



VIRGINIA OPIOID ABATEMENT AUTHORITY

FY 2026 GUIDANCE FOR CITY/COUNTY ANNUAL REPORTING

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This guidance document is intended for cities and counties that received Fiscal Year (FY) 2026 grant awards from the Virginia Opioid Abatement Authority (OAA), including Individual Distribution, *Operation STOP!*, and Cooperative Partnership awards. It provides instructions and reference information to assist cities and counties in completing and submitting the required FY 2026 Annual Report. **All FY 2026 city/county fiscal agents must complete and submit an FY 2026 Annual Report through the OAA Grants Portal by 11:59 pm on Thursday, October 1, 2026.**

All FY 2026 Annual Reports must be completed and submitted through the **OAA's Web-based Grants Portal** (www.voaa.grants.us). The **OAA's Grants Info** page (<https://www.oaa.virginia.gov/portal-grants/>) contains access and training information for the portal. Please visit the OAA's Grants Information webpage to access a [webinar recording](#) and [presentation slides](#) related to FY 2026 City/County Annual Reporting.

1. General Fiscal Year (FY) 2026 Annual Reporting Guidance

- a. The FY 2026 Annual Report is required for all OAA grant awards at the end of the award year. This report is for the period of **July 1, 2025 – June 30, 2026**.
- b. A **separate** FY 2026 Annual Report must be submitted via the OAA Grants Portal for each FY 2026 awarded project (including those projects that were not recently approved for renewal for FY 2027).
- c. **For FY 2026 Cooperative Partnership awarded projects**, only the grant's fiscal agent is required to complete and submit the FY 2026 Annual Report for the entire partnership.
 - i. Partner localities and subrecipients for FY 2026 Cooperative Partnership projects should work collaboratively with the grant fiscal agent to provide information related to the grant's project status, performance measures achieved during FY 2026, FY 2026 funds expended, objectives and timelines, etc.
- d. Subrecipients who are completing the FY 2026 Annual Report on behalf of the fiscal agent city/county should ensure the FY 2026 expenses reported are those of the fiscal agent city/county, and not the subrecipient organization.
- e. New FY 2027 awarded projects are not required to submit an FY 2026 Annual Report during this reporting cycle.
- f. Reported FY 2026 expenditures should only include expenses that have been spent between July 1, 2025 – June 30, 2026.

2. Direct Distribution Reporting Updates

- a. Direct Distribution reports are now due October 1st annually.
- b. Direct Distribution Reporting is a **requirement for all cities and counties** participating in an OAA award, as well as for all OAA Gold Standard Cities and Counties.
 - i. This includes OAA grant fiscal agents and all partner localities.
- c. Only one (1) report is required for a city or county that is participating in one or more OAA awards and/or is also a Gold Standard City/County.
- d. The report must include all Direct Distribution amounts received and spent for the most recently completed fiscal year (July 1 – June 30).
- e. Direct Distribution Reports can be completed in one of two ways:
 - i. As a standalone report (select **Direct Distribution** via the **Grants Management** tab)
 1. *This is the only option for cities and counties who only have Cooperative Partnership awards (or are only participating in a Cooperative Partnership project),*
 - ii. As a part of an FY 2026 Individual Distribution Annual Report.
- f. The revised due date for Direct Distribution reporting allows for cities/counties to fulfill the reporting requirement for OAA applications for the upcoming fiscal year.
 - i. *Example: Completing and submitting an updated FY 2026 Direct Distribution report by October 1, 2026, will fulfill the Direct Distribution Reporting requirement for applications for FY 2028 awards (due in February/March 2027).*



3. Guidance on Initiating Fiscal Year (FY) 2026 Annual Reports

- Log into the OAA Grants Portal.
- Select the **“Grants Management”** tab.
- Scroll down to the **“Individual Distribution – 2026”** or **“Cooperative Partnership – 2026”** options and select the **“Start Annual Reporting”** option for your city/county’s respective FY 2026 awarded projects for which you wish to generate an annual report draft.
- A pop-up box will appear to allow you to select the project name.
- Select the **“Start Annual Reporting”** option.
- The Instructions page will appear. Read the instructions in their entirety before selecting **“Next”** to proceed with completing the required sections of the FY 2026 Annual Report.

