



VIRGINIA OPIOID ABATEMENT AUTHORITY CARRYFORWARD TRUE UP GUIDANCE FOR CITIES & COUNTIES

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

The FY 2025 Carryforward True-up Report is available for Cities and Counties to complete in the OAA Grants Portal.

- All FY 2025 Carryforward True Up Reports must be completed and submitted in the OAA Grants Portal **by 11:59pm, August 18, 2025.**
- A **separate** FY 2025 Carryforward True Up Report must be submitted in the portal **for every FY 2025 project** that was renewed for FY 2026.
- This report **must be completed even if there is no FY 25 carryforward amount and/or the carryforward amount provided in the application has not changed.** A general ledger must also be uploaded in these instances.
- For FY 2025 **Cooperative Partnership** awarded projects, **only the fiscal agent** is required to complete the Carryforward True Up Report for the entire partnership.
 - **Partner localities with OAA matching funds** (Individual Distribution and/or "Gold Standard") **do not** complete a separate report for their matching funds.
- It is the OAA's expectation that the final carryforward amount reported is **precise and exact.** Based on the information submitted via the Carryforward True Up Report, the OAA will determine if a subsequent amendment to the approved carryforward is necessary and will notify any affected cities/counties.
- The signature section of the report should be signed by an Authorized Official, such as an Executive, Designee, or Chief Financial Officer from the city/county by 11:59 pm on August 18, 2025.
- **Use the Communications tab** in the Portal to contact OAA staff with reporting questions. Tag the OAA staff member who you have recently been in communication with for your FY 2026 renewal.
- **New FY 2026 awards are not required** to submit a Carryforward True Up Report during this reporting cycle.
- OAA will host a webinar to walk through the process and requirements on 7/23/2025 and the recording will be posted on the [Abatement Academy](#) page under that date.

The Carryforward True Up process enables the OAA and the awardee locality to reconcile the final FY 2025 carryforward amount against the estimate submitted during the FY 2026 application process (submitted by April 1, 2025, before the grant period of performance ended).

While the estimated carryforward amount was approved by the OAA Grants Committee, submission of the Carryforward True Up Report is necessary to obtain final approval, as the fiscal year and grant period of performance have concluded.

To access Carryforward True Up Reporting via the Grants Portal, select the **Grants Management** tab while on the dashboard page in the portal.

The screenshot shows the OAA Grants Portal Dashboard. On the left is a sidebar with navigation links: Dashboard, Grants Management (highlighted with a red box), Members, Historical Downloads, Estimated Funds Look-Up Tool, COOP Partner Dashboard, and Communications. The main content area is titled 'Dashboard' and features a 'Note' box stating: 'Carryforward True-up period is open under the grants management tab for cities and counties for the Fiscal Year 2025 and is due by 8/18/2025.' Below the note are four summary cards: 'Amount Awarded' (\$0), 'Applications Awarded' (0), 'Opportunities Available' (1), and 'Applications Near Due Date' (0). At the bottom, an 'Applications' section shows a progress bar with the following counts: In Progress (0), Submitted (0), Under Review (1), Assigned Back (1), Awarded (0), and Closed (1).



CARRYFORWARD TRUE UP GUIDANCE FOR CITIES & COUNTIES

Then select the **Start Carryforward Trueup Report** option in the top left corner while on the Grants Management page.

The screenshot shows the 'Grants Management' page. On the left is a sidebar with navigation links: Dashboard, Grants Management (selected), Members, Historical Downloads, Estimated Funds Look-Up Tool, COOP Partner Dashboard, and Communications. The main content area is titled 'Grants Management' and features a search bar. Below the search bar, there are two sections for 'Individual Grant - 2025' and 'Individual Grant - 2026'. Each section has a table with application types and dates. A red arrow points to a button labeled 'Start Carryforward Trueup Report' which is circled in red.

Fiscal Year	New Application	Renewal Application	Amend Application	Carryforward Trueup Report
2025	Open Date: 10/1/2024 Due Date: 1/27/2025	Open Date: 10/1/2023 Due Date: 3/26/2025	Open Date: 10/1/2024 Due Date: 1/27/2025	Open Date: 7/15/2025 Due Date: 8/18/2025

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.

