



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.voagrants.us. The OAA will accept 2026-2027 proposals through **June 8, 2026**.
 - i. Project Proposal(s) – the proposal details for each project an agency submits (can be 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 narrative, budget, objectives, and performance measures.
 - iii. Agency leadership must endorse the submitted proposal.

Send for E-Sign & Submit [Download Summary of Proposal](#)

Asterisk (*) indicates required field

*Select Proposal Performance Period
State Agency Grant - 2026

Agency Information

Name of Agency
Toll Account

*Secretariat
Attribution

Proposal Summary

If the agency is submitting a proposal with multiple projects, then the projects must be priority ranked.

Name of Project	Application Type	Priority	Status	Funding Requested by Performance Period (PP)				
				PP 2026	PP 2027	PP 2028	PP 2029	PP 2030
<input type="checkbox"/> Twining	New	Select an Option	Draft	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> *	New	Select an Option	Ready For E-Sign	\$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

Please enter Agency Head or designee details, click Save, then click on Send Email. They should receive an email for E-Signature and once completed you'll be able to submit the application.

Do you want to add existing contact or want to invite new user?
Add Existing Contact Invite New User

Cancel Send for E-Sign and Submit

2. **Executive Branch agencies** intending to submit any proposal (whether new or renewal/amendment to current awards) should ensure any additional steps required by the Governor's Office are completed *before* submitting the proposal to the OAA.

3. 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.



4. 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.

5. 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(s). Many fields will need an update, as renewals often request slightly different information versus new proposals.
 - i. Example: The first narrative box for renewal proposals requires an update on the status of the project.

6. Performance Measures

- a. For renewal proposals, when entering the current (PP 2025-2026) status of each selected measure, the amounts should be the year-to-date (YTD) measures achieved, as of the date the data is being entered.
 - i. Additional performance measures guidance is available [here](#).

7. Proposal Budget Guidance

a. Order of Entering Budget Information

i. New Project Proposals

The budget screens require information to be entered in the following order for new project proposals:

1. Personnel Expenditures
2. Operating & Capital Expenditures
3. Budget Overview

ii. Renewal Project Proposals

The budget screens require information to be entered in the following order for renewal/amendment proposals:

- | | |
|--|--|
| 1. Current Year Personnel Expenditures | 4. Upcoming & Outyear Personnel Expenditures |
| 2. Current Year Operating & Capital Expenditures | 5. Upcoming & Outyear Operating and Capital Expenditures |
| 3. Current Year Funding Sources | 6. Upcoming & Outyear Funding Sources |

7. Budget Summary

The portal will not allow you to progress past the Budget Overview (new) or the Upcoming & Outyear Funding Sources (renewal) sections of the project proposal unless everything reconciles.

For Renewal/Amendments: Ensure that the sections listed above are correct and account for amounts expended in PP 2025-2026 and any requested PP 2026-2027 funding.

b. Personnel Expenditures

- 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. Subrecipient budget details 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.



Proposal Budget Guidance Continued

e. Renewals/Amendments

i. Carryforward Requests

1. OAA expects that carryforward amounts at this point in the performance period are estimates. The Annual Report (due November 1) contains a section to true up any differences after the performance year ends.

OAA Funding Sources

Item Description	PP 2025-2026			
	Awarded	Current Year to Date Expenditures	Projected Year End Total Expenditures	Carryforward Available
<input type="checkbox"/> State Agency (STAT)	\$20,000.00	\$1,000.00	\$5,000.00	\$15,000.00
Total OAA Funding Sources	\$20,000.00	\$1,000.00	\$5,000.00	\$15,000.00

Grand Total

Item Description	PP 2025-2026			
	Awarded	Current Year to Date Expenditures	Projected Year End Total Expenditures	Carryforward Available
Grand Total	\$20,000.00	\$1,000.00	\$5,000.00	\$15,000.00

Expenses

Item Description	PP 2025-2026			
	Awarded	Current Year to Date Expenditures	Projected Year End Total Expenditures	Carryforward Available
Operating (including contracts)	\$20,000.00	\$1,000.00	\$5,000.00	\$15,000.00
Total Expenses	\$20,000.00	\$1,000.00	\$5,000.00	\$15,000.00

2. If requesting an increase in funding for PP 2026-2027 **and** PP 2025-2026 carryforward, be sure to account for the carryforward amount by reconciling the budget fields for the current (PP 2025-2026) and upcoming (PP 2026-2027 and outyears) performance periods.

Budget - Upcoming & Outyear Operating and Capital Expenditures

Asterisk (*) indicates required field

Complete the following steps for each table below:

1. Enter the amount of carryforward being requested in the "Carryforward Request" column for each line.
2. Enter the amount requested for each line item for the upcoming/renewal year.

Note: The carryforward amount plus the upcoming/renewal year amount comprises the total amount needed for the upcoming renewal year.

3. Enter revisions to the projected amount for the upcoming/renewal year and out years for each line item (if applicable).

