



# VIRGINIA OPIOID ABATEMENT AUTHORITY AWARD PACKAGE GUIDANCE FOR CITIES & COUNTIES

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OAA is actively distributing award packages to Cities and Counties for FY2026 awards.

- **NOTE:** All FY 2026 award packages will be generated, reviewed, accepted, and all contingency items uploaded *exclusively* through the OAA Grants Portal.

A city/county award package is ready for the awardee when the application is in "**Awarded**" status in the Portal.

Applications

In Progress (0)	Submitted (0)	Under Review (0)	Assigned Back (0)	<b>Awarded (1)</b>	Closed (0)
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Smyth County-2025-IDIC-New-000252 ⓘ Awarded

Project Name	Submitted Date	Proposed Amount	Awarded Amount
Harm Reduction Project	8/21/2024	\$20,000.00	\$20,000.00

[Communication History](#)

[Award Package/MOU](#)  
[View documents](#)  
[Contingency Documents](#)

Once the city/county awardee receives notification that the award package is ready, each awardee should review the package carefully. Provide any questions to OAA staff through the **Communications** tab (tag OAA staff members) for that grant before sending to the designated signatory to sign (through **Adobe Acrobat Sign**) and thus accept the award.

[Back to dashboard](#)

To notify an OAA employee directly, please use the @ sign followed by the employee's name (i.e. @first name last name).

**All Communications** | My Communications | Bookmarked

View By: Applications

Project Name: Harm Reduction Project | Fiscal Year: 2025 | Application Name: Smyth County-2025-IDIC-New-000252

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This record was updated 39m ago

Status: Grants Committee Review Completed to Awarded  
Status: Grants Committee Review In-Progress to Grants Committee Review Completed

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OPIOID ABATEMENT AUTHORITY  
GRANTS MANAGEMENT

[Back to dashboard](#)

Smyth County

W-9

\*Upload Document

[Upload Files](#) Or drop files

Sample W-9 Link

Optional Document

Upload Document

[Upload Files](#) Or drop files

**Award Package E-Sign**

Please enter Authorized Official or designee details and click on Send Email Button. They should receive an email for E-Signature and once completed you'll be able to submit application.

\*Do you want to add existing contact or want to invite new user?

☐ Add Existing Contact ☐ Invite New User

[Cancel](#) [Send for E-Sign and Submit](#)

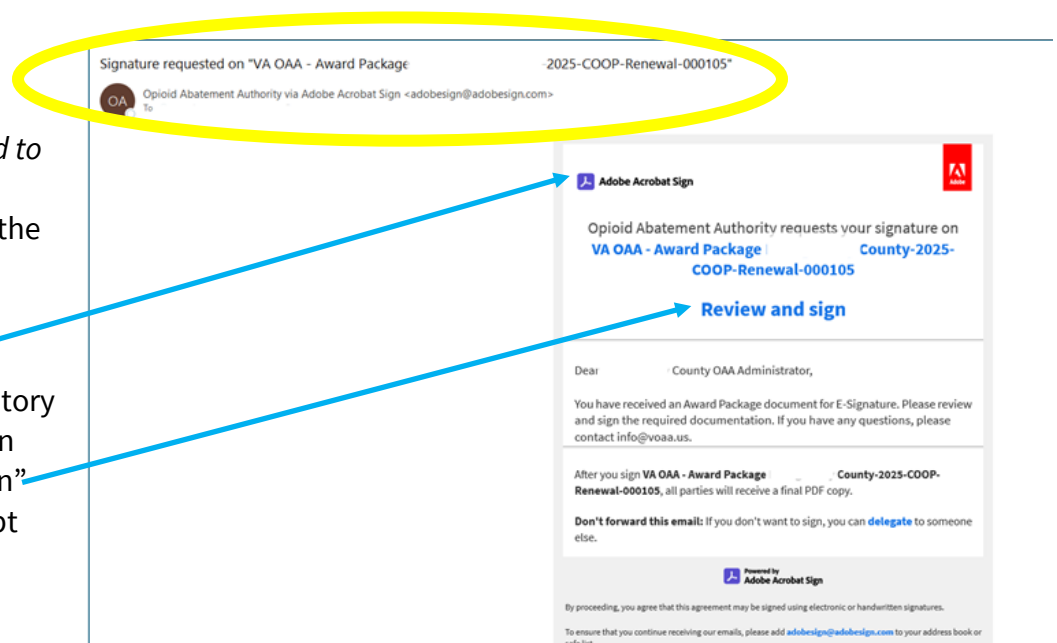


Once sent for e-sign, the designated signatory (City/County Executive or their designee) will receive an email from the Opioid Abatement Authority via **Adobe Acrobat Sign**, alerting them that the award package is ready for review and signature. This email will resemble the example shown below and be very similar to the process used to e-sign the application.

- NOTE**

City/County Executives or their designees *do not need to be registered users* of the Grants Portal to complete the signature process, as all signatures are handled via **Adobe Acrobat Sign**.

