



# VIRGINIA OPIOID ABATEMENT AUTHORITY APPLICATION FOR AWARD RENEWAL AND AMENDMENTS FOR COOPERATIVE PROJECTS INVOLVING CITIES AND COUNTIES

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## 1. Contact Information

This application is for amendments and/or renewals of cooperative projects currently in existence and consisting of a cooperative partnership between at least two cities and/or counties within the same Department of Behavioral Health and Developmental Services (DBHDS) region.

Complete this table for all cities and/or counties involved in the cooperative partnership. Applicants may only add or renew partners for renewals and/or amendments. Removing a partner would require the remaining partners to submit a [new application](#) for consideration.

Name of City/County	Contact Person	Title	Phone #	Email



**2. Fiscal Agent**

a. One of the participating cities or counties must serve as the fiscal agent for the cooperative project. The fiscal agent will be responsible for ensuring compliance with both financial and programmatic reporting requirements on behalf of the cooperative partnership.

b. City/County Serving as Fiscal Agent \_\_\_\_\_  city  county

c. Physical address: \_\_\_\_\_

d. Mailing address: \_\_\_\_\_  
(if different than physical address)

e. Contact Person for fiscal agent:

i. Name: \_\_\_\_\_

ii. Job Title: \_\_\_\_\_

iii. Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

iv. Email: \_\_\_\_\_

**3. Agreements**

a. Attach a copy of the cooperative partnership agreement between the participating cities and/or counties for the project. The agreement should also designate the city or county selected as fiscal agent for the cooperative project. A SAMPLE agreement is available [here](#). This agreement is needed to apply.

i. If any participating city and/or county elects to allocate a portion of its Direct Distributions and/or Individual Distributions from the OAA to this regional project, the [Cooperative Partnership Agreement](#) should clearly document the commitment separately for each fund and the amount.

ii. If the project is selected for an award, the partnership will then need to complete an Operational Agreement (sample [agreement](#) and [exhibit](#)) that details how the partnership and the fiscal agent will implement and manage the project. This agreement is only needed if the project is awarded.

**4. Signature**

Signature section must be completed by a person designated with signatory authority for the fiscal agent. *“I swear or affirm that all information contained in and attached to this application is true to the best of my knowledge and that I agree that any awards resulting from this application will follow the OAA’s established terms & conditions.”*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



### 5. Project Proposal

Complete the information below for the project the partnership is requesting to be renewed and/or amended.

a. Is this project:

- A renewal (Requesting next fiscal year’s funds as originally submitted without any changes). (Complete items b, d i-iii, e, g, h, k, l, m, and n)
- A renewal with amendments (Renewing the project and modifying current and/or next fiscal year from original submission). (Complete all items.)

i. Allowable amendments (check all that apply):

<input type="checkbox"/> Add Partners	<input type="checkbox"/> Request to Modify Matching Funds
<input type="checkbox"/> Request to Modify Objective(s)	<input type="checkbox"/> Requests for Carryforward Amounts
<input type="checkbox"/> Request to Modify Performance Measure(s)	<input type="checkbox"/> Request to Modify Cooperative Funds

- An amendment of the current year without renewing. (Complete items b, c, d iii-iv, f, g, h, i, j, k, l, m, and n)

ii. Allowable amendments (check all that apply):

<input type="checkbox"/> Add Partners	<input type="checkbox"/> Request to Modify Objective(s)
<input type="checkbox"/> Add Matching Funds	<input type="checkbox"/> Request to Modify Performance Measure(s)

*Note: Requests for additional cooperative funds in the current year are NOT allowable amendments.*

b. Provide an update on the status of the project. (Attach additional pages as necessary.)

c. If amending, provide an explanation and any methodology related to the amendment(s).



- d. What is the total cost of the proposed renewal (including any amendments)? \_\_\_\_\_
- i. Provide the amount of cooperative project funds requested for the proposed renewal. \_\_\_\_\_  
*Should match amount as stated in Budget Workbook (Cell E60)*
- ii. Provide the amount of any renewed matching funds pledged toward the project:

Type of Match	Yes/No	Total Match from all Partners
Direct Distribution		
General Fund		
Individual Distribution		
“Gold Standard” Incentive		
Other		

If other, list the source and amount from each source:

Source	Amount

- iii. If amending, what is the cost of the amendment? \_\_\_\_\_

- iv. Provide the amount of any amended matching funds pledged toward the project.

Type of Match	Yes/No	Total Match from all Partners
Direct Distribution		
General Fund		
Individual Distribution		
“Gold Standard” Incentive		
Other		

If other, list the source and amount from each source:

Source	Amount



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e. What is the strategy for long-term sustainability once OAA funds are reduced or no longer available?

f. If amending: List and describe any amended objectives of this project. (Attach additional sheets if necessary.)

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	



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- g. Briefly describe the organization(s), including any sub-recipients or contractors (if known) that are involved in this project as a renewal, addition, or removal. Attach any contracts and/or memoranda of understanding/agreement. If not fully executed, a draft or a narrative describing the scope of services may suffice. (Attached additional sheet if necessary.)

<b>Name of Organization</b>	<b>Amount of Funding</b>	<b>Description of Role</b>	<b>Renewal, Addition, or Removal</b>	<b>Entity Type</b>

- h. Is there any change in the specific groups of individuals this project was designed to reach, and how many individuals are expected to participate per year?



i. If amending, does amendment alter any of the following classifications from the original submission:

Classification	Yes/No	Document Attached	Description or Link
Evidence Based		<input type="checkbox"/>	
Evidence Informed		<input type="checkbox"/>	
Certified or Credentialed by a State/Federal Government Agency, or Other Organization/Non-Profit		<input type="checkbox"/>	
Received Award(s) and/or Recognition(s)		<input type="checkbox"/>	
Organization with an established record of success		<input type="checkbox"/>	

j. If amending, does the amendment alter the percentage of opioid-related abatement involved?

Yes

No

*If yes, please describe the amendment(s)' impact.*



- k. Complete and attach the [Budget Workbook](#) covering FY2024 (only if amending) and FY2025 (if renewing and/or amending that year) at a minimum.
  - i. If a city or county in the cooperative partnership is allocating any of its Direct Distributions and/or any of its Individual Distributions from the OAA to this cooperative project, include line items for each as funding sources for the project in the workbook.
  - ii. If the partnership is requesting carryforward, the OAA understands that the exact amount available for carryforward may not be known until the end of the fiscal year. Provide a best estimate for this renewal/amendment application. The exact amount will be due to the OAA on July 15, 2024. The OAA will then determine if a subsequent amendment to any approved renewed and/or amended award will be needed.
- l. Complete and attach the [Progress Reporting Workbook](#) (includes performance measurements and timeline updates) covering both FY2024 (only if amending) and FY2025 (if renewing and/or amending that year) at a minimum.
- m. Provide a narrative for any budgetary and/or timeline changes noted in Items k and l.

- n. *(Optional)* Attach any additional narrative materials explaining the project, along with any research, data, plans, letters of support, articles, or other items that may assist the OAA Board of Directors in making an award decision for this project.