



VIRGINIA OPIOID ABATEMENT AUTHORITY APPLICATION CARRYFORWARD SCENARIOS

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | info@voaa.us | www.voaa.us

Scenario Content

1. [Request “Current Year Personnel Carryforward” to reduce “Upcoming Year Personnel Amount”](#)
2. [Request “Current Year Operating or Capital Carryforward” to reduce “Upcoming Year Operating or Capital Amount”](#)
3. [Request “Current Year Carryforward for Operating or Capital Item not completed in the Current Year but will be completed in the Upcoming Year”](#)
4. [Request “Current Year Personnel Carryforward” for “Upcoming Year 1-time Personnel Expense Request”](#)
5. [Request “Current Year Personnel Carryforward” for “Upcoming Year 1-time Operating Expense”](#)
6. [Request “Current Year Operating or Capital Carryforward” for “Upcoming Year 1-Time Operating Expense”](#)

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

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 - County - 2020 | Last updated: County - 2020 IDIC - Document 001074

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 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

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)

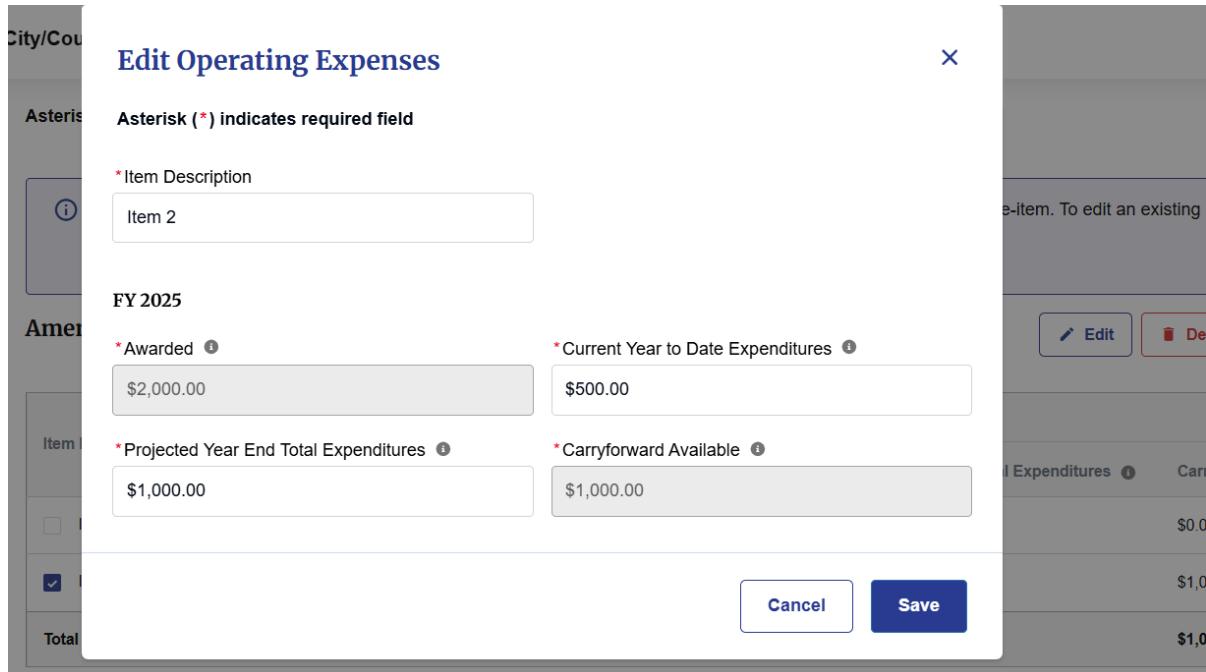
Funding Request Reconciliation

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”.

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.



