



# VIRGINIA OPIOID ABATEMENT AUTHORITY APPLICATION CARRYFORWARD SCENARIOS

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## Scenario Content

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## 1. Request “Current Year Personnel Carryforward” to reduce “Upcoming Year Personnel Amount”

- In the “Current Year Personnel” section - Click checkbox and edit for the personnel line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

**Edit Salaried Staff** [Close]

Asterisk (\*) indicates required field

\* Position Type/Description  
Position 1

**FY 2025**

|   |   |
|---|---|
| * Awarded ⓘ<br>\$2,000.00                               | * Current Year to Date Expenditures ⓘ<br>\$500.00 |
| * Projected Year End Total Expenditures ⓘ<br>\$1,000.00 | Carryforward Available ⓘ<br>\$1,000.00            |

[Cancel] [Save]

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward intended from the Current Year Operating and Capital section)

**Edit OAA Requested Funding Sources** [Close]

Asterisk (\*) indicates required field

\* Item Description  
Individual Distribution (IDIC)

\* Awarded ⓘ  
\$5,000.00

\* Current Year to Date Expenditures ⓘ  
\$2,000.00

\* Projected Year End Total Expenditures ⓘ  
\$4,000.00

\* Carryforward Available ⓘ  
\$1,000.00

[Cancel] [Save]

- In the “Upcoming and Outyear Personnel” sections – Click checkbox and edit for the intended personnel lines intended and enter the carryforward that is being requested in the “Carryforward Requested” field. **For this scenario, do not increase the salary in the “Upcoming/Renewal Year” fields.**

### Edit Salaried Staff

Asterisk (\*) indicates required field

\* Position Type/Description

Position 1

**FY 2025 (Current Year)**

Carryforward Available ⓘ \$1,000.00

\* Carryforward Request ⓘ \$1,000.00

**FY 2026 (Upcoming/Renewal Year)**

|               |            |              |            |
|---------------|------------|--------------|------------|
| * # of FTEs ⓘ | * Salary ⓘ | * Benefits ⓘ | Total      |
| 2             | \$1,000.00 | \$0.00       | \$2,000.00 |

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes any Operating and Capital carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year Amount” field (do not include any carryforward in this amount). **The sum of “Upcoming/Renewal Year Amount” for all funding sources plus the sum of “Requested Carryforward” should equal the "Total Expenses”.**

### Edit OAA Funding Sources

Asterisk (\*) indicates required field

\* Description

Individual Distribution (IDIC)

**FY 2025**

\* Carryforward Available ⓘ \$1,000.00

\* Requested Carryforward Amount (from Current Year) ⓘ \$1,000.00

**FY2026**

\* Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ \$7,000.00

FY 2027

Cancel Save

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

**Funding Request Reconciliation**

| Description  | FY 2026           | FY 2027           | FY 2028           | FY 2029           |
|--|-------------------|-------------------|-------------------|-------------------|
| Total Non-OAA Carryforward Funds   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total Non-OAA Upcoming/Renewal Year Funds  | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Carryforward Funds   | \$1,000.00        | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Upcoming/Renewal Year Funds  | \$7,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Requested Funds  | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Expenses   | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Difference   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| <b>Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.

2. Request “Current Year Operating or Capital Carryforward” to reduce “Upcoming Year Operating or Capital Amount”

- In the “Current Year Operating and Capital” section - Click checkbox and edit for the operating/capital line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

The screenshot shows a modal window titled "Edit Operating Expenses" with a close button (X) in the top right corner. Below the title, a note states "Asterisk (\*) indicates required field". The form contains several input fields:

- \*Item Description**: A text input field containing "Item 2".
- FY 2025**: A section header for the fiscal year.
- \*Awarded**: A text input field containing "\$2,000.00".
- \*Current Year to Date Expenditures**: A text input field containing "\$500.00".
- \*Projected Year End Total Expenditures**: A text input field containing "\$1,000.00".
- \*Carryforward Available**: A text input field containing "\$1,000.00".

At the bottom right of the modal, there are two buttons: "Cancel" and "Save".

