



VIRGINIA OPIOID ABATEMENT AUTHORITY KEY ITEMS FOR STATE AGENCY PROPOSALS

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Below are key items in the state agency proposal submission process that could cause issues and/or delays if you are not mindful. Please review each item related to any proposals you are working on in the [Grants Portal](#) and contact your respective OAA Liaison (existing awards) or contact us at info@voaa.us with any questions.

1. State Agency Statement of Priorities and Scope

- a. All proposals must be submitted through the OAA Grants Portal at www.voaaagrats.us. The OAA will accept 2025-2026 proposals through **May 27, 2025**.
 - i. Project Proposal(s) – the proposal details for each project an agency submits (may consist of multiple per agency)
 - ii. Agency Proposal – all project proposals ranked by priority and signed by agency leadership (one per agency)
- b. **All active awards must submit a renewal proposal** (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).
- c. An agency may only submit one agency proposal, but that agency proposal may include multiple projects.
 - i. If multiple projects are proposed, the agency must complete separate project proposals in the OAA Grants Portal and rank the projects by priority in the agency proposal.
 - ii. Each project must have its own budget, objectives, and performance measures.
 - iii. Agency leadership must endorse the submitted proposal.
 - iv. **Executive Branch agencies** intending to submit any proposal (new, renewal/amendment) must ensure any additional steps required by the Governor's Office are completed *before* submitting the proposal to the OAA.

Send for E-Sign & Submit

Agency Information

Proposal Summary

Name of Project	Application Type	Priority	Status	Funding Requested by Performance Period (FY)				
				FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Testing	Rate	Selected an Option	Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A	Rate	Selected an Option	Needs To Be Filled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Requested by Performance Period				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Do you want to add existing awards or want to create new ones?
Add Existing Award Create New Award

2. Required Fields

- a. All required fields in the project proposal must be completed for the proposal to be considered complete.
 - i. This includes items such as long-term sustainability, objectives, performance measures, year-to-date expenditures, etc.
- b. If these items are not able to be determined, contact the OAA at info@voaa.us for help to determine if there is a planning process that needs to occur before a project proposal is submitted.

3. State Agency Proposal Contacts

- a. State agencies need to carefully review the proposal contacts.
 - i. **“OAA Administrative” contacts are not actual contacts for your respective agency** and should not be used by the agencies for the proposals. These administrative contacts are for OAA use only.

4. Renewal and Amendment Proposals

- a. Text box fields in the renewal proposal may include historical data loaded automatically by the system. This data or information can and should be modified to properly address the required section. Many fields will need an update as renewals often request slightly different information versus new proposals.



Key Items for State Agency Proposals

- i. Example: The first narrative box for renewal proposals requires an update on the status of the project.

5. Performance Measures

- a. For renewal proposals, when entering the current (2024-2025) status of each selected measure, the amounts should be the year-to-date (YTD) measure achieved, as of the date the data is being entered.
 - i. Additional performance measures guidance is available [here](#).

6. Proposal Budget Guidance

a. Order of Entering Budget Information

- i. The budget screens require information to be entered in the following order:
 1. Personnel Expenditures
 2. Operating/Capital Expenditures
 3. Budget Overview (includes matching funds and OAA fund requests)

The portal will not allow you to progress past the Budget Overview section of the project proposal unless everything reconciles. Ensure that the sections listed above are correct and account for amounts expended in PP 2024-2025 and any requested PP 2025-2026 funding (including PP 24-25 carryforward).

The screenshot shows the 'State Agency Grant - 2025' portal. On the left sidebar, the 'Budget Overview' link is highlighted with a red box. The main content area displays 'Instructions' for the grant, detailing the requirements for the proposal, including the need to reconcile the budget and provide supporting documentation. A 'Next' button is visible at the bottom right of the instructions.

b. Personnel Expenses

- i. This section should only include direct employees (salaried and/or wage) of the agency. Employees of subrecipients should be included in the operating expenses section.

c. Operating Expenses

- i. Any direct operating expenses for the agency should be entered here.
- ii. Any subrecipient, vendor, or contractor expenses should be listed here as a line-item with the total amount allocated to them.
- iii. Details of the subrecipient budget should be contained in the subrecipient agreement and attached to the proposal.

d. Capital Expenses

- i. This should only be for large-scale initiatives such as the purchase and/or renovation of a facility or the purchase of a vehicle. Architectural and Engineering costs are also considered capital expenses. Property and vehicle leases should be included under operating expenses. Note: Most state agency proposals do not include capital.

e. Renewals/Amendments

- i. Carryforward Requests
 1. OAA expects that carryforward amounts at this point in the performance period are estimates. The Carryforward True-Up Report, which is due after the end of the performance year (typically mid-October) will help reconcile any differences.
 2. If requesting an increase in funding **and** PP 2024-2025 carryforward, be sure to account for the carryforward amount by reconciling the budget fields for the current (24-25) and upcoming (25-26) performance periods.
 3. **If PP 2024-2025 carryforward is requested**, the carryforward amount will need to be added to the 2025-2026 funding request amount in the Budget Overview tab.
 4. If the carryforward amount is to be used for a specific expense, then that carryforward amount should also be added to the 2025-2026 line-item expense.



Proposal Budget Guidance continued

ii. Outyears

1. The Funding Sources, Revenues, and Expenses sections for the **outyears must be balanced** in order to advance the project proposal forward.

iii. Expended/Encumbered

1. This column is required to be completed for all renewals and amendments (even if the amount is zero). This column should reflect the year-to-date amounts expended based on when the data is entered into the project proposal.

iv. Revising Items from one Budget Category to Another

1. Maintain the awarded/expended amounts for PP 2024-2025 as the originally approved line items.
 - A. Update PP 2025-2026 and outyears to be zero.
 - B. Enter the updated expense amount in the proper category (Note: This may require you to add a new expense line-item).
2. Example: Personnel Line Item for Program Coordinator that works for subrecipient.
 - A. Enter the expended year-to-date (YTD) amounts under the current line item.
 - B. Change PP 2025-2026 and the outyears to zero.
 - C. Add a line to the Operational Expenses: Program Coordinator for subrecipient name
 - D. Enter the PP 2025-2026 requested amount and projected amounts for the outyears.

7. Resources

a. **Proposal Instructions Screen**

- i. Review this section completely in the portal on the first screen when initiating a project proposal to ensure you have all the needed information and documentation necessary to complete the project proposal.

b. **Grants Portal Guidance**

- i. www.voaa.us-->Grants Info> User Guide
- ii. www.voaa.us-->Grants Info> State Agency Portal Training

c. **General Guidance**

- i. www.voaa.us-->Grants Info> State Agencies
 1. [RFP for State Agency Awards 2025-2026](#)
 2. [2025-2026 Proposal Cycle Dates](#)
 3. [Terms and Conditions/MOU](#)

Resources Continued

d. **Performance Measures Guidance**

- i. www.voaa.us-->Grants Info> State Agencies
 1. [Performance Measures Guidance](#)

The OAA staff is more than happy to help with any questions. Please reach out to info@voaa.us or to your OAA Liaison (existing awards) and we will be glad to assist.