



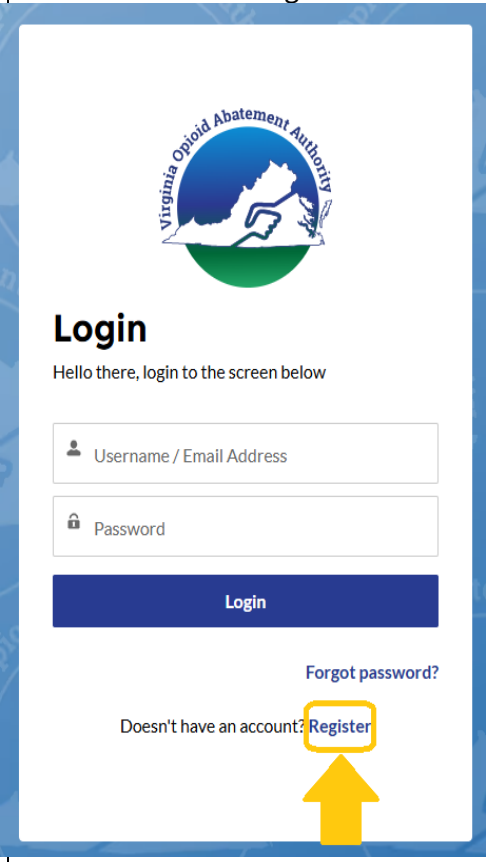
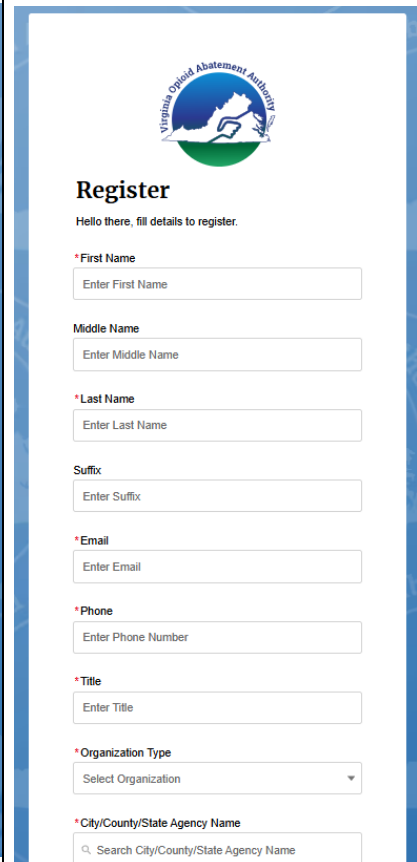
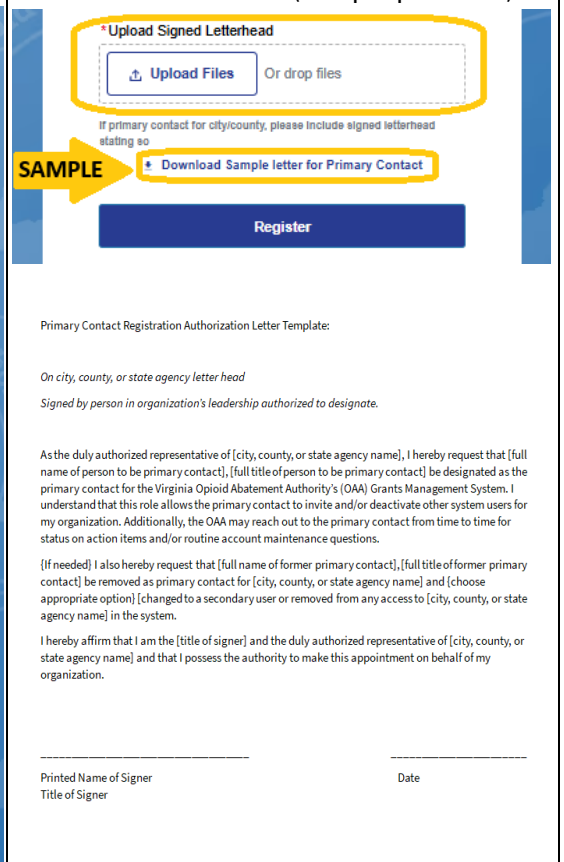
Web-based Grants Portal Quick Start Guide

1. Registration

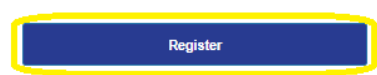
Every city, county, and state agency must first establish a “primary contact” who must be designated by the city, county, or state agency executive or their designee. The “primary contact” will be required to:

- a. Invite and/or deactivate other system users for the city/county/state agency
 - i. (up to 5 total users [including “primary contact”] per city/county/state agency)
- b. Provide responses on the status on action items and/or routine account maintenance questions

NOTE: The city/county/state agency executive **may sign documents** related to applications, proposals, awards, agreements, etc., **through Adobe E-sign** and **does not have** to be the primary contact or have system access.