Edit Operating Expenses

Asterisk (*) indicates required field

FY 2025

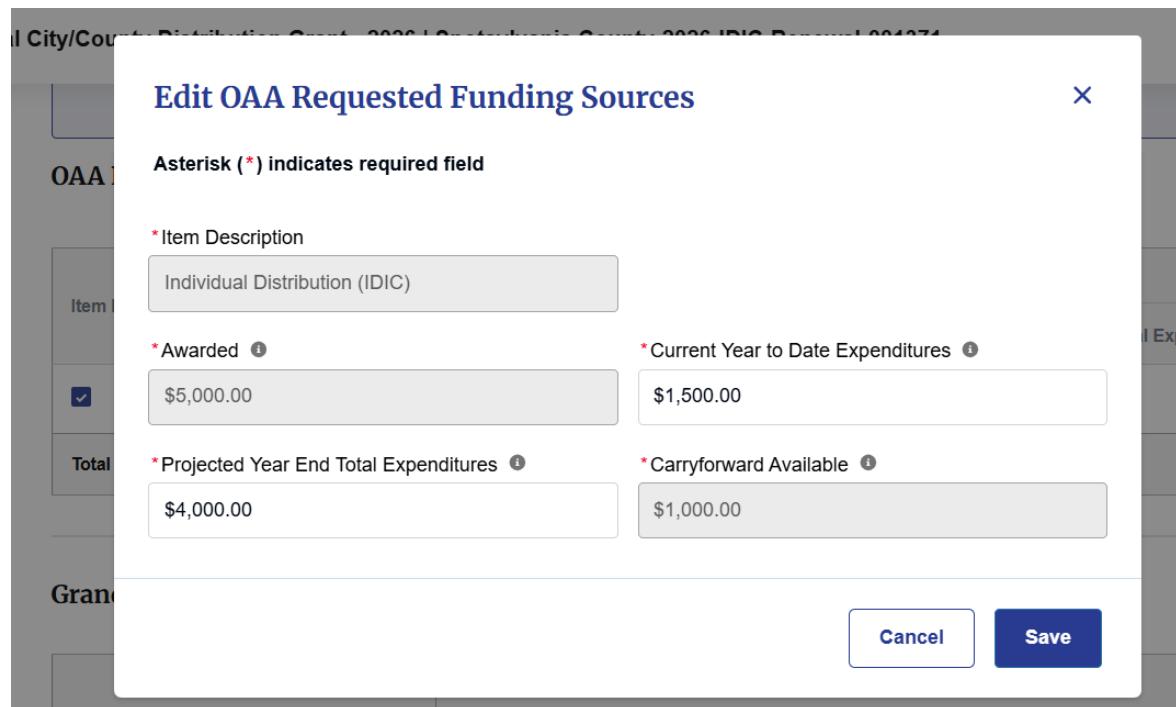
*Awarded ⓘ	*Current Year to Date Expenditures ⓘ
\$2,000.00	\$500.00
*Projected Year End Total Expenditures ⓘ	*Carryforward Available ⓘ
\$1,000.00	\$1,000.00

Total

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 Personnel section)



City/Country: County - 2020 | County: County - 2020 | IDIC: IDIC - 2020

Edit OAA Requested Funding Sources

Asterisk (*) indicates required field

Item Description	Awarded	Current Year to Date Expenditures	Projected Year End Total Expenditures	Carryforward Available
Individual Distribution (IDIC)	\$5,000.00	\$1,500.00	\$4,000.00	\$1,000.00

