

Notice of Funding Opportunity

Application due April 22, 2025



Health Resources & Services Administration

Maternal and Child Health Bureau

Division of Child Adolescent and Family Health

Poison Control Program Competitive Supplement

Opportunity number: HRSA-25-097

Modified on 1/28/25
Updated TA Webinar
information



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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 April 22, 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

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Basic information

Health Resources and Services Administration (HRSA)

Maternal and Child Health Bureau

Division of Child Adolescent and Family Health

Summary

The purpose of this funding opportunity is to provide coverage of calls to the Poison Help Line originating from Puerto Rico. The Poison Control Program's goal is to reduce poisonings and the harms resulting from poisonings by ensuring that individuals across the United States and territories can connect to a Poison Control Center and obtain expert consultation on preventing and managing poisonings.

Funding details

Application Types: Competitive Supplement

Expected total available funding in FY 25: \$265,188

Expected number and type of awards: 1 [grant](#)

Funding range per award: \$265,188

We plan to fund one award in four, 12-month budget periods for a total 4-year period of performance from September 1, 2025, to August 31, 2029.

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



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

Key facts

Opportunity name: Poison Control Program
Competitive Supplement

Opportunity number:
HRSA-25-097

Announcement version:
Modification #1

Federal assistance listing:
93.253

Statutory authority: 42
U.S.C. § 300d-73 (Title XII, §
1273 of the Public Health
Service Act)

Key dates

NOFO issue date: January
17, 2025

Informational webinar:
[See Webinar section](#)

Application deadline: April
22, 2025

Expected award date is by:
August 1, 2025

Expected start date:
September 1, 2025

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

Eligibility

Who can apply

You can apply if your organization is in the United States, territory, or compact of free association and is accredited by either a professional organization in the field of poison control, and complying with the operational requirements needed to sustain accreditation; or accredited by a state government that has standards for accreditation that reasonably provide for the protection of the public health with respect to poisoning; or granted a waiver by the Secretary if the center can reasonably demonstrate that the center will obtain such an accreditation within a reasonable time, as determined appropriate by the Secretary.

Types of eligible organizations

These types of domestic* organizations may apply:

- Public institutions of higher education
- Private institutions of higher education
- Non-profits with or without a 501(c)(3) IRS status
- For-profit organizations, including small businesses
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and 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, and the Republic of Palau.

Individuals are not eligible applicants under this NOFO.

Other eligibility criteria

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

We will only review one eligible application from your organization. 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

This notice announces the opportunity to apply for funding under the Poison Control Centers (PCC) Program for coverage of calls to the Poison Help Line originating from Puerto Rico.

The goal of the Poison Control Centers program is to reduce poisonings and the harms resulting from poisonings by ensuring that individuals can connect to a Poison Control Center and obtain expert consultation on preventing and managing poisonings.

The objectives of this program are to:

1. Support poisoning prevention activities;
2. Provide high-quality guidance and information to callers to the Poison Help Line;
3. Provide treatment recommendations when poisonings occur;
4. Collect data related to poisonings and poisoning outcomes; and
5. Use data to inform public health and emergency preparedness responses.

These will be accomplished by:

1. Maintaining the number of calls^[1] received by the Poison Help Line.
2. Maintaining the percentage of human exposure poisoning case calls from health care facilities and practitioners.
3. Increasing the percentage of human exposure poisoning cases with a completed follow-up contact.
4. Increasing national data on poisonings available in the [National Poison Data System \(NPDS\)](#) for toxic exposure surveillance purposes.

Background

The Poison Control Centers Program is authorized by 42 U.S.C. § 300d-73 (Title XII, § 1273 of the Public Health Service Act). The Program is statutorily mandated to support three inter-related activities, including funding to: (1) supplement accredited poison centers; (2) establish and maintain a single, national toll-free number (established in 2002) that connects callers with the poison center serving their area; and (3) implement a national media campaign to educate the public and health care providers about local poison center services and the toll-free number 1-800-222-1222.

This competitive supplement will support an accredited poison center to provide coverage of calls to the toll-free Poison Help line originating from Puerto Rico. The

Poison Control Program ensures that individuals can call a national toll-free Poison Help line (1-800-222-1222) to connect to a local poison control center in a poisoning emergency. As required by statute, calls to the Poison Help line must be directed to poison control centers that are accredited. In the most recent Notice of Funding Opportunity, HRSA-24-045, no application was received to respond to calls from Puerto Rico. To ensure uninterrupted poison control center coverage for Puerto Rico, the New York City Poison Control Center (NYCPCC) is providing temporary coverage for Puerto Rico's calls from September 1, 2024, through August 31, 2025. Funds from this competitive supplement will be used for project activities within the scope of the current award (as announced in HRSA-24-045) to provide coverage to calls to the Poison Help line originating from Puerto Rico from September 1, 2025, through August 31, 2029. Activities funded under this NOFO are directed towards providing **uninterrupted coverage of calls from Puerto Rico to the Poison Help line.**

Program requirements and expectations

Recipients are required to:

- Prevent, and provide treatment recommendations for poisonings, and as able prevent future poisonings; and
- Comply with the operational requirements needed to sustain the accreditation of the center.