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward

intended from the Current Year Personnel section)

**Edit OAA Requested Funding Sources** [X]

Asterisk (\*) indicates required field

\* Item Description  
Individual Distribution (IDIC)

\* Awarded ⓘ \$5,000.00

\* Current Year to Date Expenditures ⓘ \$1,500.00

\* Projected Year End Total Expenditures ⓘ \$4,000.00

\* Carryforward Available ⓘ \$1,000.00

[Cancel] [Save]

Background table headers: City/County, Distribution Code, Expenditure Code

- In the “Upcoming and Outyear Operating and Capital” sections – Click checkbox and edit for the operating/capital lines intended and enter the carryforward that is being requested in the “Carryforward Requested” field. **For this scenario, do not increase the requested amount in the**

**“Upcoming/Renewal Year” fields.**

**Edit Operating Expenses** [X]

Asterisk ( \*) indicates required field

\*Description  
Item 2

**FY 2025**

\*Carryforward Available ⓘ \$1,000.00

\*Carryforward Requested ⓘ \$1,000.00

**FY 2026**

\*# of Units ⓘ 3

\*Cost per Unit ⓘ \$1,000.00

\*Total \$3,000.00

Cancel Save

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes any Personnel carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year Amount” field (do not include any carryforward in this amount). **The sum of “Upcoming/Renewal Year Amount” for all funding sources plus the sum of “Requested**

**Carryforward” should equal the “Total Expenses”.**

**Edit OAA Funding Sources** [X]

Asterisk (\*) indicates required field

\* Description  
Individual Distribution (IDIC)

**FY 2025**

\* Carryforward Available ⓘ  
\$1,000.00

\* Requested Carryforward Amount (from Current Year) ⓘ  
\$1,000.00

**FY 2026**

\* Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ  
\$7,000.00

**FY 2027**

[Cancel] [Save]

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

**Funding Request Reconciliation**

| Description   | FY 2026    | FY 2027    | FY 2028    | FY 2029    |
|---|------------|------------|------------|------------|
| Total Non-OAA Carryforward Funds  | \$0.00     | \$0.00     | \$0.00     | \$0.00     |
| Total Non-OAA Upcoming/Renewal Year Funds                                 | \$0.00     | \$0.00     | \$0.00     | \$0.00     |
| Total OAA Carryforward Funds  | \$1,000.00 | \$0.00     | \$0.00     | \$0.00     |
| Total OAA Upcoming/Renewal Year Funds                                     | \$7,000.00 | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| Total Requested Funds   | \$8,000.00 | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| Total Expenses  | \$8,000.00 | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| Difference  | \$0.00     | \$0.00     | \$0.00     | \$0.00     |
| Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year) | \$8,000.00 | \$8,000.00 | \$8,000.00 | \$8,000.00 |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.



3. Request “Current Year Carryforward for Operating or Capital Item not completed in the Current Year but will be completed in the Upcoming Year”
- In the “Current Year Operating and Capital” section - Click checkbox and edit for the operating/capital line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

The screenshot shows a modal window titled "Edit Operating Expenses" with a close button (X) in the top right corner. Below the title is a note: "Asterisk (\*) indicates required field". The form contains the following fields:

- \* Item Description: A text input field containing "Item 2".
- FY 2025: A section header.
- \* Awarded: A text input field containing "\$2,000.00".
- \* Current Year to Date Expenditures: A text input field containing "\$500.00".
- \* Projected Year End Total Expenditures: A text input field containing "\$1,000.00".
- \* Carryforward Available: A text input field containing "\$1,000.00".

At the bottom right of the modal are two buttons: "Cancel" and "Save".

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward intended from the Current Year Personnel section)

The screenshot shows a modal window titled "Edit OAA Requested Funding Sources" with a close button (X) in the top right corner. Below the title is a note: "Asterisk (\*) indicates required field". The form contains the following fields:

- \* Item Description: A text input field containing "Individual Distribution (IDIC)".
- \* Awarded: A text input field containing "\$5,000.00".
- \* Current Year to Date Expenditures: A text input field containing "\$1,500.00".
- \* Projected Year End Total Expenditures: A text input field containing "\$4,000.00".
- \* Carryforward Available: A text input field containing "\$1,000.00".