[View Details](#)

info@voaa.us

Fiscal Year	New Application	Renewal Application	Amend Application
2026	Open Date: 10/1/2024 Due Date: 4/1/2025	Open Date: 10/1/2024 Due Date: 4/1/2025	Open Date: 10/1/2025 Due Date: 1/27/2026

Purpose

After selecting the **Start Carryforward Trueup Report** option, a dialog box will appear prompting you to choose the project name for which you intend to submit a Carryforward True-Up Report.

- **Reporting Reminder:** A separate Carryforward True Up Report is required for each awarded project, and this report must be submitted *before the OAA will distribute* any additional funds related to renewal projects.

The screenshot shows the 'Grants Management' page with a modal dialog box open. The dialog box is titled 'Individual Grant - 2025' and contains the following text: 'Asterisk (*) indicates required field', 'Please select the project and complete the carry forward reporting for the selected project.', and a dropdown menu labeled '*Project Name' with the text 'Select Project'. Below the dropdown is a red line and the text 'Complete this field.'. At the bottom of the dialog are two buttons: 'Cancel' and 'Start Carryforward Trueup Report'.



CARRYFORWARD TRUE UP GUIDANCE FOR CITIES & COUNTIES

The next step asks questions regarding the finalized carryforward amount that will guide how the report will be completed.

OAA Cooperative Partnership Grant - FY2025

Asterisk (*) indicates required field

Please select the project and complete the carry forward reporting for the selected project.

* Project Name
Oct 28th Coop one flow [FY-2026]

* Does this project have OAA awarded funds (Individual Distribution, Gold Standard, and/or Cooperative Partnership, State Agency) remaining after the close of the most recent performance period 2025?
☐ Yes ☐ No

* Is the amount remaining different than the amount approved by the OAA's Grants Committee for carry-forward from the most recent performance period 2024 to the current performance period 2025?
☐ Yes ☐ No

* Is there a change in the carryforward amount that will increase the projected expenditures in the new fiscal year? If yes, please note in the narrative questions the amount(s) and item(s). OAA staff will be in contact if additional steps are needed to amend the award to accommodate this change.
☐ Yes ☐ No

CancelStart Carryforward Trueup Report

Carryforward True Up Report Sections

- Carryforward Narrative
 - Provide a narrative description/status update for the project.
 - Provide an explanation of what generated the FY 2025 carryforward amount (if applicable), as well as a description of the intended usage of FY 2025 carryforward funds.
 - The Final FY 2025 OAA Carryforward Amount will automatically populate based on data entered in the Budget Overview section.

Carryforward Narrative



Carryforward Narrative

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

Asterisk (*) indicates required field

Fiscal Agent
Lancaster County

Grant Type
Cooperative Partnership (COOP)

Project Name
Oct 28th Coop one flow

* Provide a narrative update regarding status of expenditures for this project.
Note any discrepancies between the FY2025 carry-forward amount approved by the OAA Grants Committee and the final FY2025 carry-forward amount reported in this workbook.
ds

* For the reported final carry-forward amount(s), please describe what generated the amount(s), as well as the expected use of actual carry-forward funds.
sd

Final FY2025 OAA Carry-forward Amount
\$ 57.94

ExitPreviousSave & Next



CARRYFORWARD TRUE UP GUIDANCE FOR CITIES & COUNTIES

- Budget Overview (Revenue & Expenses)
 - The approved FY 2025 carryforward amounts for the project by revenue source and budget category will automatically populate.
 - The projected (or estimated) FY 2025 carryforward amounts by revenue source and budget category, as outlined in the FY 2026 renewal application will automatically populate.
 - Enter the final expenditure amounts for FY 2025 by revenue source and by budget category.

