



VIRGINIA OPIOID ABATEMENT AUTHORITY GUIDANCE FOR COOPERATIVE PARTNERSHIP AWARDS INVOLVING MULTIPLE CITIES AND/OR COUNTIES

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Greetings to all Cities and Counties of the Commonwealth of Virginia. The Virginia Opioid Abatement Authority (OAA) has launched its next round of **Cooperative Partnership** grant awards for cities and counties from the Opioid Abatement Fund in compliance with the national settlement agreements, Commonwealth’s memorandum of understanding (MOU), and *Code of Virginia §2.2-2370*.

New for the 2024-2025 cycle and forward: All applications, documents, award packages, reports, etc. must be completed and submitted through OAA’s Web-based Grants Portal – www.voaa.grants.us. Information on how to access and use the system is available on OAA’s website under [Grants Info](#).

- The application period is open from **October 1, 2024, through April 1, 2025**.
- Each Cooperative Partnership award is for one performance period with up to four, optional one-year renewals.
- Cooperative Partnership grant awards have a performance period of July 1 to June 30.
- Annual reports for Cooperative Partnership grants are due September 1 of each year for the performance period that closed June 30 of that year. Annual reports consist of financial and programmatic performance reporting.
- To be eligible to apply for a Cooperative Partnership grant, the partnership must involve **at least two** (one must be selected as fiscal agent) cities and/or counties within the same [behavioral health \(DBHDS\) region](#).
 - The fiscal agent is responsible for completing applications, receiving and administering competitive funds, reporting, compliance, and serving as the point of contact for the OAA.
- All **active awards must submit a renewal** application (and remain in compliance) to continue the award into the next performance period (whether additional funds are needed for the next performance period or not).
 - Carryforward of unexpended balances from the current performance period to the next require approval from the OAA or remaining unexpended balances must be repaid to the OAA.
- Cities and Counties may pledge Individual Distribution and/or “Gold Standard” Incentive funds to a Cooperative Partnership project as matching funds. Cities and Counties **do not submit Individual Distribution applications** to make this pledge. The pledge must be coordinated with the fiscal agent to be included in the application.
 - Renewals of awards with these matching funds *do not* require another Cooperative Partnership Agreement. These renewals require the partner cities/counties to document their match by source to the fiscal agent.
- Current performance period amendment applications for Cooperative Partnerships are limited to:
 - Adding partners (requires updated Cooperative Partnership Agreement)
 - Adding matching funds (may require updated Operational Agreement)
 - Requests to modify objectives and/or performance measures
- Cooperative Partnerships grants are awarded on a competitive basis. The OAA’s Grants Committee follows the requirements of *Code of Virginia §2.2-2370* when awarding . Decisions occur after the application period closes.

Please reach out to your Regional Abatement Resource Coordinator ([map](#)) or to info@voaa.us with any questions.

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Thanks and Regards,

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General Guidance

1. 2024-2025 City/County Application Cycle Dates

OAA 2024-2025 City/County Application Cycle Dates			
Activity	Date	Comments	Links
Training for Applicants	9/25/2024	Specific to Applying for Dec. Grants Committee Decision	Video Link
Application Window Opens:	10/1/2024	System official launch on 10/3/2024	www.voaaagrats.us
Abatement Academy Webinar:	10/10/2024	Training on the New OAA Grants Portal software	Registration Link
Optional Drafts Due by:	10/21/2024	(only for Dec. Grants Committee consideration)	
Open Q&A/Support Webinar:	10/30/2024	Open hour for questions and/or tech issues	Registration Link
Applications Submitted by:	11/4/2024	(only for Dec. Grants Committee consideration)	
Grants Committee Meeting:	12/6/2024		
Optional Drafts Due by:	1/13/2025	(only for Feb. Grants Committee consideration)	
Open Q&A/Support Webinar:	1/22/2025	Open hour for questions and/or tech issues	Registration Link
Applications Submitted by:	1/27/2025	(only for Feb. Grants Committee consideration) Last opportunity for new or amended Individual and amended Cooperative applications for FY2025	
Grants Committee Meeting:	2/21/2025		
Optional Drafts Due by:	3/10/2025	(final draft review option for 2024-2025 app cycle)	
Open Q&A/Support Webinar:	3/12/2025	Open hour for questions and/or tech issues	Registration Link
Open Q&A/Support Webinar:	3/19/2025	Open hour for questions and/or tech issues	Registration Link
Open Q&A/Support Webinar:	3/26/2025	Open hour for questions and/or tech issues	Registration Link
Applications Submitted by:	4/1/2025	(for New, Amend, or Renewal applications for FY2026)	
Grants Committee Meeting:	5/23/2025		