At the bottom right of the modal are two buttons: "Cancel" and "Save".

- In the “Upcoming and Outyear Operating and Capital” sections – Click checkbox and edit for the operating/capital lines intended and enter the carryforward that is being requested in the “Carryforward Requested” field. **For this scenario, you will need to increase the requested amount in the “Upcoming/Renewal Year” field to include the additional carryforward amount.** (In the below screenshot I increased the upcoming year amount by increasing the # of units by 1 since my carryforward was \$1,000 and 1 unit is \$1,000)

**Edit Operating Expenses** ×

Asterisk (\*) indicates required field

\* Description  
Item 2

**FY 2025**

\* Carryforward Available ⓘ \$1,000.00

\* Carryforward Requested ⓘ \$1,000.00

**FY 2026**

\* # of Units ⓘ 4

\* Cost per Unit ⓘ \$1,000.00

\* Total \$4,000.00

Cancel Save

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes any Personnel carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year Amount” field (do not include any carryforward). **The sum of “Upcoming/Renewal Year Amount” for all funding sources plus the sum of “Requested**

**Carryforward” should equal the "Total Expenses".**

**Edit OAA Funding Sources**

Asterisk (\*) indicates required field

\*Description  
Individual Distribution (IDIC)

**FY 2025**

\* Carryforward Available ⓘ  
\$1,000.00

\* Requested Carryforward Amount (from Current Year) ⓘ  
\$1,000.00

**FY2026**

\* Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ  
\$8,000.00

**FY 2027**

Cancel Save

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

#### Funding Request Reconciliation

| Description  | FY 2026           | FY 2027           | FY 2028           | FY 2029           |
|--|-------------------|-------------------|-------------------|-------------------|
| Total Non-OAA Carryforward Funds   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total Non-OAA Upcoming/Renewal Year Funds  | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Carryforward Funds   | \$1,000.00        | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Upcoming/Renewal Year Funds  | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Requested Funds  | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Expenses   | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Difference   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| <b>Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)</b> | <b>\$9,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.

4. Request “Current Year Personnel Carryforward” for “Upcoming Year 1-time Personnel Expense Request”
- In the “Current Year Personnel” section - Click checkbox and edit for the personnel line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

**Edit Salaried Staff** ×

Asterisk (\*) indicates required field

\* Position Type/Description

Position 1

**FY 2025**

|   |                                       |
|---|---------------------------------------|
| * Awarded ⓘ                               | * Current Year to Date Expenditures ⓘ |
| \$2,000.00                                | \$500.00                              |
| * Projected Year End Total Expenditures ⓘ | Carryforward Available ⓘ              |
| \$1,000.00                                | \$1,000.00                            |

Cancel Save

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward intended from the Current Year Operating and Capital section)

City/County Distribution Grant: 2025 | Capital Construction Grant: 2025 | IDIC Request: 2025

**Edit OAA Requested Funding Sources** ×

Asterisk (\*) indicates required field

\* Item Description

Individual Distribution (IDIC)

☒

|   |                                       |
|---|---------------------------------------|
| * Awarded ⓘ                               | * Current Year to Date Expenditures ⓘ |
| \$5,000.00                                | \$2,000.00                            |
| * Projected Year End Total Expenditures ⓘ | * Carryforward Available ⓘ            |
| \$4,000.00                                | \$1,000.00                            |

Cancel Save

- In the “Upcoming and Outyears Personnel” section, leave the “Carryforward Requested” field in the line that has available carryforward as \$0 as in this scenario, we are not requesting the carryforward for that personnel line.

### Edit Salaried Staff

Asterisk ( \* ) indicates required field

\* Position Type/Description

Position 1

**FY 2025 (Current Year)**

Carryforward Available ⓘ \$1,000.00

\* Carryforward Request ⓘ \$0.00

**FY 2026 (Upcoming/Renewal Year)**

|               |            |              |            |
|---------------|------------|--------------|------------|
| * # of FTEs ⓘ | * Salary ⓘ | * Benefits ⓘ | Total      |
| 2             | \$1,000.00 | \$0.00       | \$2,000.00 |

**FY 2027 (Out Year)**

Cancel Save

- Create a new line by clicking “Add New” and make the title “Personnel Carryforward-PositionName”. Enter the amount requested into the “Upcoming/Renewal Year” fields using the “Benefits” field to balance so that the total matches the available carryforward from the previous personnel line. Note that the “Carryforward Available” field and “Carryforward Request” fields will be \$0 for this line, that is ok. Just be sure that the available carryforward for personnel matches the total for the one-time personnel carryforward line. Include details of use in the “Budget Narrative”.

