



VIRGINIA OPIOID ABATEMENT AUTHORITY DIRECT DISTRIBUTION REPORTING GUIDANCE

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This document contains guidance for cities and counties to report Direct Distribution usage to the OAA. Reporting usage of Direct Distributions through OAA's [Grants Portal](#) is a requirement for cities and counties to participate in any OAA grant program. Only one Direct Distribution report needs to be submitted each year to cover this requirement for all programs, however cities and counties may update the report during the year as well. The yearly report can be submitted on its own or as part of an Individual Distribution grant application. This document is a reference for gathering and organizing Direct Distribution data before keying the information into the OAA's [Grants Portal](#).

1. Definitions Related to Direct Distribution Reports (Click [here](#) for OAA's Glossary of Terms)

Phrases in "quotation marks" are directly from the Direct Distribution entry screen in OAA's [Grants Portal](#).

a. Direct Distribution

- i. Direct Distribution refers to the portions of a settlement that are paid directly to a city or county from the settlement administrator.

b. Non-OAA Projects

- i. Abatement projects funded with Direct Distributions (in-part/in-whole) that do not include OAA awarded funds.

c. OAA Projects

- i. Abatement projects funded (in part or in whole) by the OAA. This includes Individual Distributions, Gold Standard Incentives, Cooperative Partnerships, and any Special Grants (e.g., planning grants), awarded by the OAA. These grants may also include Direct Distribution funds as a match.

d. OAA City and County Estimated Settlement Payments Look-up Tool

- i. The [OAA City and County Estimated Settlement Payments Look-up Tool](#) provides the estimated amount of opioid settlement funds projected for each city and county in Virginia. The amounts shown are estimates for each fiscal year that the settlements are slated for by source (Direct Distribution, Individual Distribution, Gold Standard Incentive). This tool is also available for each city and county through the OAA's [Grants Portal](#).

e. Gold Standard Incentive

- i. The OAA's "Gold Standard" Incentive refers to an optional 25% increase applied to a city or county's Individual Distribution amount available for each year of the settlements so long as the city or county pledges to apply the "Gold Standard" requirements in Code of Virginia [§2.2-2370](#) to the usage of the city or county's Direct Distributions.

f. Locality-only McKinsey Settlement

- i. The locality-only McKinsey & Company settlement is the result of a class action lawsuit brought on behalf of the localities/subdivisions of several states.
 1. Locality-only McKinsey settlement payments ARE NOT considered part of the Direct Distribution and thus MUST NOT be included in the Direct Distribution Report.
 2. The locality-only McKinsey settlement is separate and apart from the settlements governed by the [Commonwealth's Settlement MOU](#) and [Title 2.2, Chapter 22, Article 12](#) of the Code of Virginia, as well as the Commonwealth's own settlement with McKinsey.
 3. The locality-only McKinsey settlement funds will not be included in the [OAA City and County Estimated Settlement Payments Look-up Tool](#).
 4. The locality-only McKinsey funds may be used as matching funds on OAA applications but must be entered under the "Other" sub-category of Non-OAA Matching funds (not as part of Direct Distributions).



g. **Fiscal Year**

- i. The OAA follows the Commonwealth of Virginia's Fiscal Year July 1 through June 30 of each year. This is also the standard performance period for OAA grants to cities and counties. Fiscal Year is abbreviated as "FY".

h. **"Received"**

- i. The amount of Direct Distribution Received year-to-date (YTD) based on when the report is completed.

i. **"Expended toward OAA projects"**

- i. The amount of Direct Distribution expended toward **OAA projects** year-to-date (YTD) based on when the report is completed.

j. **"Expended toward non-OAA projects"**

- i. The amount of Direct Distribution expended toward **non-OAA projects** year-to-date (YTD) based on when the report is completed.
- ii. The total of this column will need to reconcile with the "Amount Allocated/Spent" column in the Non-OAA Projects table.

k. **"Fund Balance/Reserves"**

- i. Only enter data on the Fiscal Year 2025 line (Enter zero on the others). The amount to enter is the net amount of Direct Distribution funds available regardless of what fiscal year it was received.
- ii. **NOTE:** Calculating and entering this line in this manner may seem counterintuitive to information in the Grants Portal. This item of guidance is specifically provided so the results of the data are easy to understand.

l. **"Amount Allocated/Spent"**

- i. The amount of Direct Distribution expended toward non-OAA projects year-to-date (YTD) based on when the report is completed.
- ii. The total of this column will need to reconcile with the "Expended toward non-OAA projects" column in the Direct Distribution table.

2. **General Guidance**

- a. The Direct Distribution Report may be completed and submitted independent of any OAA grant application. Completing and submitting the report ahead of application deadlines should ease the application completion process.
 - i. All Cities and Counties can also complete and submit the Direct Distribution report as part of an Individual Distribution application.
 - ii. **NOTE:** Only the fiscal agent city or county can complete and submit their Direct Distribution report as part of the Cooperative Partnership application.
- b. For cities and counties serving as partners on an OAA Cooperative Partnership award, it is recommended to notify the fiscal agent for each award when the Direct Distribution report is complete. The fiscal agent city/county is not able to see the partner city and county completed reports in the Grants Portal.
- c. If the Direct Distribution Report is not completed and submitted for all cities and counties involved in an application, the application will be considered incomplete. The incompleteness may impact the eligibility of the application to be reviewed by staff and recommendations provided to the OAA's Grants Committee.
- d. Below is an example of what a completed Direct Distribution Report may look like:



Direct Distribution Report				
Fiscal Year	Received	Exp toward OAA	Exp Toward Non-OAA	Fund Balance (Included Reserves)
2022	\$500.00	\$100.00	\$100.00	\$0.00
2023	\$1,000.00	\$100.00	\$0.00	\$0.00
2024	\$1,000.00	\$100.00	\$500.00	\$0.00
2025	\$1,000.00	\$1,700.00	\$0.00	\$900.00
Totals	\$3,500.00	\$2,000.00	\$600.00	\$900.00

Non-OAA Projects					
Name of Project	Amount Allocated / Spent	Start Date	Projected end date	Brief description of project	Does it continue into next year?
Community Naloxone	\$300.00	1/1/2024	1/1/2026	Naloxone Distribution at Community Events	Yes
High School Prevention	\$100.00	1/1/2024	1/1/2026	Speaker on OUD for High School Students	Yes
Media Campaign	\$200.00	1/1/2024	1/1/2026	One Pill Can Kill Social Media Campaign on City websites	Yes
Totals	\$600.00				

- e. Questions regarding completion of the Direct Distribution Report may be sent to info@voaa.us or your [Regional Abatement Resource Coordinator](#)