

FY 2025 Annual Reporting Webinar for Cities & Counties

Wednesday, September 3, 2025



Webinar Agenda

- **OAA Introductions**
- **FY 2025 Annual Reporting Deadline**
- **FY 2025 Annual Reporting Requirements**
- **Instructions for Initiating FY 2025 Annual Reports in the OAA Grants Portal**
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 - Direct Information – Individual Distribution Annual Reports Only
 - Budget – Personnel Expenditures
 - Budget – Operating & Capital Expenditures
 - Budget Overview
 - Performance Measurements
 - Objectives Timeline
 - Reference Information
 - Signature
- **OAA Grants Portal Example**



OAA Introductions

This process is required for all grant awards each year. The Annual Report provides OAA with updates on the grant's status at the end of the fiscal year, including programmatic (narrative, performance measures, objectives/timeline) and financial (budget overview) information.

OAA staff will review each report to assess compliance with grant requirements, using three levels: **Compliant, Substantially Compliant, or Non-Compliant.**

This Annual Reporting requirement is outlined in Section 4 of the [*OAA Grant Award Terms and Conditions for Individual Distributions to Cities and Counties*](#) and the [*OAA Grant Award Terms and Conditions for Cooperative Partnerships of Cities and Counties*](#).



FY 2025 Annual Reporting Deadline for Cities and Counties

- Fiscal Year 2025 Annual Reporting is now available in the [OAA Grants Portal](#) for Cities and Counties.
- This report must be submitted to the OAA by **11:59 pm on Wednesday, October 1, 2025**, via the Portal.
- Begin working on your FY 2025 Annual Report as soon as possible to ensure we can identify and work through any potential system-related issues with annual reporting.
- A separate FY 2025 Annual Report must be submitted in the portal for every FY 2025 project that was awarded for FY 2025 (including those projects that were not renewed for FY 2026).
- New FY 2026 awarded projects are not required to submit an FY 2025 Annual Report during this reporting cycle.



FY 2025 Annual Reporting Requirements for Cities and Counties

- A separate FY 2025 Annual Report must be submitted in the portal for every FY 2025 project that was awarded for FY 2025 (including those projects that were not renewed for FY 2026).
- For FY 2025 Cooperative Partnership awarded projects, **only the grant's fiscal agent is required to complete and submit the FY 2025 Annual Report for the entire partnership.**
 - Partner localities and subrecipients should work collaboratively with the grant fiscal agent to provide information related to the grant's project status, performance measures achieved during FY 2025, funds expended, general ledgers, etc.
- New FY 2026 awarded projects are not required to submit an FY 2025 Annual Report during this reporting cycle.
- The FY 2025 Annual Report should be signed by an Authorized Official for the Fiscal Agent City or County, such as the City/County Executive, or their designee by 11:59 pm on Wednesday, October 1, 2025.
- Use the **Communications** tab in the OAA Grants 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 and/or FY 2025 Carryforward True Up report.



Instructions for Initiating FY 2025 Annual Reports in the OAA Grants Portal

The screenshot displays the OAA Grants Portal interface. On the left is a sidebar menu with the following items: Dashboard, Grants Management (highlighted with a blue box), Members, Historical Downloads, Estimated Funds Look-Up Tool, COOP Partner Dashboard, and Communications. The main content area shows the user's email as info@voaa.us. Below this, there is a section for 'Individual Grant - 2025' with an 'Open' status. A blue arrow points from this section to a button labeled 'Start Annual Reporting', which is also highlighted with a blue box. Below the 'Individual Grant - 2025' section is a table with four columns: New Application, Renewal Application, Amend Application, and Annual Reporting. The table lists 'Open Date' and 'Due Date' for each category for the fiscal year 2025. Below the table is a 'Purpose' section with a paragraph of text and a 'View Details' link.