You can only select one row to edit at a time.

### Edit Salaried Staff

Asterisk (\*) indicates required field

\* Position Type/Description

Personnel Carryforward-"PositionName"

**FY 2025 (Current Year)**

Carryforward Available ⓘ \$0.00

\* Carryforward Request ⓘ \$0.00

**FY 2026 (Upcoming/Renewal Year)**

\* # of FTEs ⓘ 1

\* Salary ⓘ \$1,000.00

\* Benefits ⓘ \$0.00

Total \$1,000.00

**FY 2027 (Out Year)**

Cancel Save

### Renewal/Amend Salaried Staff

Edit

Delete

+ Add New

| Position Type/Description                                      | FY 2025                  |                        | FY 2026     |            |            |                   |             |            |
|--|--------------------------|------------------------|-------------|------------|------------|-------------------|-------------|------------|
|  | Carryforward Available ⓘ | Carryforward Request ⓘ | # of FTEs ⓘ | Salary ⓘ   | Benefits ⓘ | Total             | # of FTEs ⓘ | Sal        |
| <input type="checkbox"/> Position 1                            | \$1,000.00               | \$0.00                 | 2           | \$1,000.00 | \$0.00     | \$2,000.00        | 2           | \$1,0      |
| <input type="checkbox"/> Personnel Carryforward-"PositionName" | \$0.00                   | \$0.00                 | 1           | \$1,000.00 | \$0.00     | \$1,000.00        | 0           | \$0.0      |
| <b>Total Salaried Staff</b>                                    | <b>\$1,000.00</b>        | <b>\$0.00</b>          | <b>3</b>    | <b>N/A</b> | <b>N/A</b> | <b>\$3,000.00</b> | <b>2</b>    | <b>N/A</b> |

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes any Operating and Capital carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year Amount” field (do not include any carryforward). **The sum of “Upcoming/Renewal Year Amount” for all funding sources plus the sum of “Requested**

**Carryforward” should equal the “Total Expenses”.**

**Edit OAA Funding Sources** [X]

Asterisk ( \* ) indicates required field

\*Description  
Individual Distribution (IDIC)

**FY 2025**

\* Carryforward Available ⓘ  
\$1,000.00

\* Requested Carryforward Amount (from Current Year) ⓘ  
\$1,000.00

**FY2026**

\* Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ  
\$8,000.00

**FY 2027**

[Cancel] [Save]

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

#### Funding Request Reconciliation

| Description  | FY 2026           | FY 2027           | FY 2028           | FY 2029           |
|--|-------------------|-------------------|-------------------|-------------------|
| Total Non-OAA Carryforward Funds   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total Non-OAA Upcoming/Renewal Year Funds  | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Carryforward Funds   | \$1,000.00        | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Upcoming/Renewal Year Funds  | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Requested Funds  | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Expenses   | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Difference   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| <b>Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)</b> | <b>\$9,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.

5. Request “Current Year Personnel Carryforward” for “Upcoming Year 1-time Operating Expense”

- In the “Current Year Personnel” section - Click checkbox and edit for the personnel line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

### Edit Salaried Staff

Asterisk (\*) indicates required field

\* Position Type/Description

Position 1

FY 2025

\* Awarded

\$2,000.00

\* Current Year to Date Expenditures

\$500.00

\* Projected Year End Total Expenditures

\$1,000.00

Carryforward Available

\$1,000.00

Cancel

Save

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward intended from the Current Year Operating and Capital section)

### Edit OAA Requested Funding Sources

Asterisk (\*) indicates required field

\* Item Description

Individual Distribution (IDIC)

