — Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency at the time of award.
- **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 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.

Program income

Program income is money earned as a result of your award-supported project activities. Program income must be added to the total project costs.

Find more about program income at [45 CFR 75.307](#).



Step 2:

Get Ready to Apply

In this step

Get registered	15
Find the application package	15
Application writing help	15

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. This includes having a Unique Entity Identifier (UEI). 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 to find out what you'll need to register.

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](#).

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 opportunity number HRSA-25-083.

After you select the opportunity, we recommend you select the **Subscribe** button to get updates.

Application writing help

Visit HHS [Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

See [Apply for a Grant](#) for other help and resources.

Join the webinar

Information regarding the technical assistance webinar for applicants will be posted to Grants.gov.

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



Step 3:

Prepare Your Application

In this step

Application contents and format

18

Application contents and format

Applications include five main components. This section includes guidance on each.

Application page limit: 40 pages

Submit your information in English and express whole number budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission format	Included in the page limit?
Project abstract	Use the Project Abstract Summary form.	No
Project narrative	Use the Project Narrative Attachment form.	Yes
Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in the Other Attachments form.	Yes, unless otherwise marked.
Other required forms	Upload using each required form.	Only what you attach in these forms counts toward the page limit.

Required format

You must format your narratives and attachments using our required formats for fonts, size, margins, and so on.

See the formatting guidelines in Section 3.2 of the [Application Guide](#).

Project abstract

Complete the information in the Project Abstract Summary form. Include a short, one-page description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve.

If you receive this award, this abstract will be made publicly available and therefore should read as a standalone document without references to other parts of your application.

For more information, see Section 3.1.2 of the [Application Guide](#).

Project narrative

In this section, you will describe all aspects of your project. Project activities must comply with the [nondiscrimination requirements](#).

Use the section headers and the order listed.

Introduction

See merit review criterion 1: [Need](#)

Briefly describe the purpose of your project, including why this specific proposal can most effectively meet the goal and objectives of this program.

Need

See merit review criterion 1: [Need](#)

- Describe the target population and the needs you plan to address through this project.
- Discuss disparities in access and knowledge of the living organ donation reimbursement program within the target population and how you plan to overcome them through this project.
- Use and cite recent demographic data from appropriate sources (such as federal, state, or local data) whenever possible.

Approach

See merit review criterion 2: [Response](#)

Tell us how you'll address your stated needs and the approaches you will use to implement each cooperative agreement term, as outlined in the [Cooperative Agreement Terms](#) section of this NOFO.

Include a plan to distribute reports, products, or project outputs to target audiences.

High-level work plan

See merit review criteria 2: [Response](#) and 4: [Impact](#)

Provide a proposed work plan for your activities, as described in [Attachment 1](#).

You can simply state "See Attachment 1" in this section rather than providing two copies of the work plan with your application.

Resolving challenges

See merit review criterion 2: [Response](#)

Discuss challenges that you are likely to encounter in implementing your work plan and explain approaches that you'll use to resolve them.

Performance reporting

See merit review criteria 3: [Evaluation measures](#), 4: [Impact](#), and 5: [Resources and capabilities](#)

Outcomes

Describe the expected outcomes (desired results) of the funded activities.

Performance measurement and reporting

Upon receipt of the award, you will work with HRSA to develop a set of performance measures that will be used to track your progress towards meeting the program objectives.

- Describe how you will collect, and report required performance data accurately and on time to HRSA (for example, workflow, staffing, coordination with HRSA).
- Describe how you will manage and securely store data.
- Describe how you will monitor and analyze performance data to support continuous quality improvement.

Organizational information

See merit review criterion 5: [Resources and capabilities](#)

- Briefly describe the mission, structure, and scope of your organization and current activities. Explain how they support your ability to carry out this national program.
- Describe your previous or current experience developing and implementing successful public health outreach and educational activities. Include relevant staff members, materials published, or evaluation results highlighting the outcomes of the activities.
- Describe any existing or planned collaborative relationships within the organ donation and transplantation community (such as transplant centers, dialysis centers, prospective living organ donors, transplant candidates, and organizations working on behalf of individuals in need of a transplant) and how you will leverage them to implement the project at the national and community level.
- To expand the reach of your outreach and educational activities, you are strongly encouraged to formally collaborate (such as through a Letter of Commitment, Memorandum of Agreement, subcontract, or similar) with at least three other

organizations, either separately or as part of a network or consortium, throughout the duration of the project. Provide copies of any agreements in [Attachment 4](#).