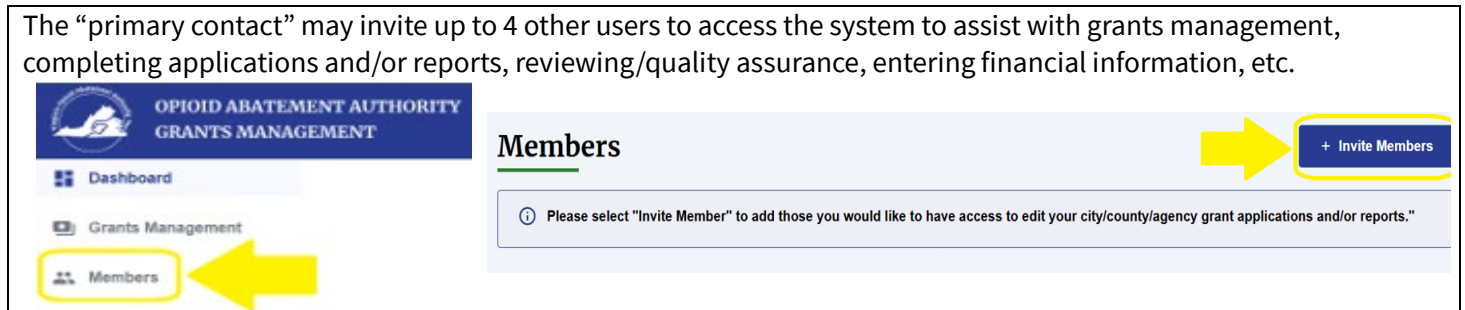
<p>Go to https://www.voagrants.us and click the “Register” link</p> 	<p>Complete the required fields marked with a red asterisk*</p> 	<p>Upload the primary contact authorization letter on letterhead (sample provided)</p> 
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Click the “**Register**” button and your request will be sent to OAA for review. You will **receive an email** that your **request has been received** and **another** when your **access has been granted or denied**. For registration questions: info@voaa.us.



2. Invite Additional Members

The “primary contact” may invite up to 4 other users to access the system to assist with grants management, completing applications and/or reports, reviewing/quality assurance, entering financial information, etc.





VIRGINIA OPIOID ABATEMENT AUTHORITY

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us



Web-based Grants Portal Quick Start Guide

3. Dashboard Navigation

OPIOID ABATEMENT AUTHORITY GRANTS MANAGEMENT

- Dashboard** View status of applications, awarded amounts, submit updates, etc.
- Grants Management** View available grant information, apply for grants, annual reports
- Members** View and/or manage the members authorized for the city, county, or state agency
- Historical Downloads** View or download files generated by the system
- Estimated Funds Look-Up Tool** View estimated funds available for each city and county by year. Same as City/County "Look-up" File
- COOP Partner Dashboard** View applications, awards, etc. related to Cooperative Partnerships the city or county are part of

The image on the left contains information that briefly describes what is contained in each tab on the left side navigation pane of the Grants Portal. Clicking on a tab will take you to that section. You can select any tab available to you at any time from any screen.

Under the "Members" tab, only the "primary contact" has the ability to invite or remove users for the city, county, or state agency they are assigned to.

The "Estimated Funds Look-Up" tab is maintained through an external process does not reflect applications in process or awarded after the most recent update.

Only the city or county designated as the fiscal agent for a Cooperative Partnership project can enter information into the application. Partner cities and counties can view information under the "COOP Partner Dashboard" tab.

The Dashboard tab is what you will see when you log in. Displayed here is the cumulative amount awarded as well as the number of applications awarded, opportunities available and items nearing their due date. You can also see the number of applications in each status under the Application sub-headers. If there are items in the Assigned Back or Awarded status, there may be action items such as completing the award package or uploading documents.

OPIOID ABATEMENT AUTHORITY GRANTS MANAGEMENT Frederick County | testertwo Matt

Dashboard

- Amount Awarded: **\$11,273**
- Applications Awarded: **3**
- Opportunities Available: **6**
- Applications Near Due Date: **1**

Applications

- In Progress (5)
- Submitted (3)
- Under Review (1)
- Assigned Back (0)
- Awarded (3)**
- Closed (0)

For example: In this view there is an application in the Awarded status that need to have the award package signed and the contingency documents uploaded before the funds can be transferred to the applicant.