The screenshot displays the 'Grants Management' section of the OAA Grants Portal. On the left sidebar, 'Grants Management' is highlighted. The main content area shows two grant types: 'Individual Grant - 2026' and 'Cooperative Partnership Grant - 2026'. Each grant type has a table of application milestones. For 'Individual Grant - 2026', the 'Annual Reporting' milestone is circled in green, with an arrow pointing to a 'Start Annual Reporting' button. For 'Cooperative Partnership Grant - 2026', the 'Annual Reporting' milestone is circled in blue, with an arrow pointing to a 'Start Annual Reporting' button. The purpose of the grants is detailed below the tables.

Fiscal Year	New Application	Renewal Application	Amend Application	Annual Reporting
2026	Open Date: 8/15/2025 Due Date: 12/8/2025	Open Date: 10/1/2024 Due Date: 4/1/2025	Open Date: 10/1/2025 Due Date: 12/8/2025	Open Date: 7/1/2026 Due Date: 10/1/2026

Purpose
The Virginia Opioid Abatement Authority's (OAA's) Individual Distribution and "Gold Standard" incentive grant awards for cities and counties come from the Opioid Abatement Fund. The contents of this application are for cities and counties applying for awards for Individual Distribution and "Gold Standard" incentive projects from the OAA in compliance with the national settlement agreements, Commonwealth's memorandum of understanding (MOU), and Code of Virginia.

Cooperative Partnership Grant - 2026

Fiscal Year	New Application	Renewal Application	Amend Application	Annual Reporting
2026	Open Date: 10/1/2024 Due Date: 4/3/2025	Open Date: 10/1/2024 Due Date: 4/3/2025	Open Date: 10/1/2025 Due Date: 12/8/2025	Open Date: 7/1/2026 Due Date: 10/1/2026

Purpose
The Virginia Opioid Abatement Authority's (OAA's) Cooperative Partnership grant awards for cities and counties come from the Opioid Abatement Fund. The contents of this application are for cities and counties applying for awards for Cooperative Partnership projects (minimally requires two Cities and/or Counties from the same behavioral health region) from the OAA in compliance with the national settlement agreements, Commonwealth's memorandum of understanding (MOU), and Code of Virginia. The application must be completed and submitted by the city/county designated as the fiscal agent. OAA Cooperative Partnership awards to cities and counties are competitive awards and have a performance period of one year with up to four optional renewal years. Reporting is on an annual basis and is due on September 1 following the close of the performance period. Recipients must submit yearly requests to renew and/or make any amendments to the next fiscal year's funding inclusion requesting to carryforward funds from the current fiscal year.

4. Sections of the Fiscal Year (FY) 2026 Annual Report

a. Narrative Report:

- Provide a narrative update on the status of the project and indicate any successes/challenges experienced during FY 2026. If challenges were experienced, explain the action(s) taken to address them.
- Provide a narrative update on the project’s impact on the city/county’s community.
- If applicable, provide a narrative update on plans for project sustainability.
- Provide a narrative update regarding the status of FY 2026 expenditures for this project. Note any discrepancies between the FY 2026 carryforward amount approved as a part of the FY 2027 application renewal process, and the final FY 2026 carryforward amount reported via the FY 2026 Annual Report.
- For the reported final carryforward amount(s), explain what generated the remaining amounts, as well as the requested use of the unspent funds.
- A reconciliation table is displayed at the bottom of the Narrative Report page. This table lists the following totals:
 - FY 2026 Total OAA Awarded Amount
 - FY 2026 Total Projected Expenditures (from the FY 2027 renewal application)
 - FY 2026 OAA Approved Carryforward Amount / Remaining Balance (based on the FY 2026 Total Projected Expenditures from the FY 2027 renewal application)
 - FY 2026 Total OAA Final Expenditures (as indicated in this annual report–total will be updated once you have entered information into the Budget Current Year sections of the Annual Report)
 - FY 2026 Total OAA Final Carryforward Amount/Remaining Balance (based on the Total OAA Final Expenditures reported through the Budget Current Year sections of the Annual Report).