- We recommend that your partnerships reflect the diversity (with respect to type of organization, location, and communities served) of the living organ donation and transplantation field and enhance awareness of the needs of different populations.
- Describe your and your proposed partners' experience engaging with medically underserved communities.
- Describe your organization's ability to remain flexible and adapt to changing priorities, guidelines, and organ donation and transplantation needs.
- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.
- Include a project organization chart in [Attachment 5](#).
- Describe your key staff's experience, skills, and knowledge in [Attachments 2: Staffing plan and job descriptions](#) and [Attachment 3: Biographical sketches](#).

Budget and budget narrative

See merit review criterion 6: [Support Requested](#)

The **budget** should follow the instructions in Section 3.1.4 of the [Application Guide](#) and any specific instructions listed in this section. Your budget should show a well-organized plan for each year of the project.

HHS now uses the definitions for [equipment](#) and [supply](#) 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.

The total project or program costs are all allowable (direct and indirect) costs incurred for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include maintenance of effort, if applicable).

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

The budget narrative 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](#).

We encourage partnerships to complete PE-LODRP activities. If you propose to enter into a contractual agreement with one of your partners, consistent with 45 CFR 75, you must provide a clear explanation of the purpose of the contract, how the costs were estimated, and the specific contract deliverables.

To create your budget narrative, see detailed instructions in Section 3.1.5 of the [Application Guide](#).

Attachments

Place your attachments in order in the Attachments form.

Attachment 1: Work plan

Counts toward page limit.

Attach the project's work plan. Make sure it includes everything required in the [Cooperative Agreement Terms section](#) and covers all 3 years of the project.

At a minimum, your work plan should include the following:

- Specific steps you will use to carry out each of the activities you proposed in [the Approach section](#) of the Project Narrative.
- The responsible staff members and organizations who will carry out each step.
- The timeline for completing each step. We recommend you be as specific as possible, rather than using phrases like “ongoing” or “year 1.”

Attachment 2: Staffing plan and job descriptions

Counts toward page limit.

See Section 3.1.7 of the [Application Guide](#).

Include a staffing plan that has the following information **for each key personnel (staff members listed in the work plan)**, regardless of whether their salary will be paid for by the award:

- Position title.
- Name, title, and affiliation of staff member.
- Full-time equivalent (FTE) dedicated to the project.
- Roles, responsibilities, and qualifications required for this project.

At a minimum, your staffing plan should include a project director with sufficient FTE dedicated to the project (0.50 FTE is recommended) and a person responsible for collecting and reporting data to HRSA.

If you have not yet hired a person for a particular position, write “to be hired” instead of their name and provide a timeline for filling the role.

Attachment 3: Biographical sketches

Does not count toward the page limit.

Include biographical sketches for **key personnel** (staff members listed in the work plan).

Don’t include [personally identifiable information](#) like Social Security numbers.

Biographical sketches should not exceed one page per staff member unless that staff member assumes more than one role on the grant.

If you include someone you have not formally hired yet, provide a letter of commitment from that person with the biographical sketch.

Attachment 4: Agreements with other entities

Counts toward page limit.

Provide any documents that describe working relationships between your organization and others you refer to in the proposal.

Documents that confirm actual or pending contracts or agreements should clearly describe the roles of subrecipients and contractors and any deliverable.

Make sure you sign and date any letters of agreement.

As a reminder, you are strongly encouraged to formally collaborate (such as through a Letter of Commitment, Memorandum of Agreement, subcontract, or similar) with at least three other organizations, either separately or as part of a network or consortium, throughout the duration of the project.

Attachment 5: Project organizational chart

Counts toward page limit.

Provide a one-page diagram that shows the full project’s organizational structure, including relationships with any external organizations.

Attachment 6: Indirect Cost Rate Agreement

Does not count toward page limit.

If it applies, include here a copy of your Indirect Cost Rate Agreement.

Other required forms

You will need to complete some other forms.

Upload the listed forms at Grants.gov.

You can find them in the [NOFO application package](#) or review them and any available instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before the award.
Project/Performance Site Location(s)	With application.
Grants.gov Lobbying Form	With application.
Key Contacts	With application.



Step 4:

Learn About Review and Award

In this step

Application review	26
Selection process	29
Award notices	30

Application review

Initial review

We review each application to make sure it meets eligibility criteria, including completeness and responsiveness criteria. If your application does not meet these criteria, it will not be funded.

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

Merit review

A panel reviews all applications that pass the initial review. The members use the following criteria.