\* Awarded

\$5,000.00

\* Current Year to Date Expenditures

\$2,000.00

\* Projected Year End Total Expenditures

\$4,000.00

\* Carryforward Available

\$1,000.00

Cancel

Save



- In the “Upcoming and Outyears Personnel” section, leave the “Carryforward Requested” field in the line that has available carryforward as \$0 as in this scenario, we are not requesting the carryforward for that personnel line.
- In the “Upcoming and Outyear Operating and Capital” section, create a new line by clicking “Add New” and make the title “Personnel Carryforward-PositionName”. Enter the amount requested into the “Upcoming/Renewal Year” fields using 1 in the “# of units” field and the carryforward amount in the “Cost per Unit” field to balance so that the total matches the available carryforward from the previous personnel line. Note that the “Carryforward Available” field and “Carryforward Request” fields will be \$0 for this line, that is ok. Just be sure that the available carryforward for personnel matches the total for the one-time operating carryforward line. Include details of use in the “Budget Narrative”.

### Edit Operating Expenses

Asterisk (\*) indicates required field

\*Description  
Personnel Carryforward-"ExpenseName"

**FY 2025**

\*Carryforward Available ⓘ \$0.00      \*Carryforward Requested ⓘ \$0.00

**FY 2026**

\*# of Units ⓘ 1      \*Cost per Unit ⓘ \$1,000.00      \*Total \$1,000.00

Cancel Save

Amend/Renew Operating Expenses

[Edit](#)
[Delete](#)
[+ Add New](#)

| Description  | FY 2025                  |                          | FY 2026      |                 |                   | FY 2027      |            |
|--|--------------------------|--------------------------|--------------|-----------------|-------------------|--------------|------------|
|  | Carryforward Available ⓘ | Carryforward Requested ⓘ | # of Units ⓘ | Cost per Unit ⓘ | Total             | # of Units ⓘ | Cost per   |
| <input type="checkbox"/> Item 1  | \$0.00                   | \$0.00                   | 3            | \$1,000.00      | \$3,000.00        | 3            | \$1,000.00 |
| <input type="checkbox"/> Item 2  | \$0.00                   | \$0.00                   | 3            | \$1,000.00      | \$3,000.00        | 3            | \$1,000.00 |
| <input checked="" type="checkbox"/> Personnel Carryforward-"ExpenseName" | \$0.00                   | \$0.00                   | 1            | \$1,000.00      | \$1,000.00        | 0            | \$0.00     |
| <b>Total Operating Expenses</b>  | <b>\$0.00</b>            | <b>\$0.00</b>            | <b>7</b>     | <b>N/A</b>      | <b>\$7,000.00</b> | <b>6</b>     | <b>N/A</b> |

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes all carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year

Amount” field (do not include any carryforward). **The sum of “Upcoming/Renewal Year Amount” for all funding sources plus the sum of “Requested Carryforward” should equal the "Total Expenses”.**

**Edit OAA Funding Sources** [Close]

Asterisk (\*) indicates required field

\* Description  
Individual Distribution (IDIC)

**FY 2025**

\* Carryforward Available ⓘ  
\$1,000.00

\* Requested Carryforward Amount (from Current Year) ⓘ  
\$1,000.00

**FY2026**

\* Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ  
\$8,000.00

**FY 2027**

[Cancel] [Save]

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

#### Funding Request Reconciliation

| Description  | FY 2026           | FY 2027           | FY 2028           | FY 2029           |
|--|-------------------|-------------------|-------------------|-------------------|
| Total Non-OAA Carryforward Funds   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total Non-OAA Upcoming/Renewal Year Funds  | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Carryforward Funds   | \$1,000.00        | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Upcoming/Renewal Year Funds  | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Requested Funds  | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Expenses   | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Difference   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| <b>Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)</b> | <b>\$9,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.

6. Request “Current Year Operating or Capital Carryforward” for “Upcoming Year 1-Time Operating Expense”
- In the “Current Year Operating and Capital” section - Click checkbox and edit for the operating/capital line intended and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field.

The screenshot shows a web form titled "Edit Operating Expenses" with a close button (X) in the top right corner. Below the title is a note: "Asterisk (\*) indicates required field".