Fiscal Year 2025	New Application	Renewal Application	Amend Application	Annual Reporting
Open Date	10/1/2024	10/1/2023	10/1/2024	8/25/2025
Due Date	1/27/2025	3/26/2025	1/27/2025	10/1/2025

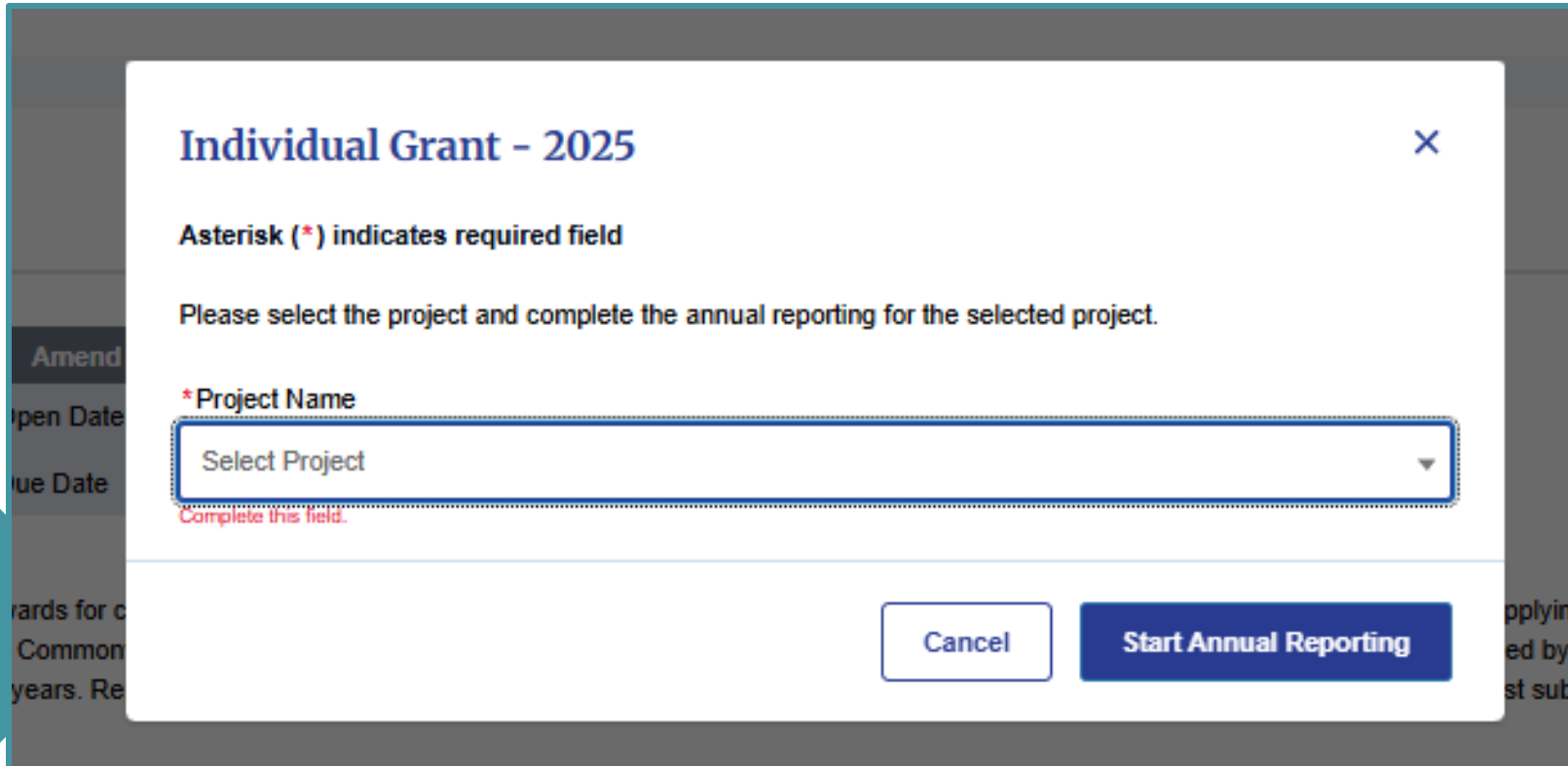
Purpose
The Virginia Opioid Abatement Authority's (OAA's) Individual Distribution and "Gold Standard" Incentive grant awards for cities and counties come from the Opioid Abatement Fund. The contents of this application are for cities and counties applying for awards for Individual Distribution and "Gold 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](#)

1. Log into the OAA Grants Portal
2. Select the ***"Grants Management"*** tab
3. Scroll down to select the ***"Start Annual Reporting"*** option for your locality's respective FY 2025 Grants.



Instructions for Initiating FY 2025 Annual Reports - continued



Individual Grant - 2025 [X]

Asterisk (*) indicates required field

Please select the project and complete the annual reporting for the selected project.