Criterion	Total number of points = 100
1. Need	10 points
2. Response	30 points
3. Evaluation measures	10 points
4. Impact	15 points
5. Resources and capabilities	25 points
6. Support requested	10 points

Criterion 1: Need (10 points)

See Project Narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for:

- How well the application describes the problem and its contributing factors.
- How well the application describes disparities in access to LODRP services and identifies medically underserved communities.

Criterion 2: Response (30 points)

See Project Narrative [Approach](#), [High-level work plan \(Attachment 1\)](#), and [Resolving challenges](#) sections.

The panel will review your application for:

Approach (15 points)

- The strength of the applicant's plan for involving relevant living organ donation and transplantation stakeholders in the development, implementation, and dissemination of project activities.
- How strong the applicant's proposed plan is for providing both community-level and national outreach and education.

Work Plan (10 points)

- How well the proposed activities described will address the stated needs and meet project objectives.
- The comprehensiveness and feasibility of the proposed work plan.

Resolving challenges (5 points)

- How well the applicant considers potential challenges to program implementation, including the unique needs of medically underserved communities, and proposes adequate solutions for addressing them.

Criterion 3: Evaluation measures (10 points)

See Project Narrative [Performance reporting](#) and [Organizational information](#) sections.

The panel will review your application for:

- How strong and effective the proposed methods to monitor project results are, including the proposed resources or tools, staffing, and workflow.
- The extent to which proposed staff members have the experience and capability to support quality improvement activities.

Criterion 4: Impact (15 points)

See Project Narrative [Approach](#), [High-level work plan \(Attachment 1\)](#) and [Performance reporting](#) sections.

The panel will review your application for:

- The extent to which the proposed program will increase access to living organ donations for those on the national transplant waiting list.
- How effective the proposed project will likely be in increasing awareness and access to LODRP resources, particularly among medically underserved communities.
- How effective the applicant's proposed methods will likely be for sharing information, results, and impact at the national and community levels.

Criterion 5: Resources and capabilities (25 points)

See Project Narrative [Organizational information](#) and [Performance reporting](#) sections.

The panel will review your application for:

Organizational information (20 points)

- The extent to which the applicant demonstrates the ability to provide overall financial and programmatic management of this award.
- The strength and diversity (type, location, communities served) of the applicant's proposed or existing partnerships with living organ donation and transplantation stakeholders.
- The extent to which the applicant and proposed partners have the trust, established relationships, and knowledge of medically underserved communities to effectively reach and collaborate with them on project activities.

Performance reporting and evaluation (5 points)

- The extent to which project staff have the training, dedicated time (such as FTE), and experience to coordinate, implement, and evaluate project activities.

Criterion 6: Support requested (10 points)

See [Budget and budget narrative](#) section.

The panel will review your application for:

- How reasonable the proposed budget is for each year of the period of performance.
- The extent to which costs, as outlined in the budget and required resources sections, align with the project's scope, and maximize the program's impact (for example, by limiting indirect costs).

Risk review

Before making an award, we review the risk that you will not manage federal funds in prudent ways. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We:

- Review any applicable past performance.
- Review audit reports and findings.
- Analyze the budget.
- Assess your management systems.

- Ensure you continue to be eligible.
- Make sure you comply with any public policies.

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) to check your history for all awards likely to be more than \$250,000 over the period of performance. 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

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The amount of available funds.
- Assessed risk.
- The larger portfolio of HRSA-funded projects, including the diversity of project types and geographic distribution.

We may:

- Fund out of rank order.
- Fund applications at a lower amount than requested.
- Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Special considerations

You can apply for this cooperative agreement and for HRSA's Living Organ Donation Reimbursement Program funding opportunity (LODRP; [HRSA-25-082](#)).

However, this program includes a special consideration based on HRSA's aim to expand the number of organizations supporting this important program by selecting different organizations under each of the two separate funding opportunities (HRSA-25-082 and HRSA-25-083). This will depend on factors such as the quality and number of applications received.

Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 4 of the [Application Guide](#) for more information.



Step 5:

Submit Your Application

In this step

Application submission and deadlines	32
Application checklist	34

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. When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#), and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See [Get registered](#).

You will have to maintain your registration throughout the life of any award.

Deadlines

Application

You must submit your application by April 18, 2025, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives applications.

Submission method

Grants.gov

You must submit your application through Grants.gov. See [Get registered](#).

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

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

Other submissions

Intergovernmental review

If your state has a process, you will need to submit application information for intergovernmental review under [Executive Order 12372](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process, and others do not.