Recipients will also be expected to:

- Provide high-quality, guidance informed by local poisoning risks and treatment recommendations when poisonings occur;
- Ensure that human exposure poisoning cases receive a completed follow-up contact, when indicated;
- Develop and follow procedures to collect high-quality data related to all calls;
- Enter these data in [National Poison Database System \(NPDS\)](#) for toxic exposure surveillance purposes;
- Use data to inform public health preparedness and response; and
- Communicate with the Poison Help Desk about any changes to or problems with the call routing service and copy HRSA as soon as possible about routing problems.

Recipients are encouraged to:

- Support poisoning prevention activities to include developing and providing educational resources to the public, tailored to the prevention of poisonings and toxic exposures specific to the local area;

- Provide assistance and guidance to local Emergency Medical Services, and coordinate with HRSA-funded Emergency Medical Services for Children (EMSC) Programs and other relevant programs;^[2]
- Share data and provide education on community poisoning trends with local crisis centers;^[3] and
- Develop a quality improvement plan to assess and strengthen the quality of data (for example, consistency, completeness, detail, follow-up information) reported into NPDS to support public health and emergency preparedness surveillance activities.

Performance Management

Recipients will be expected to conduct the performance management activities outlined in the [Reporting](#) section. HRSA will collect the following performance measures from NPDS:

- Number of encounters;
- Number of encounters that are human exposure poisoning cases;
- Percentage of human exposure poisoning cases with a completed follow-up contact; and
- Percentage of encounters initiated by health care facilities or providers.

Award information

Funding policies and limitations

Policies

- We will only make awards 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:
 - Appropriation of funds.
 - Your satisfactory progress in meeting the project's objectives.
 - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we may:
 - Extend the period of performance.
 - Award supplemental funding.

Maintenance of effort

You must agree to maintain non-federal funding for your proposed activities under this award. Federal funds should add to, not replace, any existing non-federal funds for your proposed activities. If you receive an award, you will have to spend at least as much as you spent in the last fiscal year before the award per 42 U.S.C. § 300d-73(f) which requires this. We will enforce these statutory requirements through all available mechanisms. You are expected to provide supporting documentation of your maintenance of effort in your attachments.

General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in Section 3.1.4 of the [Application Guide](#). You can also see 45 CFR part 75, or any superseding regulation, [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 statutory or regulatory limitations

- Accredited PCCs must provide a copy of their most recent accreditation letter from the Association or state government. Provide a date of re-accreditation if it is due in FY 2025.
- Unaccredited PCCs seeking a waiver must provide a letter from the Association, state government, or Secretary providing the status of the applicant's likelihood to meet the accreditation requirements. Additionally, address the following questions in the letter:
 - What is the pending application accreditation date and the date or approximate date the decision will be made to grant or deny accreditation for this applicant?
 - To date, what accreditation criteria has the applicant met and what outstanding criteria has the applicant not met?

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

Indirect costs

Indirect costs are costs you charge across more than one project that cannot be easily separated by project. For example, this could include utilities for a building that supports multiple projects).

Indirect costs are limited to 10% of allowable total indirect cost for this program, regardless of your negotiated indirect cost rate. To claim indirect costs, you must include an indirect cost rate agreement in your application. See Federal Register: [August 7, 2007; Volume 72, Number 151](#).

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

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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.

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](#).

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-25-097.

After you select the opportunity, we recommend that you click 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.

Frequently Asked Questions (FAQs) will be posted on our TA webpage after the webinar.

Join the webinar

More information on this NOFO's webinar will be posted at a later date to the related documents tab [here](#).

We recommend you “Subscribe” to the NOFO on Grants.gov to receive updates when documents are posted.

The Webinar will be recorded.

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



Step 3:

Prepare Your Application

In this step

Application contents and format

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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
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 Attachments form.
Other required forms	Upload using each required form.

Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. 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 description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. 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 [non-discrimination requirements](#).

Use the section headers and the order listed.

Introduction

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

Briefly describe the purpose of your project.