Applications

- In Progress (5)
- Submitted (3)
- Under Review (1)
- Assigned Back (0)
- Awarded (3)**
- Closed (0)

Frederick County-2025-COOP-New-000536

Project Name	Submitted Date	Proposed Amount	Awarded Amount
issues testing	8/23/2024	\$0.00	\$0.00

Award Package/MOU

Contingency Documents

Dashboard Navigation continued on next page



Web-based Grants Portal Quick Start Guide

3. Dashboard Navigation Continued

The Grants Management tab shows information for each grant open for application or ready for annual report. *NOTE:* Choose the application for the fiscal year corresponding to the fiscal year you want the award. The open/close dates for application types and the annual report period are listed. Click the View Details link to see additional information for the grant including items to gather for the application. Download grant terms and conditions and email questions at the bottom.

Grants Management

OAA Individual City/County Distribution Grant **2025** Open

Start Annual Reporting
Apply

Fiscal Year 2025	New Application	Renewal Application	Amend Application	Annual Reporting	
Open Date	8/1/2024	Open Date	7/29/2024	Open Date	7/28/2024
Due Date	9/30/2024	Due Date	10/16/2024	Due Date	11/1/2024

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 [Download Terms & Conditions](#)

The Historical Downloads tab lets you view/download documents the system generates in relation to your applications/reports.

Historical Downloads

Filter
Clear

Grant Type	Application Name	Project Name	Status	Fiscal Year	Document Type	Actions
Cooperative Partnership (COOP)	Frederick County-2026-COOP-New-000373	test 2	Submitted	2026	Application Intake	View/Download
Cooperative Partnership (COOP)	Frederick County-2026-COOP-New-000373	test 2	Submitted	2026	Cooperative Agreement	View/Download

The Cooperative Partnership (COOP) Dashboard shows city/county partners the application(s) the upload documents button.

COOP Partner Dashboard

Partner City/County can upload supporting documents for renewing cooperative partnership application using Upload Documents button.

Application Name	Project Name	Status	Proposed Amount	Awarded Amount	Actions
Orange County-2025-COOP-Amend-000336	Data Collection Strategic Analysis	Draft	\$0.00	\$0.00	Upload Documents View documents

The Estimated Funds Look-up Tool tab show cities and counties Direct Distribution, Individual Distribution, and Gold Standard estimates for the city/county by fiscal year. This tool works the same as the one on OAA's website. As these funds are allocated to applications, the "Used as Match" column will populate and update Balance Available. Includes a download option.

Estimated Funds Look-Up Tool

Fiscal Year (FY)	Direct Distributions				OAA Individual Distribution			OAA Gold Standard Incentive		
	Projected	Pledged/Used as OAA Match	Non - OAA Projects Awarded/Proposed Amount	Balance Available	Eligible to Receive	Awarded / Used as Match	Balance Available	Eligible to Receive	Awarded / Used as Match	Balance Available
2022	\$51,927.29	\$0.00	\$0.00	\$51,927.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	\$328,728.04	\$0.00	\$0.00	\$380,655.33	\$118,951.06	\$0.00	\$118,951.06	\$29,737.76	\$0.00	\$29,737.76
2024	\$405,405.79	\$0.00	\$0.00	\$786,061.12	\$137,691.97	\$0.00	\$256,643.03	\$34,422.99	\$0.00	\$64,160.76



Web-based Grants Portal Quick Start Guide

4. Information and Items to Gather: *Individual Distribution and “Gold Standard” Incentive Grants*

Individual Distribution and “Gold Standard” Incentive awarded projects must be in compliance with the national settlement agreements, Commonwealth’s memorandum of understanding (MOU), and Code of Virginia.

OAA awards to cities and counties have a performance period of one year. Reporting is on an annual basis and is due on September 1 following the close of the performance period. Recipients must submit yearly requests to renew and/or make any amendments to the next fiscal year’s funding including requesting to carryforward funds from the current fiscal year.

Cities and Counties have the option to 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. Cities and Counties must communicate the amount(s) by source (Individual and/or “Gold Standard”) to the City/County selected as fiscal agent for the project. The fiscal agent will include the pledged amounts in the appropriate section of the application. Pledged amounts will be detailed on the Cooperative Agreement which must be reviewed and signed by all partners before the application can be submitted to the OAA.