Item Description

Awarded

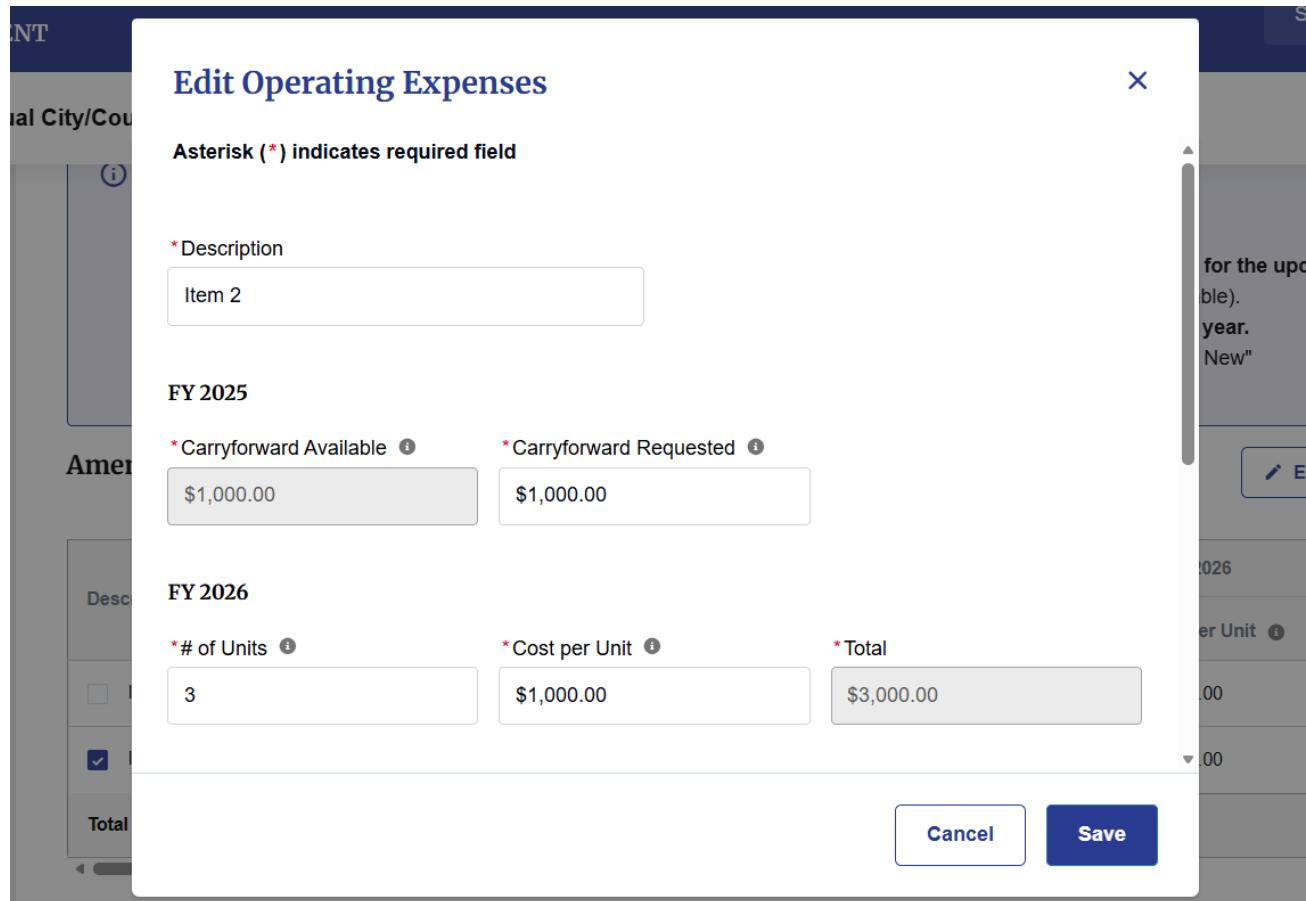
Current Year to Date Expenditures

Projected Year End Total Expenditures

Carryforward Available

- 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

Asterisk (*) indicates required field

*Description
Item 2

FY 2025

*Carryforward Available ⓘ *Carryforward Requested ⓘ

\$1,000.00 \$1,000.00

FY 2026

*# of Units ⓘ *Cost per Unit ⓘ *Total

3 \$1,000.00 \$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

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

Exp

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.

Edit Operating Expenses

Asterisk (*) indicates required field

*Item Description
Item 2

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 Personnel section)

Edit OAA Requested Funding Sources

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

- 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 ⓘ *Carryforward Requested ⓘ

\$1,000.00 \$1,000.00

FY 2026

*# of Units ⓘ *Cost per Unit ⓘ *Total

4 \$1,000.00 \$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

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
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$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”.

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 ⓘ \$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)

OAA

*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.

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 ⓘ *Carryforward Request ⓘ

FY 2026 (Upcoming/Renewal Year)

*# of FTEs ⓘ *Salary ⓘ *Benefits ⓘ Total

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 ⓘ	Salary ⓘ
<input type="checkbox"/> Position 1	\$1,000.00	\$0.00	2	\$1,000.00	\$0.00	\$2,000.00	2	\$1,000.00
<input type="checkbox"/> Personnel Carryforward-"PositionName"	\$0.00	\$0.00	1	\$1,000.00	\$0.00	\$1,000.00	0	\$0.00
Total Salaried Staff	\$1,000.00	\$0.00	3	N/A	N/A	\$3,000.00	2	N/A

- 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

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
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$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".

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

- 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 ⓘ *Current Year to Date Expenditures ⓘ

\$5,000.00 \$2,000.00

*Projected Year End Total Expenditures ⓘ *Carryforward Available ⓘ

\$4,000.00 \$1,000.00

- 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 ⓘ *Carryforward Requested ⓘ

\$0.00 \$0.00

FY 2026

*# of Units ⓘ *Cost per Unit ⓘ *Total

1 \$1,000.00 \$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 Unit ⓘ
Item 1	\$0.00	\$0.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00
Item 2	\$0.00	\$0.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00
Personnel Carryforward-"ExpenseName"	\$0.00	\$0.00	1	\$1,000.00	\$1,000.00	0	\$0.00
Total Operating Expenses	\$0.00	\$0.00	7	N/A	\$7,000.00	6	N/A

- 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

Total Expenses
\$9,000.00

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
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$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".

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.

ty/Cou (i) X

Edit Operating Expenses

Asterisk (*) indicates required field

*Item Description
Item 2

FY 2025

*Awarded ⓘ

*Current Year to Date Expenditures ⓘ

*Projected Year End Total Expenditures ⓘ

*Carryforward Available ⓘ

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 Personnel 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 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”.