FY 2026 CITY/COUNTY ANNUAL REPORTING GUIDANCE

Narrative Report

Complete the information below for the project.

Asterisk (*) indicates required field

* Project Name

UAT January 7, 2026 Testing Cases

* Provide a narrative on the status of the project. Include project successes and any challenges experienced during the period of performance. If challenges were experienced, please explain the actions taken to address them.

During the reporting period, the project continued to expand access to evidence-based treatment and recovery support services for individuals with opioid use disorder (OUD). The program enrolled 248 individuals, exceeding the annual target of 225 participants. Of those served, 212 participants (85%) initiated medication for opioid use disorder (MOUD), 189 participants (76%) remained engaged in treatment for at least 90 days, and 164 participants (66%) successfully completed an individualized treatment plan or transitioned to ongoing recovery supports. The program also distributed 412 naloxone kits and provided overdose prevention education to 385 individuals, including participants, family members, and community members.

* Provide a narrative update regarding the project's impact on the city or county's community.

The project has had a meaningful impact on the county by increasing access to evidence-based treatment, recovery support services, and overdose prevention resources for individuals affected by opioid use disorder (OUD). During the reporting period, the program expanded services to underserved areas of the county, reducing barriers to care for residents who previously had limited access to treatment due to transportation, financial, or geographic challenges.

* If applicable, provide a narrative update on plans for project sustainability.

The organization has developed a sustainability plan to continue key project activities beyond the grant period by leveraging local government support, community partnerships, and diversified funding sources. Throughout the project, strong relationships have been established with county agencies, healthcare providers, nonprofit organizations, and recovery support organizations to ensure services remain integrated within the community's behavioral health system.

* Provide a narrative update regarding status of expenditures for this project.

Note any discrepancies between the FY2026 carry-forward amount approved by the OAA Grants Committee and the final FY2026 carry-forward amount reported in this workbook.

The expenditures incurred during the reporting period supported project implementation, including personnel, program operations, and direct services. The remaining \$100,000 will be used to continue project activities during the approved carryover period in accordance with the grant budget and program objectives. The organization will continue to monitor expenditures to ensure grant funds are used efficiently, remain aligned with approved project activities, and are fully expended within the authorized period of performance.

* For the reported final carry-forward amount(s), describe what generated the remaining amount(s), as well as the requested use of these unspent funds.

The expenditures incurred during the reporting period supported project implementation, including personnel, program operations, and direct services. The remaining \$100,000 will be used to continue project activities during the approved carryover period in accordance with the grant budget and program objectives. The organization will continue to monitor expenditures to ensure grant funds are used efficiently, remain aligned with approved project activities, and are fully expended within the authorized period of performance.

b. Individual Distribution Only – Direct Distribution Information

- Update the Direct Distribution **Amounts Received by Fiscal Year**.
- Update the **Amounts Expended or Allocated by Fiscal Year**.
- Update the **Non-OAA Project Information** section.

c. Budget – Report Year Personnel

- On this page, enter the **Final FY 2026 expenditures** by personnel line-items (salaried and wage/part-time).

Budget – Report Year Personnel

Complete the information below for the current year personnel expenditures.