Need

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

- Describe the unique needs of Poison Help Line callers from Puerto Rico seeking information and guidance on poisoning and toxic exposures through the Poison help Line.
- Discuss any relevant barriers in responding to calls from Puerto Rico.
- Describe how you will consider the unique needs of the populations and communities served by the Poison Help Line in Puerto Rico.

Approach

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

- Tell us how you'll address the needs you described and meet the program requirements and expectations described in this NOFO.
- Include a plan to distribute educational materials, reports, products, or project outputs to target audiences.
- If you propose to use funds to improve data quality, which is an option but not a requirement of the award, clearly state what aspects of data quality will be addressed and the specific planned activities for improvement.
- Describe how you will provide high quality guidance and treatment recommendations for poisonings and toxic exposures in Puerto Rico;
- Describe how you will collect case toxic exposure surveillance data from Puerto Rico; and
- Describe how you will contribute to public health preparedness and response as indicated by the surveillance data from Puerto Rico.

High-level work plan

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

- Describe how you'll achieve each of the objectives during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each. As needed, identify how key stakeholders will help plan, design, and carry out these activities.

- Describe how you will consider the diversity of the populations and communities served in the planning and implementation of all activities.
- Unaccredited PCCs should also include a timeline for attaining accreditation and the anticipated date for the accreditation review.
- If you are due for re-accreditation during this award cycle, include the date when the accreditation application is due.

You will also include a more detailed work plan in your [attachments](#).

Resolving challenges

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

Discuss possible challenges you may face in designing and carrying out the activities in the work plan. Explain how you'll resolve them.

Performance reporting and evaluation

See merit review criteria 3: [Performance reporting and evaluation](#) and 5: [Resources and capabilities](#)

- Provide a performance management plan. This plan should include the following:
 - Monitoring: how you will track project-related progress and use data to identify and overcome challenges.
 - Performance Measurement: your plan for timely measuring, tracking, and reporting program goals and objectives.
- If your project includes a proposal for a quality improvement plan for data reported into NPDS, then your performance management plan should also include the following:
 - How you will describe your plans for using quality improvement to inform and improve processes and outcomes.
 - How you will describe your capacity to collect and manage data to accurately and timely monitor progress, measure performance, and evaluate impact.

See the [reporting](#) section for more information.

Organizational information

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

- Briefly describe the mission, structure, and the scope of the current activities for the key organizations involved in the project. Explain how they will help you carry out the program requirements and meet program expectations. You'll include a [project organizational chart](#) in your attachments.

- Discuss how you'll follow the approved project, keep track of all federal funds, and record all costs to avoid issues during the project audit.

Budget and budget narrative

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

Your **budget** should follow the instructions in Section 3.1.4 Project Budget Information – Non-Construction Programs (SF-424A) of the [Application Guide](#) and the instructions listed in this section. Your budget should show a well-organized plan.

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 used 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](#). It includes an itemized breakdown and a clear justification of the costs you request. The merit review committee reviews both.

As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).
- When submitting a budget requesting salary support, include the individual(s): 1) name; 2) title; 3) total salary; 4) percent of full-time employment (FTE) charged to the grant; and 4) salary amount requested.
- [Indirect costs limitation](#)

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

Attachments

Place your attachments in this order in the Attachments Form. See [application checklist](#) to determine if they count toward the page limit.

Attachment 1: Work plan

Attach the project's work plan. Make sure it includes everything required in the [project narrative](#) section. If you'll make subawards or spend funds on contracts, describe how your organization will document funds.

Attachment 2: Staffing plan and job descriptions

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

Keep each job description to one page as much as possible. Include the role, responsibilities, and qualifications of proposed project staff. Describe your organization's timekeeping process. This ensures that you'll comply with federal standards related to recording personnel costs.

Attachment 3: Biographical sketches

Include biographical sketches for people who will hold the key positions you describe in Attachment 2.

Each biographical sketch should be no more than two pages. Do not include non-public, [personally identifiable information](#). If you include someone you have not hired yet, provide a letter of commitment from that person along with the biographical sketch.

Attachment 4: Agreements with other entities

Provide any documents that describe working relationships between your organization and others you mention in your project narrative. If you include documents that confirm actual or pending contracts or agreements, the documents should clearly describe the roles of subrecipients and contractors and any deliverables. It is not necessary to include the entire contents of lengthy agreements, so long as the portions you include describe the working relationship between you and the other organization. Make sure letters of agreement are signed and dated.