Edit Operating Expenses

X

Asterisk (*) indicates required field

* Description

Operating 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 Unit ⓘ
<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	\$1,000.00	\$0.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00
<input type="checkbox"/> Operating Carryforward-" <u>ExpenseName</u> "	\$0.00	\$0.00	1	\$1,000.00	\$1,000.00	0	\$0.00
Total Operating Expenses	\$1,000.00	\$0.00	7	N/A	\$7,000.00	6	N/A

- 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”.

T

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

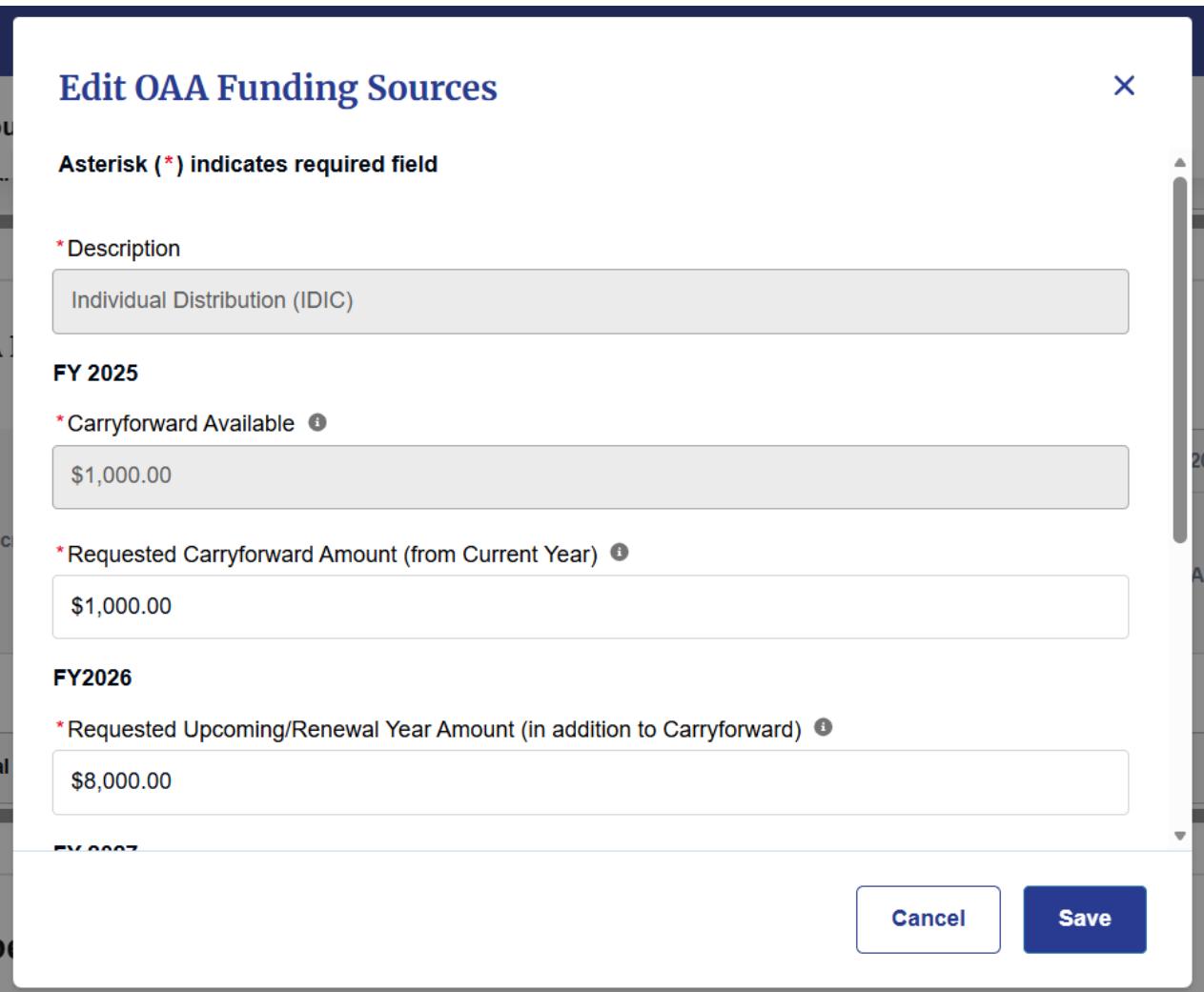
FY 2026

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

FY 2027

Exp

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
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$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”.

