

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

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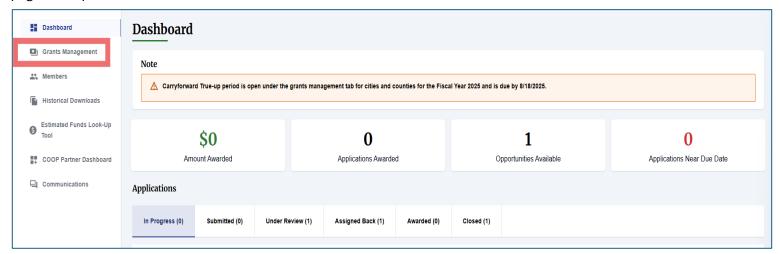
The FY 2025 Carryforward True-up Report is available for Cities and Counties to complete in the OAA Grants Portal.

- All FY 2025 Carryforward True Up Reports must be completed and submitted in the OAA Grants Portal by 11:59pm,
   August 18, 2025.
- A <u>separate</u> 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 <u>Abatement Academy</u> 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.

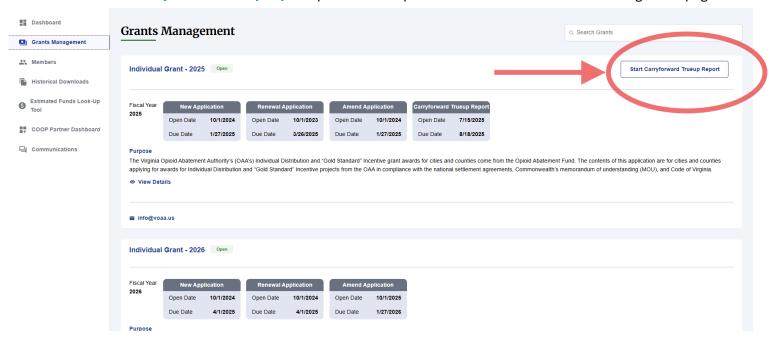
To access Carryforward True Up Reporting via the Grants Portal, select the **Grants Management** tab while on the dashboard page in the portal.



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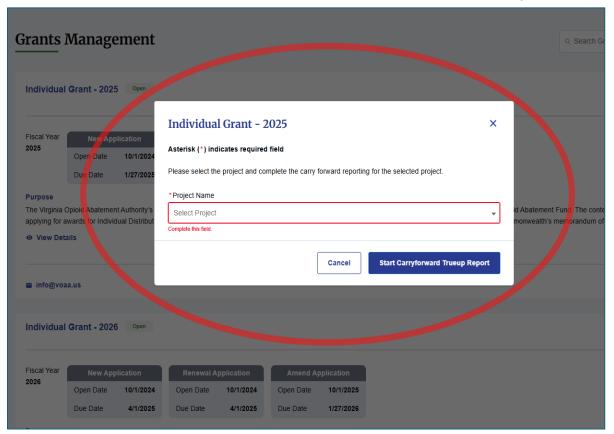


Then select the Start Carryforward Trueup Report option in the top left corner while on the Grants Management page.



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.



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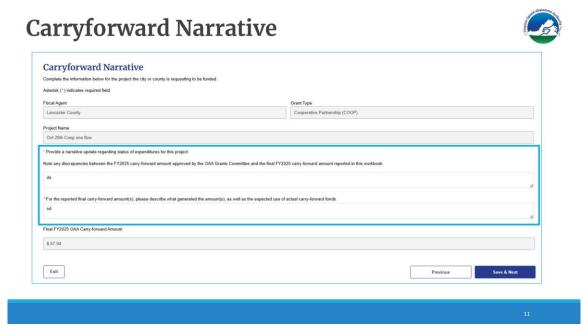


The next step asks questions regarding the finalized carryforward amount that will guide how the report will be completed.



## **Carryforward True Up Report Sections**

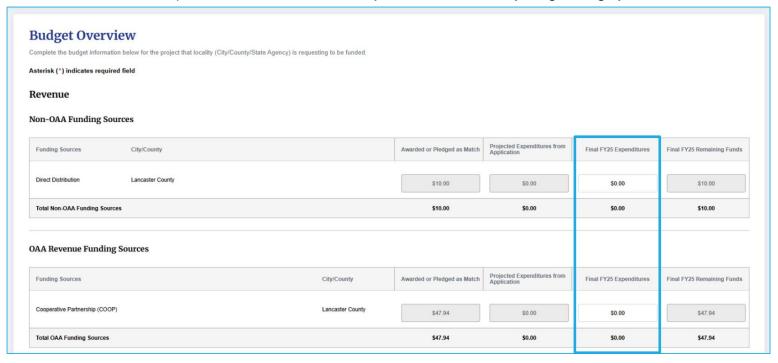
- Carryforward Narrative
  - o Provide a narrative description/status update for the project.
  - Provide an explanation of what generated the FY 2025 carryforward amount (if applicable), as well as a description of the intended usage of FY 2025 carryforward funds.
  - The Final FY 2025 OAA Carryforward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

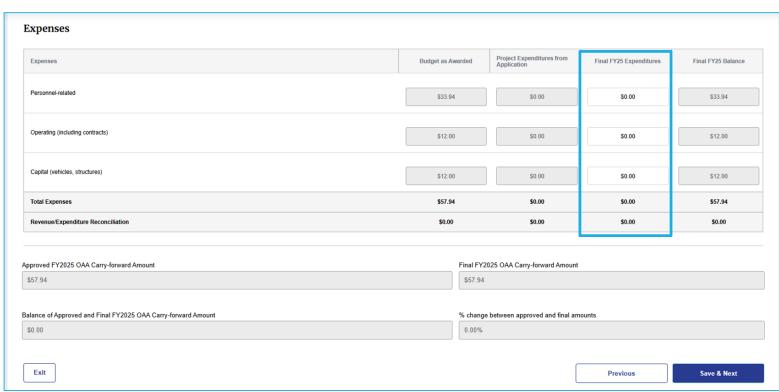


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- Budget Overview (Revenue & Expenses)
  - The approved FY 2025 carryforward amounts for the project by revenue source and budget category will automatically populate.
  - The projected (or estimated) FY 2025 carryforward amounts by revenue source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

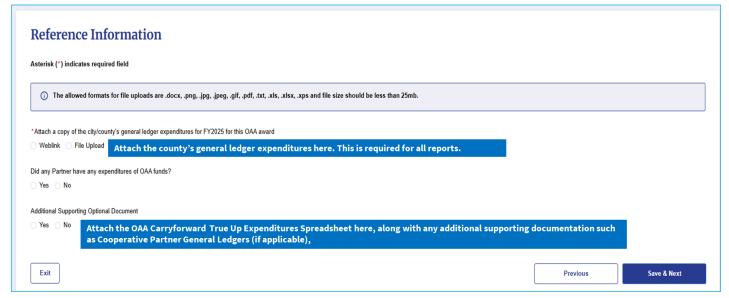




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- Reference Information
  - o **Attach** a copy of FY 2025 general ledger expenditures for the project that reconciles to the reported amounts.
    - For Cooperative Partnerships Only Attach a copy of FY 2025 general ledger expenditures for any Cooperative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



- 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**.



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.

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