Attachment 5: Maintenance of effort documentation

Amounts made available to a Poison Control Center shall be used to supplement and not supplant other federal, state or local funds provided. The maintenance of effort documentation ensures that federal grant monies are being made to supplement the recipient's funding. The Poison Control Center should maintain the expenditures at a level not less than the level of expenditures for the previous fiscal year. Provide a baseline total cost for the prior fiscal year. Provide an estimate for the next fiscal year using a table like the one below. Specify the nonfederal funds that support your

proposed activities. These include cash, in-kind, or other contributions. Do not include any federal funds. See [maintenance of effort](#) requirement.

Use the following sample format to provide the maintenance of effort documentation.

FY before application:	First FY of award:
Actual nonfederal expenditures	Estimated nonfederal expenditures
\$	\$

Attachment 6: Project organizational chart

Provide a one-page diagram that shows the full project's organizational structure.

Attachment 7: Designation and commitments

Include a current letter of designation from the territory, declaring that the PCC is authorized to provide services to the territory of Puerto Rico. Submit the designation letter on Puerto Rico Health Department letterhead.

Also, include documentation to indicate the following: 1) a commitment to using and promoting the national toll-free poison number (1-800-222-1222); 2) a commitment to assist in promotion of HRSA's Poison Help Campaign; and 3) a commitment to maintain back up mechanisms for the toll-free number outside of your state or territory in case of an emergency where telephone lines within your state/territory are not functional.

Attachment 8: PCC accreditation status

Include any other documents pertaining to PCC accreditation status that are relevant to the application including letters of support.

Attachment 9-15: other relevant documents

You may use attachments 9 through 15 to add other relevant documents.

Other required forms

You will need to complete some other forms. Upload the following 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 award.
Budget Narrative Attachment Form	With application.
Project/Performance Site Location(s)	With application.
Grants.gov Lobbying Form	With application.
Key Contacts	With application.



Step 4:

Learn About Review and Award

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Application review

Initial review

We will review your application to make sure that it meets [eligibility](#) criteria, including the [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 these criteria.

Criterion	Total number of points = 100
1. Need	20 points
2. Response	20 points
3. Performance reporting and evaluation	15 points
4. Impact	20 points
5. Resources and capabilities	15 points
6. Support requested	10 points

Criterion 1: Need (20 points)

See the project narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for how well it:

- Describes the problem and its contributing factors.
- Identifies the barriers the project aims to overcome to reach and address the needs of Poison Help Line callers in Puerto Rico.

Criterion 2: Response (20 points)

See the project narrative [Approach](#), [High-level work plan](#), and [Resolving challenges](#) sections.

The panel will review your application for:

- How well it responds to the program's [purpose](#), and proposes to meet the program requirements and expectations.

- The strength of the proposed goals and objectives and how well they relate to the project.
- How well the activities described will address the problem and meet project objectives.

Criterion 3: Performance reporting and evaluation (15 points)

See the project narrative [Performance reporting and evaluation](#) section.

The panel will review your application for:

Evaluation

- How well the applicant describes clear monitoring procedures and how performance management and measurement will be incorporated into planning, implementation, and reporting of project activities.

Performance measurement

- The ability to collect and report data on the measures specified by HRSA in the Program Requirements and Expectations section of the NOFO.
- The adequacy of the plan to assess performance and progress towards the program goals and objectives of the NOFO.

Criterion 4: Impact (20 points)

See the project narrative [High-level work plan](#) and [Sustainability](#) sections.

The panel will review your application for:

- How effective the proposed project will be in addressing the program objectives.
- How strong a public health impact it is likely to have in Puerto Rico, and how it will impact public health and emergency preparedness surveillance.
- How effective your plans for sharing project results are likely to be.
- What the likely impact on Puerto Rico will be.
- The extent to which project activities will achieve the goals found in Section 1's Purpose

Criterion 5: Resources and capabilities (15 points)

See the project narrative [Organizational information](#) and [Performance reporting and evaluation](#) sections.

The panel will review your application to determine the extent to which:

- Project staff have the training or experience to carry out the project.
- You have the capabilities to fulfill the needs of the project.

Criterion 6: Support requested (10 points)

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

The panel will review your application to determine:

- How reasonable the proposed budget is for each year of the period of performance.
- How reasonable costs are and how well they align with the project's scope.
- How sufficient the time is for key staff to spend on the project to achieve project objectives.

We do not consider **voluntary** cost sharing during merit review.

Risk review

Before making an award, we review your award history to assess risk. We need to ensure all prior awards were managed 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:

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

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Fund out of rank order.
- 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.

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.

By drawing down funds, you accept the terms and conditions of the award.