Asterisk (*) indicates required field

FTE Description – FY2026

Position/Type Description	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Director	\$108,250.00	\$0.00	\$64,500.00	\$43,750.00
CITAC Officer	\$117,500.00	\$0.00	\$0.00	\$117,500.00
Total FTE Expenses	\$225,750.00	\$0.00	\$64,500.00	\$161,250.00

Wage/Hourly Position Description – FY2026

Position/Type Description	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Total Wage/Hourly Staff Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total

Description	Amount
Total Report Year Final Personnel Expenditures	\$64,500.00
Total Report Year Remaining Balance (Personnel)	\$161,250.00

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d. Budget – Report Year Operating & Capital

- i. On this page, enter the **Final FY 2026 expenditures** by operating and capital line-items.

Budget – Report Year Operating & Capital

Complete the information below for the current year operating and capital expenditures.

Asterisk (*) indicates required field

Operating Expenses - FY2026

Item Description	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Equipment	2,000.00	0.00	2,000.00	0.00
Total Operating Expenses	\$2,000.00	\$0.00	\$2,000.00	\$0.00

Capital Expenses - FY2026

Item Description	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Totals

Description	Amount
Total Report Year Final Operating & Capital Expenditures	\$2,000.00
Total Report Year Remaining Balance (Operating & Capital)	\$0.00
Total Report Year Remaining Balance	\$161,250.00

e. Budget – Report Year Funding Sources

- i. On this page, enter the **Final FY 2026 expenditures** by non-OAA (if applicable), and OAA Funding Sources.
- ii. A reconciliation table is displayed at the bottom of this page. The amounts in both Difference sections should reconcile to \$0.00.

Budget – Report Year Funding Sources

Complete the budget information below for the project that locality (City/County/State Agency) is requesting to be funded.

Asterisk (*) indicates required field

Non-OAA Funding Sources

Non-OAA Funding Sources	Annual Report Year - FY2026			
	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Direct Distribution	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Total Non-OAA Funding Sources	\$5,000.00	\$0.00	\$5,000.00	\$0.00

OAA Funding Sources

OAA Funding Sources	Annual Report Year - FY2026			
	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Individual Distribution (IDIC)	\$149,500.00	\$0.00	\$60,000.00	\$89,500.00
Gold Standard Distribution	\$15,000.00	\$0.00	\$1,500.00	\$13,500.00
Total OAA Funding Sources	\$164,500.00	\$0.00	\$61,500.00	\$103,000.00



Annual Report Year - FY2026				
Expenses	Awarded	Projected Expenditures from Renewal Application	Final Expenditures	Remaining Balance
Personnel-related	\$225,750.00	\$0.00	\$64,500.00	\$161,250.00
Operating (including contracts)	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Total Expenses	\$227,750.00	\$0.00	\$66,500.00	\$161,250.00

Reconciliation

Projected Expenditures by Fund Source

\$0.00

Projected Expenditures by Category

\$0.00

Difference

\$0.00

Final Expenditures by Fund Source

\$66,500.00

Final Expenditures by Category

\$66,500.00

Difference

\$0.00

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- i. The **Total Carryforward Available** and **Total Carryforward Requested** amounts are displayed at the top of this page. The portal will not allow you to request more than the Total Carryforward Available amount.
- ii. On this page, update the **FY 2026 Carryforward Request** amount for each personnel line-item, if applicable.
- iii. You may also update the FY 2027 amount for each personnel line-item by selecting the checkbox next to the personnel expense line and then selecting **“Edit”**.
 1. You may also use the **“Add New”** option to add new personnel line-items, if you wish to use any available carryforward to support new salaried or wage/part-time positions.
- iv. A reconciliation table will be displayed at the bottom of this page. This table includes the Total Amount (Carryforward and New Funding) requested for salaried and part-time/wage (hourly) personnel expenses for FY 2027.

g. Budget – Current & Outyear Operating & Capital



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- The **Total Carryforward Available** and **Total Carryforward Requested** amounts are displayed at the top of this page. The portal will not allow you to request more than the Total Carryforward Available amount.
- On this page, update the **FY 2026 Carryforward Request** amount for each operating and/or capital line-item, if applicable.
- You may also update the FY 2027 amount for each operating and/or capital line-item by selecting the checkbox next to the operating or capital expense line and then selecting **"Edit"**.
 - You may also use the **"Add New"** option to add new operating and/or line-items, if you wish to use any available carryforward to support new operating and/or capital expenses.
- A reconciliation table will be displayed at the bottom of this page. This table includes the Total Amount (Carryforward and New Funding) requested for operating and capital expenses for FY 2027.