Below is a list of items to consider that will be necessary to complete the application. Additional guidance, [terms and conditions](#) for the awards, and [resources](#) can be found on OAA’s website.

- a. Direct Distribution Information by fiscal year (amounts received, used for non-OAA projects, held in reserve)
- b. Project budget (including matching funds, OAA requested funds, and projected expenditures)
 - i. Projected expenditures will need to be entered by category (Personnel, Operating, and Capital)
- c. Project objectives and projected start and completion dates
- d. Project performance measures including projected outcomes (a list of performance measures can be found [here](#))
- e. Contract(s)/MOU(s) with partners/contractors/subrecipients (or drafts or scopes of work)
- f. Supporting evidence-based documentation/web link
- g. Supporting evidence-informed documentation/web link
- h. Supporting documentation if project has received any awards or recognition
- i. Optional: Gold Standard Incentive application
 - i. If the city/county has already opted in to the Gold Standard, no further action is required.
 - ii. The Gold Standard application must be completed before Gold Standard funds can be requested for a project. The application may also be completed separately under the Grants Management tab as OAA Gold Standard Incentive.
- j. Optional: Any letters of support, articles, or other items that may assist the OAA Grants Committee in making an award decision for this project.

For any applications the OAA determines do not meet the established requirements, the OAA will assist the applicant to revise the application to facilitate compliance.

For any Individual Distribution applications where the OAA Grants Committee recommends denial, the applicant will have the opportunity to present an appeal to the OAA Board of Directors before the final decision is made.



Web-based Grants Portal Quick Start Guide

5. Information and Items to Gather: Cooperative Partnership Grants

Cooperative Partnership projects minimally requires two Cities and/or Counties from the same [behavioral health region](#). Awarded projects must be in compliance with the national settlement agreements, Commonwealth’s memorandum of understanding (MOU), and Code of Virginia. ***The application must be completed and submitted by the city/county designated as the fiscal agent.***

OAA Cooperative Partnership awards to cities and counties are competitive awards and have a performance period of one year with up to four optional renewal years. Reporting is on an annual basis and is due on September 1 following the close of the performance period. Recipients must submit yearly requests to renew and/or make any amendments to the next fiscal year’s funding including requesting to carryforward funds from the current fiscal year.

A Cooperative Partnership Agreement (written agreement between cities and/or counties forming the partnership to apply for OAA funding) must be completed as part of the application process in the system and must be e-signed by each partner city/county. A sample of the Cooperative Partnership Agreement can be found [here](#).

Cities and Counties have the option to 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. Cities and Counties must communicate the amount(s) by source (Individual and/or “Gold Standard”) to the City/County selected as fiscal agent for the project. The fiscal agent will include the pledged amounts in the appropriate section of the application. Pledged amounts will be detailed on the Cooperative Agreement which must be reviewed and signed by all partners before the application can be submitted to the OAA.

Below is a list of items to consider that will be necessary to complete the application. Additional guidance, [terms and conditions](#) for the awards, and [resources](#) can be found on OAA’s website.

- a. Direct Distribution Information by fiscal year (amounts received, used for non-OAA projects, held in reserve)
 - i. This must be completed by each partner and can be found by going to the Grants Management section of the OAA Grants Management Portal and selecting Direct Distribution Information
- b. Signed Cooperative Agreement (completed during process, but must be signed before application submission)
- c. Project budget (including matching funds, OAA requested funds, and projected expenditures)
 - i. Individual Distribution and/or “Gold Standard” Incentive matching funds for a cooperative project will be indicated in this section of the application.
 - ii. Projected expenditures will need to be entered by category (Personnel, Operating, and Capital)
- d. Project objectives and projected start and completion dates
- e. Project performance measures including projected outcomes (a list of performance measures can be found [here](#))
- f. Contract(s)/MOU(s) with partners/contractors/subrecipients (or drafts or scopes of work)
- g. Supporting evidence-based documentation/web link
- h. Supporting evidence-informed documentation/web link
- i. Supporting documentation if project has received any awards or recognition
- j. Optional: Gold Standard Incentive application
 - i. If the city/county has already opted in to the Gold Standard, no further action is required.
 - ii. 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.
- k. Optional: Any letters of support, articles, or other items that may assist the OAA Grants Committee in making an award decision for this project.

For any applications the OAA determines do not meet the established requirements, the OAA will assist the applicant to revise the application to facilitate compliance. Due to the competitive nature of Cooperative Partnership Grants, assistance from the OAA ***does not guarantee*** any final recommendations or approvals.