2. The application that the Cooperative Partnership submits to the OAA accomplishes the following:
 - a. Provides a copy of the Cooperative Partnership Agreement signed by each partner. This agreement:
 - i. Identifies the participating cities and/or counties
 - ii. Designates the city or county selected as the fiscal agent
 - iii. Confirms pledged matching funds from each partner by source
 - b. Describes the partnership plans to use the funds including details of the proposed project
 - c. Provides estimated performance measures for each proposed project
 - d. Confirms the partnership agrees to the [terms and conditions](#) for any awarded funds.
3. Reporting non-OAA usage of Direct Distributions is a requirement for participation in any OAA grant program. Only one Direct Distribution report needs to be submitted each year to cover this requirement for all programs.
4. The fiscal agent must account for the use of the Cooperative Partnership award separately from their Individual Distribution awards and their Direct Distribution from the settlement administrators.
5. Once a project is approved, the Cooperative Partnership may continue up to four, optional one-year renewals, provided the project remains in compliance with the [terms and conditions](#) required by the OAA and the fiscal agent submits an annual renewal application for the project. Renewals are subject to approval by the Grants Committee.



Guidance for Cooperative Partnership Awards Involving Multiple Cities and/or Counties

6. Partnering cities and counties can provide a monetary match from any combination of their Direct Distribution from the settlement administrator, their Individual Distribution, and “Gold Standard” Incentive from the OAA. Additionally, partnering cities and counties may use other grants, general funds, and/or a contribution provided on their behalf as matching funds.
7. It is possible, especially during the first year of a project, that a partnership intends to utilize the fiscal agent’s procurement process and needs to complete that process in order to provide budget projections as part of the application process. In that event, the fiscal agent may submit a funding request with the expected total amount for the project, and if the actual cost of the service requires a budget amendment, the OAA will work with the fiscal agent to make that amendment (see amendment process section below).
8. The OAA requires cities and counties repay any unencumbered balances by September 1 of the following fiscal year, unless a submitted carryforward request meets the following:
 - a. The carryforward was planned and submitted as part of the approved project budget; or
 - b. The city or county is making reasonable and measurable progress to implement its project(s) as described in the approved proposal; and
 - i. The dates on the “Objectives” tab of the application in the OAA’s Grants Portal will be used to document reasonable and measurable progress.
 - c. The city or county remains in compliance with the [terms and conditions](#) of the OAA.

Amendment Process

Once a Cooperative Partnership project has been approved by the OAA, at all times, the city/county must remain in compliance with the OAA’s [terms and conditions](#). Amendments will be handled as follows:

1. Any budget changes to revenue or expenditures as well as changes to performance measures and/or objectives shall be communicated to OAA using forms approved by the OAA.
 - a. OAA will work with the city or county to determine what steps need to be taken in the amendment process based on the nature of the amendment.
2. If a Cooperative Partnership wants to amend an application in the current year (FY2025) the OAA has two Grants Committee meetings scheduled during the application period (see chart at the top of page 2).
 - a. Amendment applications require updates on the progress of the project including funds spent to date, performance measures achieved, progress on objectives, etc.
 - b. Current year amendment applications for Cooperative Partnerships are limited to:
 - i. Adding partners (requires updated Cooperative Partnership Agreement)
 - ii. Adding matching funds (may require updated Operational Agreement)
 - iii. Requests to modify objectives and/or performance measures

Renewal Process

Once a proposal has been approved by the OAA, a renewal is required for the project to continue into the next fiscal year/performance period whether additional funds are requested or not.

1. The partnership must remain in compliance with the OAA’s [terms and conditions](#) to be eligible for renewal.
2. The renewal process is also an opportunity to make amendments to the project. This may include budget changes to revenue or expenditures as well as changes to performance measures and/or objectives.
 - a. OAA will work with the fiscal agent to determine if any proposed amendments need to be submitted as a separate, new project application.
3. Renewal applications (up to four after the first year) require updates on the progress of the project including funds spent to date, performance measures achieved, progress on objectives, etc.