Budget - Current and Outyear Operating & Capital

Total Carryforward Available: \$28,325.00 Total Carryforward Requested: \$28,325.00

Review the Operating Expenses for the upcoming/fiscal year and out years. Enter the Carryforward Request amount. The total requested cannot exceed the Total Carryforward Available shown above.

Annual Report Operating Expenses

Item Description	FY 2025			FY 2026			FY 2027			FY 2028			FY 2029		
	Carryforward Request	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total		
Operating	\$0.00	2	\$1,000.00	\$2,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00		
Total Operating Expenses	\$0.00	2	N/A	\$2,000.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00		

Review the Capital Expenses for the upcoming/fiscal year and out years. Enter the Carryforward Request amount. The total requested cannot exceed the Total Carryforward Available shown above.

Annual Report Capital Expenses

Item Description	FY 2025			FY 2026			FY 2027			FY 2028			FY 2029		
	Carryforward Request	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total		
Capital	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00		
Total Capital Expenses	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00		

Total Carryforward and Upcoming/Renewal Year Operating Expenditure Request: \$2,000.00

Total Carryforward and Upcoming/Renewal Year Capital Expenditure Request: \$0.00

h. Budget - Current & Outyear Funding Sources

- Indicate the **Requested Carryforward Amounts (FY 2026)** and the **Requested Upcoming/Renewal Year FY 2027) Amounts** by funding source (both non-OAA and OAA).
 - The portal will not allow you to request more than the **Total Carryforward Available** amount for the **Requested Carryforward** section.
- A reconciliation table will be displayed at the bottom of this page. The Difference amounts listed should reconcile to \$0.00.

Budget - Current and Outyear Funding Sources

Asterisk (*) indicates required field

Non-OAA Funding Sources

Funding Sources	Report Year - FY 2025		Current Year - FY 2026	Outyear - FY 2027	Outyear - FY 2028	Outyear - FY 2029
	Carryforward Available	Requested Carryforward Amount (from Current Year)	Requested Upcoming/Renewal Year Amount (in addition to Carryforward)	Proposed Amount	Proposed Amount	Proposed Amount
Direct Distribution	\$50.00	\$50.00	\$5,000.00	\$50,000.00	\$0.00	\$0.00
Total Non-OAA Funding Sources	\$50.00	\$50.00	\$5,000.00	\$50,000.00	\$0.00	\$0.00

OAA Funding Sources

Funding Sources	Report Year - FY 2025		Current Year - FY 2026	Outyear - FY 2027	Outyear - FY 2028	Outyear - FY 2029
	Carryforward Available	Requested Carryforward Amount (from Current Year)	Requested Upcoming/Renewal Year Amount (in addition to Carryforward)	Proposed Amount	Proposed Amount	Proposed Amount
Individual Distribution (IDIC)	\$28,325.00	\$28,325.00	\$149,500.00	\$150,000.00	\$0.00	\$0.00
Gold Standard Distribution	\$0.00	\$0.00	\$15,000.00	\$29,500.00	\$0.00	\$0.00
Total OAA Funding Sources	\$28,325.00	\$28,325.00	\$164,500.00	\$179,500.00	\$0.00	\$0.00