Note: Updating projected amounts does not guarantee those amounts will be automatically awarded for that year. To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New" [Click here for additional instructions for carryforward scenarios.](#)

Amend/Renew Operating Expenses

Description	PP 2025-2026			PP 2026-2027			PP 2027-2028			PP 2028-2029			PP 2029-2030		
	Carryforward Available	Carryforward Requested	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total
<input checked="" type="checkbox"/> UAT Test	\$15,000.00	\$15,000.00	\$30,000.00	1	\$20,000.00	\$20,000.00	1	\$20,000.00	\$20,000.00	1	\$20,000.00	\$20,000.00	1	\$20,000.00	\$20,000.00
Total Operating Expenses	\$15,000.00	\$15,000.00	\$30,000.00	1	N/A	\$20,000.00	1	N/A	\$20,000.00	1	N/A	\$20,000.00	1	N/A	\$20,000.00

Include any administrative expenses, sub-recipients, and contracts. If a sub-recipient or a vendor will receive funds from this project through an agreement (MOU, contract, etc.) that sub-recipient or vendor should be entered as 1 operating line item for the total cost. Attach the details of each agreement and the expense line items (that total to the amount listed here) to the related organization in the "Associated Organizations" table under the "Project Proposal" tab. Indirect costs are not allowed for the recipient agency.

3. If PP 2025-2026 carryforward is requested, the carryforward amount will need to be requested via the **Upcoming & Outyear Personnel Expenditures**, and **Upcoming & Outyear Operating and Capital Expenditures** pages for PP 2026-2027. The PP 2025-2026 carryforward amount will also need to be requested on the **Upcoming & Outyear Funding Sources** page but **does not** need to be added to the PP 2026-2027 funding sources requested total.

OAA Funding Sources

Description	PP 2025-2026		PP 2026-2027	PP 2027-2028	PP 2028-2029	PP 2029-2030
	Carryforward Available	Requested Carryforward Amount (from Current Year)	Requested Upcoming/Renewal Year Amount (in addition to Carryforward)	Proposed Amount	Proposed Amount	Proposed Amount
<input checked="" type="checkbox"/> State Agency (STAT)	\$15,000.00	\$15,000.00	\$120,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Total OAA Funding Sources	\$15,000.00	\$15,000.00	\$120,000.00	\$20,000.00	\$20,000.00	\$20,000.00

Expenses

Description	PP 2025-2026		PP 2026-2027	PP 2027-2028	PP 2028-2029	PP 2029-2030
	Carryforward Available	Requested Carryforward Amount (from Current Year)	Requested Upcoming/Renewal Year Amount (in addition to Carryforward)	Proposed Amount	Proposed Amount	Proposed Amount
Personnel-related	\$0.00	\$0.00	\$115,000.00	\$0.00	\$0.00	\$0.00
Operating (including contracts)	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Total Expenses	\$15,000.00	\$15,000.00	\$135,000.00	\$20,000.00	\$20,000.00	\$20,000.00



Proposal Budget Guidance Continued

- ii. Outyears
 - 1. The Funding Sources and Expenses sections for the **outyears must be balanced** in order to advance the project proposal forward.
- iv. Revising Items from one Budget Category to Another
 - 1. Maintain the awarded/expended amounts for PP 2025-2026 as the originally approved line items.
 - A. Request the PP 2025-2026 Carryforward Amount on the Current Year Personnel Expenditures and/or Current Year Operating & Capital Expenditures page(s) by indicating your Current Year to Date Expenditures and your Projected Year End Total Expenditures for each PP 2025-2026 line-item to automatically populate the carryforward available amount.
 - B. On the Upcoming & Outyear Personnel Expenditures and/or Upcoming & Outyear Operating and Capital Expenditures page(s), deduct the carryforward amount for the respective line-item(s) that has/have carryforward that you want to reallocate to another line-item from the PP 2026-2027 request.
 - C. Add the PP 2025-2026 carryforward amount to the line-item that you wish to use carryforward funds for and add the carryforward amount to the PP 2026-2027 request for that respective line-item.
 - 2. Example: Personnel Line Item for Program Coordinator that works for subrecipient.
 - A. Current Year Pages: Enter the current year to date expenditures and projected year end total expenditures under the current line item for PP 2025-2026.
 - B. Upcoming & Outyear Pages: Request the available carryforward amount by line-item for PP 2025-2026. Change PP 2026-2027 requested amount to zero for that line-item.
 - C. Add a line to the Operational Expenses: Program Coordinator for subrecipient name for PP 2026-2027 and enter the carryforward amount as the PP 2026-2027 request, as well as project amounts for the outyears.

8. 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 Resources**
 - i. www.voaa.us-->Grants Info> Virginia OAA Web-Based Grants Portal>Training Webinars for State Agencies
 - ii. www.voaa.us-->Grants Info> Virginia OAA Web-Based Grants Portal>Quick Start Guide
- c. **Guidance**
 - i. www.voaa.us-->Grants Info> State Agencies
 - 1. [RFP for State Agency Awards 2026-2027](#)
 - 2. [2026-2027 Proposal Cycle Dates](#)
 - 3. [2026-2027 Terms and Conditions/MOU](#)
 - 4. [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.