Use of OAA Individual Distribution and/or “Gold Standard” Incentive for Cooperative Partnership Projects with Multiple Cities and/or Counties

Cities and counties have the option to appropriate a portion of their Individual Distribution and/or “Gold Standard” Incentive to a Cooperative Partnership project as matching funds. Cities and counties **do not submit an Individual Distribution application** to appropriate the Individual Distribution to a Cooperative Project. The Cooperative Partnership Agreement documents the commitment and amount for any cities and or counties that elect to apply the Individual Distribution and/or “Gold Standard” Incentive to the cooperative project. If applying to use the Gold Standard” Incentive in both an Individual Distribution and a Cooperative Partnership project(s), only one Gold Standard” Incentive application is needed.

Renewals of Cooperative Partnership awards with Individual Distribution and/or “Gold Standard” Incentive matching funds do not require the Cooperative Partnership Agreement be completed again. For renewals with these matching funds, the partner cities/counties should document their match each year in writing to the fiscal agent city or county.

Evaluation Criteria

Applications will be evaluated on how they meet the criteria laid out in the following documents:

1. The [terms and conditions](#) of this funding opportunity
2. The conditions, restrictions, and priorities enumerated in *Code of Virginia §2.2-2370*
 - a. Specifically, grant applications that accomplish the following:
 - i. Collaborate with an existing program or organization that has an established record of success treating, preventing, or reducing opioid use disorder or the misuse of opioids;
 - ii. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate, relative to population;
 - iii. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community; or
 - iv. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.
3. The allowable uses under each settlement agreement
 - a. Example: [Exhibit E from Distributors and Janssen Settlements](#)
4. Extent to which the proposed cooperative project identifies and addresses specific gaps;
5. Projects that remove barriers to access or make services more accessible to high-risk or difficult to serve individuals;
6. Projects that specifically serve the needs of pregnant and nursing mothers and children;
7. The prospective return on financial investment offered by the cooperative project;
8. Cooperative Partnership projects will be awarded in a manner that distributes funds equitably among all community service board regions of the Commonwealth.



Information and Items to Gather for Applications

Below is a list of items that are necessary to complete the application. Additional [resources](#) are on OAA's website.

1. Direct Distribution Information by fiscal year (amounts received, used for non-OAA projects, held in reserve, and descriptions of non-OAA projects)
 - a. Each partner provides through the Grants Portal (Grants Management tab→Direct Distribution Information)
2. Signed Cooperative Agreement (completed during process, but must be signed before application submission)
3. Project budget (including matching funds, OAA requested funds, and projected expenditures)
 - a. Individual Distribution and/or "Gold Standard" Incentive matching funds for a cooperative project will be indicated in this section of the application.
 - b. Projected expenditures will need to be entered by category (Personnel, Operating, and Capital)
 - c. A budget narrative for the funding strategy of this project is also required
4. A narrative description of the project
5. The strategy for long-term sustainability once OAA funds are reduced or no longer available
6. How the need was determined and how that need relates to abatement
7. Description of any specific group(s) of individuals this project is designed to reach and how many individuals are expected to participate each year
8. The percentage of the project's components that are not opioid-related abatement as defined
9. Project objectives and projected start and completion dates
10. Project performance measures including projected outcomes (a list of performance measures can be found [here](#))
11. Contract(s)/MOU(s) with partners/contractors/subrecipients (or drafts or scopes of work)
12. Supporting evidence-based and/or evidence-informed documentation/web link(s)
13. Supporting documentation if project has received any awards or recognition
14. Optional: Gold Standard Incentive application
 - a. If the city/county has already opted in to the Gold Standard, no further action is required.
 - b. The Gold Standard application must be completed separately before Gold Standard funds can be requested for a project. The application is located under the Grants Management tab as OAA Gold Standard Incentive.
15. Optional: Any letters of support, articles, or other items that may assist the OAA Grants Committee in making an award decision for this project.
16. For Amendments and Renewals:
 - a. Provide an update on the status of the project
 - b. Note if any partner organizations are renewing, being removed, and/or added
 - c. Provide information to date including: funds expended and encumbered, performance measures and/or objectives achieved, and projected carryforward amount (if any)
 - d. If amending:
 - i. Provide an explanation and any methodology related to the amendments.
 - ii. List and describe any amended objectives for this project
 - iii. List any changes in the specific groups of individuals this project was designed to reach and how many individuals are expected to participate per year
 - iv. Provide information if the amendment alters the originally provided:
 1. Evidence-based or evidence-informed methods
 2. Credentialing and/or awards
 3. Estimated percentage of opioid-related abatement