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Expenses

Expenses	Report Year - FY 2025		Current Year - FY 2026	Outyear - FY 2027	Outyear - FY 2028	Outyear - FY 2029
	Carryforward Available	Requested Carryforward Amount (from Current Year)	Requested Expenditures	Proposed Expenditures	Proposed Expenditures	Proposed Expenditures
Personnel-related	\$28,250.00	\$28,375.00	\$225,750.00	\$229,500.00	\$0.00	\$0.00
Operating (including contracts)	\$125.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$28,375.00	\$28,375.00	\$227,750.00	\$229,500.00	\$0.00	\$0.00

Funding Request Reconciliation

Description	FY 2025	FY 2026	FY 2027
Total Non-OAA Carryforward Funds	\$0.00	\$0.00	\$0.00
Total Non-OAA Upcoming/Renewal Year Funds	\$63,300.00	\$50,000.00	\$0.00
Total OAA Carryforward Funds	\$28,325.00	\$0.00	\$0.00
Total OAA Upcoming/Renewal Year Funds	\$164,500.00	\$179,500.00	\$0.00
Total Requested Funds	\$256,125.00	\$229,500.00	\$0.00
Total Expenses	\$256,125.00	\$229,500.00	\$0.00
Difference	\$0.00	\$0.00	\$0.00
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$192,825.00	\$179,500.00	\$0.00

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- i. **Budget Summary Page – No text is required to be entered on this page.**
- i. This page will provide a summary of the budget information (Report Year and Current/Outyear) totals entered as a part of the annual report.
- j. **Performance Measurement**
- i. Indicate the FY 2026 actual performance measures achieved, as a result of the OAA-funded project.
1. This page also includes a comments section for each performance measure, where you are required to provide information such as the methodology used to track performance measures, or an explanation for any discrepancies between the awarded and final actual results.
- a. The Portal will not allow you to progress past this page unless a comment is provided for each performance measure.
2. A separate text box is provided for any overall comments or supplemental information related to the actual performance measures reported.
- ii. Review the OAA-issued [Performance Measures Guidance](#) or [webinar recording](#) for definitions, general guidance, and information on reporting of performance measures collected by partners and/or subrecipients.

Performance Measurement

Enter the actual FY2025 performance measures achieved for the 7/1/2024-6/30/2025 performance period. In the comment section, provide an explanation on any discrepancies between the approved and the actual performance measures.

Asterisk (*) indicates required field

Prevention/Education/Awareness Efforts

Measure Description	FY2025 Awarded	FY2025 Year-to-Date from Renewal Application	FY2025 Final Actuals	Comments
No. of children, infant to 5 years old, participating in prevention/education programming	50	50	150	Provide an explanation regarding how the performance measures achieved for FY 2025 were tracked, measured, etc. Also provide information on any

Other - Please Describe

Measure Description

FY2025 Awarded

FY2025 Year-to-Date from Renewal Application

FY2025 Final Actuals

Comments

Provide any additional information regarding the measures selected (optional).

Provide an explanation regarding how the performance measures achieved for FY 2026 were tracked, measured, etc. Also provide information on any challenges, revised strategies, etc. related to these measures.

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k. Objectives Timeline

- Indicate the actual/revised start date and the actual/revised completion date for each objective.
- Provide a **required** comment for each project objective and its respective actual/revised start and completion dates.
 - The portal will not allow you to progress past this page unless a comment is provided for each objective.
- A textbox is provided for additional information regarding the project's objectives and revised/actual timeline.

Objectives Timeline

Complete the information below for the project the city or county is requesting to be funded.

Asterisk (*) indicates required field

Objective

Objective	Proposed Start Date	Proposed Completion Date	Actual/Revised Start Date	Actual/Revised Completion Date	Comments
TBD	1/6/2026	2/13/2026	* 7/1/2025	* 6/23/2026	* Provide additional details regarding project objectives and the timeline to achieve the objectives here.

Provide a narrative update on your progress toward meeting the approved grant objectives based on your revised timeline. This response should reflect the current status of each objective, and address both accomplishments and challenges encountered related to the objectives listed above.