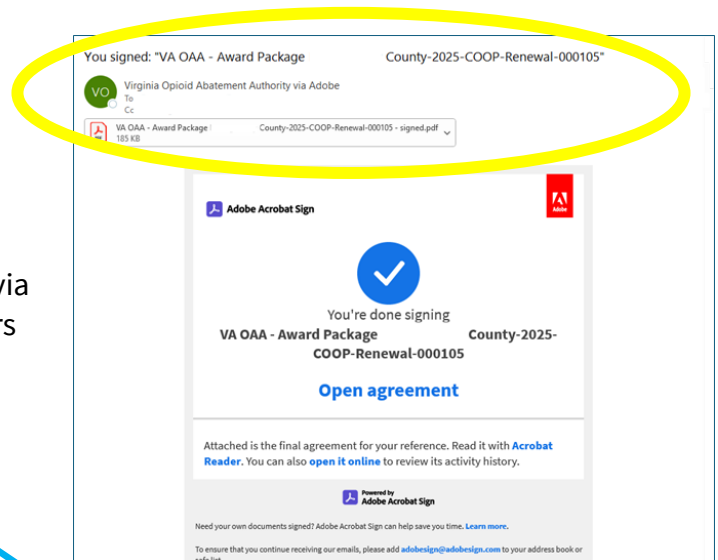
Once the city/county signatory receives the email, they can select the “Review and Sign” option to review and accept the FY2026 award.



After the award has been signed and accepted, both the city/county point of contact and the signatory will receive a confirmation email with the signed award package attached, as shown in the example on the right.

- NOTE**

In addition to receiving the signed award package via email (Adobe Acrobat Sign), city/county portal users may also access and download the signed award package under “**Historical Downloads**” as shown below.



Grant Type	Application Name	Project Name	Status	Fiscal Year	Document Type	Actions
Individual Distribution (IDIC)	Chesterfield County-2025-IDIC-New-000191	Test Case - Chesterfield County	Awarded	2025	Gold Standard Agreement	View/Download
Individual Distribution (IDIC)	Chesterfield County-2025-IDIC-New-000191	Test Case - Chesterfield County	Awarded	2025	Application Intake	View/Download
Individual Distribution (IDIC)	Chesterfield County-2025-IDIC-New-000191	Test Case - Chesterfield County	Awarded	2025	Award Letter	View/Download
Direct Distribution	Chesterfield County-2025-DIRECT-New-000232		Awarded	2025	Application Intake	View/Download
Annual Reporting	Chesterfield County-2025-IDIC-Annual Reporting-000264	Test Case - Chesterfield County	Ready For E-Sign	2025	Application Intake	View/Download
Annual Reporting	Chesterfield County-2025-IDIC-Annual Reporting-000264	Test Case - Chesterfield County	Ready For E-Sign	2025	Application Intake	View/Download
Individual Distribution (IDIC)	Chesterfield County-2025-IDIC-Amend-000287	Test Case - Chesterfield County	Annual Reporting In-Progress	2025	Application Intake	View/Download
Individual Distribution (IDIC)	Chesterfield County-2025-IDIC-Amend-000287	Test Case - Chesterfield County	Annual Reporting In-Progress	2025	Award Letter	View/Download

Additionally, if a city or county’s FY2026 award includes required contingencies, an email will be sent to the designated points of contact indicating that contingency documents must be submitted.



OAA -

County-2025-COOP-Renewal-000076 Contingency Documents Required

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noreply@salesforce.com on behalf of VA OAA <noreply@voaa.us>(noreply@salesforce.com via qrvqp588ietpkz.82-8gooeay.usa9008.bnc.salesforce.com)

To

Dear County,

You are required to submit the Contingency Documents for "County-2025-COOP-Renewal-000076" by visiting the Application Portal dashboard.

Regards,  
Virginia Opioid Abatement Authority

Cities and counties can upload contingency documents under the "**Contingency Documents**" link shown below.

Applications

In Progress (0)

Submitted (0)

Under Review (0)

Assigned Back (0)

Awarded (1)

Closed (0)

Smyth County-2025-IDIC-New-000252

Awarded

Award Package/MOU

View documents

Contingency Documents

Project Name	Submitted Date	Proposed Amount	Awarded Amount
Harm Reduction Project	8/21/2024	\$20,000.00	\$20,000.00

Communication History

Required Documents

Asterisk (\*) indicates required field

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.

\*Documentation securing non-OAA matching funds

Upload Files

Or drop files

File Status Pending

\*Completion of Progress Reporting Workbook

Upload Files

Or drop files

File Status Pending

\*Acknowledgment of Subsequent year Proposed Amount

Upload Files

Or drop files

File Status Pending

If you have any questions related to a grant award, please use the Communication tab under that grant award and be sure to tag an OAA staff member with the "@" and their name.

July 8, 2025

Page 3 of 3