Step 5:

Submit Your Application

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Application submission and deadlines

Your organization's authorized official must certify your application. See the section on [finding 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 information on getting registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Application

You must submit your application by April 22, 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. You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see [Applicant System-to-System](#).

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

Other submissions

Intergovernmental review

This NOFO is not subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs. No action is needed.

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 the Attachments Form in this order.	
☐ 1. Work plan		Yes
☐ 2. Staffing plan and job descriptions		Yes
☐ 3. Biographical sketches		No
☐ 4. Agreements with other entities		Yes
☐ 5. Maintenance of effort documentation		Yes
☐ 6. Project organizational chart		No
☐ 7. Designation and commitments		Yes
☐ 8. PCC accreditation status		Yes
☐ 9. Other relevant document		Yes
☐ 10. Other relevant document		Yes
☐ 11. Other relevant document		Yes
☐ 12. Other relevant document		Yes
☐ 13. Other relevant document		Yes
☐ 14. Other relevant document		Yes
☐ 15. Other relevant document		Yes
Other required forms*	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		No
☐ Budget Information for Non-Construction Programs (SF-424A)		No

Component	How to upload	Included in page limit*?
☐ Disclosure of Lobbying Activities (SF-LLL), optional		No
☐ Project/Performance Site Location(s)		No
☐ Grants.gov Lobbying Form		No
☐ Key Contacts		No

*Only what you attach in these forms counts toward the page limit. The forms themselves do not count.



Step 6:

Learn What Happens After Award

In this step

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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). We incorporate this NOFO by reference.
- The regulations at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, and 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). Your NOA will reference this document. 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](#).
- The requirements for performance management in [2 CFR 200.301](#).

Non-discrimination legal requirements

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 funded, 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:

- Progress reports each year
- Annual performance reports through [Electronic Handbooks](#) within 90 days of the end of the budget period that describes the center's progress, including:
 - Qualitative and/or quantitative data to demonstrate programmatic progress;
 - Successes, challenges, and changes made to the program activities; organizational resources; and/or poison center operations;
 - Updates or changes to collaborations, partnerships, and coordinated activities, including coordination with HRSA recipients and relevant partners;
 - Barriers in providing services to underserved communities, and efforts to overcome these barriers;
 - Evaluation of quality improvement activities;
 - Emerging issues and how the center has shared prevention messaging regarding these issues to the public, care providers, and service area;
 - Descriptions of how you will share surveillance data, rather than listing the number of outreach effects and resources distributed;
 - Numbers and types of encounters or contacts not captured in NPDS, if any (for example, text/SMS messages or in-person consultations).

- A final performance report should be submitted within 120 days after the end of the period of performance. The final performance report should be cumulative and report on all award activities during the entire period of performance.



Contacts and Support

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Agency contacts

Program and eligibility

Maureen Perkins

Senior Public Health Analyst, Division of Child, Adolescent, and Family Health

Attn: Poison Control Centers Program

Maternal and Child Health Bureau

Health Resources and Services Administration

Email your questions to : mp Perkins@hrsa.gov

Call: 301-633-9727

Financial and budget

Angela Love

Grants Management Specialist

Division of Grants Management Operations, OFAAM

Health Resources and Services Administration

Email your questions to: alove1@hrsa.gov

Call: 301-443-4285

HRSA Contact Center

Open Monday – Friday, 7 a.m. – 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 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 Grants page](#)
- [HHS Tips for Preparing Grant Proposals](#)

Endnotes

1. Poison Help Line calls includes all calls, texts, chat, web, or other inquiries. Encounters include human exposures, animal exposures, information requests, human confirmed non-exposures, and animal confirmed non-exposures. In the National Poison Data System (NPDS), case entries are called human or animal “exposure cases,” rather than “calls,” because a single call may describe more than one case and because the management of an NPDS case often requires more than a single telephone call or contact. Gummin DD, Mowry JB, Beuhler MD, Spyker DA, Rivers LJ, Feldman R, Brown K, Nathaniel PTP, Bronstein AC, & Weber JA. (2022). 2021 Annual Report of the National Poison Data System© (NPDS) from America’s Poison Centers: 39th Annual Report, Clinical Toxicology, 60:12, 1381-1643. [↑](#)
2. [EMSC programs](#) and other HRSA programs include EMSC State Partnership, EMSC Improvement and Innovation Center, Pediatric Emergency Care Applied Research Network, Regional Pediatric Pandemic Network, and Health Centers. [↑](#)
3. A crisis center is a resource for individuals going through mental health crises. They provide mental health services and emotional support for their state or local communities. Most crisis centers are non-profit and many utilize trained volunteers as well as mental health professionals. [↑](#)