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l. Reference Information

- The project's Total FY 2026 Final Expenditures are displayed at the top of this page.
- Upload and attach a **required** copy of the city/county's general ledger that reconciles to the FY 2026 expenditures reported via this annual report.
 - The general ledge should be generated from the city/county's financial system and should show line-item transactions for the project.
 - A spreadsheet or additional document may be uploaded to help explain/interpret the provided general ledger, but it does not substitute for the general ledger requirement.
 - If a partner city/county on a Cooperative Partnership award spent funds for the project directly (vs. sending the funds to the fiscal agent to manage), the fiscal agent will need to upload a copy of the partner city/county's general ledger that reflects their expenses.
 - Failure to provide a copy of the city/county's general ledger will negatively impact the FY 2026 compliance status of the project.
- Additional supporting documentation related to the FY 2026 project may be uploaded as an attachment to this page.

Reference Information

Asterisk (*) indicates required field

Complete the items below. The allowed formats for file uploads are .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps and file size should be less than 25mb.

Fiscal Year (Total OAA Final Expenditures) \$200,025.00

Upload detailed expenditure report
Upload the REQUIRED General Ledger report from the city/county's financial system showing the line item transactions for this project. A spreadsheet, description, report, or other document that helps explain/interpret the General Ledger report may also be included, but does not substitute for the general ledger requirement.

* Upload detailed expenditure report
☐ Weblink ☐ File Upload

Do you have any additional supporting documentation to upload (optional)?
☐ Yes ☐ No

Exit Previous Save & Next



m. Signature Page

- i. Ensure the checkbox is selected to confirm the report's information is complete, accurate, and ready to be "Sent for E-signature" by the City/County Executive or their designee.
 1. The OAA may request for written documentation (on locality letterhead) confirming signature authority for any individual that is not the City/County Executive.
- ii. Select either the option to **"Add existing contact"** or **"Invite new contact"** to send the FY 2026 Annual Report for e-signature.
 1. If the report signatory **has not** previously e-signed OAA documents, select the **"Invite New Contact"** option and enter their contact information before selecting the "Send Email" button.
 2. If the report signatory **has** previously e-signed OAA documents, select the **"Add Existing Contact"** option and select their name from the drop-down menu before clicking the "Send Email" button.

Signature

This report MUST be signed by an official for the awarded city or county (not by a subrecipient or partner). The official MUST have authorization to conduct business for the city or county's governing body. If the official is anyone other than the city/county executive or their deputy, attach proof of designated authority to this report under the Required Documents tab.

Once the e-signature is completed, the report will show as submitted

Asterisk (*) indicates required field

① Please click on Download Report button on top to download a copy of the report as a PDF file.

☒ * Click here to confirm this report's information is complete, accurate, and ready to be "Sent for E-Signature" by the City/County Executive or designee (as outlined in the help text on this page).

① This report MUST be signed by an official for the awarded city or county (not by a subrecipient or partner). The official MUST have authorization to conduct business for the city or county's governing body. If the official is anyone other than the city/county executive or their deputy, attach proof of designated authority to this report under the Required Documents tab.

Enter the contact information for the city/county official as described above.

Once the information is entered, click on the "Send Email" button and the official should receive an email with instructions to sign with an E-Signature. Once the e-signature is completed, the report will show as submitted.

* Do you want to add existing contact or to invite a new contact? (If the person may have been included in an application previously (contact, signer, etc.) search for their information under "add existing contact" first). ②

☐ Add Existing Contact ☐ Invite New Contact

Exit

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5. Additional Annual Reporting Resources/Information

- a. For questions regarding the completion of the FY 2026 Annual Report, please contact your respective [OAA Local Government Opioid Settlement Liaison](#) or contact us at info@voaa.us.
- b. Please visit the OAA's Grants Information webpage to access a [webinar recording](#) and [presentation slides](#) related to FY 2026 City/County Annual Reporting.