Budget Overview

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

Asterisk (*) indicates required field

Revenue

Non-OAA Funding Sources

Funding Sources	City/County	Awarded or Pledged as Match	Projected Expenditures from Application	Final FY25 Expenditures	Final FY25 Remaining Funds
Direct Distribution	Lancaster County	\$10.00	\$0.00	\$0.00	\$10.00
Total Non-OAA Funding Sources		\$10.00	\$0.00	\$0.00	\$10.00

OAA Revenue Funding Sources

Funding Sources	City/County	Awarded or Pledged as Match	Projected Expenditures from Application	Final FY25 Expenditures	Final FY25 Remaining Funds
Cooperative Partnership (COOP)	Lancaster County	\$47.94	\$0.00	\$0.00	\$47.94
Total OAA Funding Sources		\$47.94	\$0.00	\$0.00	\$47.94

Expenses

Expenses	Budget as Awarded	Project Expenditures from Application	Final FY25 Expenditures	Final FY25 Balance
Personnel-related	\$33.94	\$0.00	\$0.00	\$33.94
Operating (including contracts)	\$12.00	\$0.00	\$0.00	\$12.00
Capital (vehicles, structures)	\$12.00	\$0.00	\$0.00	\$12.00
Total Expenses	\$57.94	\$0.00	\$0.00	\$57.94
Revenue/Expenditure Reconciliation	\$0.00	\$0.00	\$0.00	\$0.00

Approved FY2025 OAA Carry-forward Amount

\$57.94

Final FY2025 OAA Carry-forward Amount

\$57.94

Balance of Approved and Final FY2025 OAA Carry-forward Amount

\$0.00

% change between approved and final amounts

0.00%

Exit

Previous

Save & Next



CARRYFORWARD TRUE UP GUIDANCE FOR CITIES & COUNTIES

- Reference Information
 - **Attach** a copy of FY 2025 general ledger expenditures for the project that reconciles to the reported amounts.
 - **For Cooperative Partnerships Only** – Attach a copy of FY 2025 general ledger expenditures for any Cooperative Partners who have expended OAA awarded funds during the fiscal year, if applicable.
 - **Complete and attach** the [OAA Carryforward True Up Expenditures Spreadsheet](#) and indicate the finalized expenditures for FY 2025 expenditures by line-item.

Reference Information

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.

*Attach a copy of the city/county's general ledger expenditures for FY2025 for this OAA award

☐ Weblink ☐ File Upload **Attach the county's general ledger expenditures here. This is required for all reports.**

Did any Partner have any expenditures of OAA funds?

☐ Yes ☐ No

Additional Supporting Optional Document

☐ Yes ☐ No **Attach the OAA Carryforward True Up Expenditures Spreadsheet here, along with any additional supporting documentation such as Cooperative Partner General Ledgers (if applicable),**

Exit

Previous

Save & Next

- Signature and Submit
 - The signature section of the report must be signed by an Authorized Official, such as an Executive, Designee, or Chief Financial Officer from the city/county **by 11:59 pm on August 18, 2025**.
 - Either select from an [Add Existing Contact](#) or [Invite New User](#)
 - For [Add Existing Contact](#) – review the information to ensure it is correct
 - For [Invite New User](#) – enter the appropriate contact information
 - Once contact information is entered, hit Send for E-Sign and Submit
 - The signee will receive an email with a copy of the report and the steps to e-sign through Adobe.
 - Once the report has been e-signed, the report status in the portal will be updated to **Submitted**.

Signature

Signature section must be completed by the person designated with signatory authority for the city or county.

Asterisk (*) indicates required field

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

* I swear or affirm that all information contained in and attached to this carryforward true-up is true to the best of my knowledge and that I agree that any usage of the carryforward funds resulting from this report will follow the OAA's established terms & conditions.

Please enter Authorized Official (city/county/state agency Executive, Designee, or Chief Financial Officer) details and click on "Send for E-Sign and Submit" button. They should receive an email for E-Signature to complete the intake submission.

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

☒ Add Existing Contact ☐ Invite New User

*Search for Authorized Member Contact

Select an Option

*First Name	Middle Name	*Last Name
*Job Title	Office Phone	Cell Phone
Suffix	*Email	

Exit

Previous

Send for E-Sign and Submit

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.