The form contains the following fields:

- \* Item Description**: A text input field containing "Item 2".
- FY 2025**: A section header.
- \* Awarded**: A text input field containing "\$2,000.00".
- \* Current Year to Date Expenditures**: A text input field containing "\$1,000.00".
- \* Projected Year End Total Expenditures**: A text input field containing "\$1,000.00".
- \* Carryforward Available**: A text input field containing "\$1,000.00".

At the bottom right of the form are two buttons: "Cancel" and "Save".

- In the “Current Year Funding Sources” – Click checkbox and edit for the intended funding source and enter “Projected Year End Expenditures” so that the expected carryforward is calculated in the “Carryforward Available” field. (This will need to also be any project expenditures and carryforward

intended from the Current Year Personnel section)

**Edit OAA Requested Funding Sources** [X]

Asterisk (\*) indicates required field

\* Item Description  
Individual Distribution (IDIC)

\* Awarded ⓘ \$5,000.00

\* Current Year to Date Expenditures ⓘ \$2,000.00

\* Projected Year End Total Expenditures ⓘ \$4,000.00

\* Carryforward Available ⓘ \$1,000.00

[Cancel] [Save]

|  | Awarded ⓘ | Current Year to Date Expenditures ⓘ | Projected Year End Total Expenditure |
|--|-----------|-------------------------------------|--------------------------------------|
|  |           |                                     |                                      |

- In the “Upcoming and Outyear Operating and Capital” section, create a new line by clicking “Add New” and make the title “Operating Carryforward-OperatingExpense”. Enter the amount requested into the “Upcoming/Renewal Year” fields using 1 in the “# of units” field and the carryforward amount in the “Cost per Unit” field to balance so that the total matches the available carryforward from the previous operating/capital line. Note that the “Carryforward Available” field and “Carryforward Request” fields will be \$0 for this line, that is ok. Just be sure that the available carryforward matches the total for the one-time operating carryforward line. Include details of use in the “Budget Narrative”.

Amend/Renew Operating Expenses Edit Delete + Add New

◀ ▶

- In the “Upcoming and Outyear Funding Sources” – Click checkbox and edit for the intended funding source and enter the requested carryforward in the “Carryforward Requested” field (this includes all carryforward requested). Enter next year's amount needed in the “Requested Upcoming/Renewal Year Amount” field (do not include any carryforward). **The sum of “Upcoming/Renewal Year Amount” for all**

funding sources plus the sum of “Requested Carryforward” should equal the "Total Expenses".

**Edit OAA Funding Sources** ✕

Asterisk (\*) indicates required field

\*Description  
Individual Distribution (IDIC)

**FY 2025**

\*Carryforward Available ⓘ  
\$1,000.00

\*Requested Carryforward Amount (from Current Year) ⓘ  
\$1,000.00

**FY 2026**

\*Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ  
\$8,000.00

**FY 2027**

Cancel Save

- Verify that your carryforward for all funding sources plus your upcoming/renewal amount for all funding sources equals your “Total Expenses” in the renewal year as well as all outyears. (“Difference” at bottom of reconciliation should be \$0)

#### Funding Request Reconciliation

| Description  | FY 2026           | FY 2027           | FY 2028           | FY 2029           |
|--|-------------------|-------------------|-------------------|-------------------|
| Total Non-OAA Carryforward Funds   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total Non-OAA Upcoming/Renewal Year Funds  | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Carryforward Funds   | \$1,000.00        | \$0.00            | \$0.00            | \$0.00            |
| Total OAA Upcoming/Renewal Year Funds  | \$8,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Requested Funds  | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Total Expenses   | \$9,000.00        | \$8,000.00        | \$8,000.00        | \$8,000.00        |
| Difference   | \$0.00            | \$0.00            | \$0.00            | \$0.00            |
| <b>Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)</b> | <b>\$9,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> | <b>\$8,000.00</b> |

- Review “Budget Summary” section to ensure all information for current year and outyears is correct. Upon clicking “Save & Next” on the “Budget Summary” section you should receive a popup confirming the amount requested carryforward and the amount of new funds requested. If these amounts are correct, click “Confirm”.