To find out your state's approach, see the [list of state single points of contact](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you do not need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Included in page limit?
☐ Project abstract	Use the Project Abstract Summary Form.	No
☐ Project narrative	Use the Project Narrative Attachment form.	Yes
☐ Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in a single Other Attachments form.	
☐ Work plan		Yes
☐ Staffing plan and job descriptions		Yes
☐ Biographical sketches		No
☐ Agreements with other entities		Yes
☐ Project organizational chart		Yes
☐ Indirect cost rate agreement		No
Other required forms*	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		No
☐ Budget Information for Non-Construction Programs (SF-424A)		No
☐ Disclosure of Lobbying Activities (SF-LLL)		No
☐ Project/Performance Site Location(s)		No
☐ Grants.gov Lobbying Form		No
☐ Key Contacts		No

* Only what you attach in these forms counts against the page limit. The form itself does not count.



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration [36](#)

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 (NOA).
- The rules listed in [45 CFR 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, Supply.
 - [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 is incorporated by reference in your NOA. If there are any exceptions to the GPS, they'll be listed in your NOA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- See the requirements for performance management in [2 CFR 200.301](#).
 - Follow [How to Acknowledge Federal Funding](#) pertaining to the acknowledgment and disclaimer on all products produced by HRSA award funds.

Health information technology interoperability

If you receive an award, you must agree that where your activities involve implementing, acquiring, or upgrading health IT, you, and all your subrecipients will:

- Meet the standards and specifications in [45 CFR part 170, subpart B](#), if those standards support the activity.
- If the activities relate to activities of eligible clinicians in ambulatory settings or hospitals under Sections 4101, 4102, and 4201 of the HITECH Act, that you will use only health IT certified by the [Office of the National Coordinator for Health Information Technology \(ONC\) Health IT Certification Program](#).

If standards and implementation specifications in [45 CFR part 170, subpart B](#) cannot support the activity, we encourage you to use health IT that meets non-proprietary standards and specifications of consensus-based standards development organizations. This may include standards identified in the [ONC Interoperability Standards Advisory](#).

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](#).

Contact the [HHS Office for Civil Rights](#) for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit [OCRDI's website](#) to learn more about how federal civil rights laws and accessibility requirements apply to your programs or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Executive order on worker organizing and empowerment

[Executive Order on Worker Organizing and Empowerment \(E.O. 14025\)](#) encourages worker organizing and collective bargaining and promotes equality of bargaining power between employers and employees.

You can support these goals by developing policies and practices that you could use to promote worker power.

Cybersecurity

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 based 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.

Reporting

If you are successful, you will have to follow the reporting requirements in Section 4 of the [Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- **Quarterly Progress Reports:** You must submit brief narrative quarterly reports on programmatic and management practices, key activities, successes, and challenges, etc.

Other reporting requirements specific to this program:

- **Monthly data submissions:** You must collect and submit performance data electronically to HRSA monthly. Performance data will include, but will not be limited to, de-identified data on:
 - **Stakeholder engagement**, including the number and type of participating/ collaborating organizations in your project.
 - **Number and type of public education and outreach activities** performed (including geographic coverage area).
 - **Data depicting participant satisfaction and learning outcomes** from outreach and educational activities.
 - **Number of transplant candidates and prospective living organ donors reached** through outreach and educational activities (including demographic and geographic data).



Contacts and Support

In this step

Agency contacts	41
Grants.gov	41
SAM.gov	41
Helpful websites	42

Agency contacts

Program and eligibility

Allison Hutchings, MPH

Senior Public Health Analyst, Division of Transplantation

Attn: Public Education for Living Organ Donation Reimbursement Program

Health Systems Bureau

Health Resources and Services Administration

livingdonorsupport@hrsa.gov

Financial and budget

Leon Harrison

Grants Management Specialist

Division of Grants Management Operations, OFAM

Health Resources and Services Administration

lharrison@hrsa.gov

301-443-9368

HRSA contact center

Open Monday to Friday 7 a.m. to 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

[Electronic Handbooks Contact Center](#)

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726, search the [Grants.gov Knowledge Base](#), or [email Grants.gov for support](#). 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](#).

Helpful websites

- [HRSA's How to Prepare Your Application page](#)
- [HRSA Application Guide](#)
- [HRSA Grants page](#)
- [HHS Tips for Preparing Grant Proposals](#)
- [Living Organ Donation](#)
- [HRSA OPTN Modernization Initiative](#)