*Project Name

Select Project [v]

Complete this field.

Cancel Start Annual Reporting

4. A pop-up box will appear on your screen. Select the appropriate project name for the Annual Report you wish to generate.

5. Select the “***Start Annual Reporting***” button to proceed.

6. The ***Instructions*** page will appear. Read the instructions before selecting the “***Next***” button.



Annual Report Instructions Page

[← Back to dashboard](#) | OAA Cooperative Partnership Grant-FY2025-COOP-Annual Reporting-001272 [Download Report](#)

Instructions

Narrative Report

Budget - Personnel Expenditures

Budget - Operating & Capital Expenditures

Budget Overview

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Signature

Instructions

As a requirement of receiving an OAA Grant Award, the fiscal agent city or county grantee for OAA Cooperative Partnership Grant awards, must submit an Annual Reporting Workbook for each fiscal year by 11:59 PM on September 1 following the close of the performance period.

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 narrative description of the status of the project and highlights of any success or challenges.
- A narrative description on the impact the project has had on the city or county's community.
- If applicable, a narrative on sustainability plans and/or any pertinent details on expenditures.
- The final amounts expended for the fiscal year by revenue source.
- The final amounts expended for the fiscal year by Personnel expense (if applicable).
- The final amounts expended for the fiscal year by Operating & Capital expense item (if applicable).
- Final numbers for each performance measurement including a brief description of discrepancies between approved performance measures and actual performance measures achieved for the award.
- A detailed transaction report from the city or county's general ledger that reconciles to the amounts spent and remaining.

The fiscal agent city/county is responsible for gathering and combining all required information from its partners to complete this report. Note: Cities/counties with Individual and/or Gold Standard matching funds for a Cooperative project, do not need to complete separate annual reports for those funds. Only one workbook should be submitted per awarded project.

The Cooperative Partnership Annual Report Workbook should be certified by your city/county executive, or their designee and the report is based solely upon the grant's period of performance.

Please send any questions related to this workbook and the related reporting requirement to info@voaa.us and one of our team members will be glad to assist you.

Next

The FY 2025 Annual Report contains eight (8) required sections for Cooperative Partnerships and nine (9) required sections for Individual Distributions.

The required sections include both programmatic and financial reporting, as outlined below:

1. Narrative Report
2. Distribution Information (*Individual Distribution Annual Reports Only*)
3. Budget – Personnel Expenditures
4. Budget – Operating & Capital Expenditures
5. Budget Overview
6. Performance Measures
7. Objectives Timeline
8. Reference Information
9. Signature of City/County Executive (through Adobe Acrobat E-Sign)



Sections of the FY 2025 Annual Report for Cities and Counties



Narrative Report

Instructions

Narrative Report

Budget - Personnel Expenditures

Budget - Operating & Capital Expenditures

Budget Overview

Performance Measurement

Objectives Timeline

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Signature

Narrative Report

Complete the information below for the project.

Asterisk (*) indicates required field

*Project Name

grant # test 2

* Provide a narrative on the status of the project. Include project successes and any challenges experienced during the period of performance (7/1/2023 - 6/30/2024). If challenges were experienced, please explain the actions taken to address them.

* Provide a narrative update regarding the project's impact on the city or county's community.

* If applicable, provide a narrative update on plans for project sustainability and/or any pertinent details regarding expenditures.

Exit

Previous

Save & Next

In this Narrative section, you will be required to provide a response for the following questions:

- The project name will automatically populate.
- Provide a narrative update on the status of the project, including any project successes and challenges experienced during the fiscal year (2025). If challenges were experienced, explain the actions taken to address them.
- Provide a narrative update regarding the project's impact on the city or county's community.
- If applicable, provide a narrative update on plans for project sustainability and/or any pertinent details regarding project expenditures.



Direct Distribution Information – Individual Distribution Annual Reports Only

Instructions

Narrative Report

Distribution Information

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Distribution Information

Asterisk (*) indicates required field

Direct Distribution - Budget Overview

Edit

Fiscal Year	Received Amount	Expended towards OAA Projects	Expended towards Non-OAA Projects	Amounts Held in Reserve
☐ 2025	\$868,931.00	\$0.00	\$1,084,000.00	\$2,500,000.00
Total	\$868,931.00	\$0.00	\$1,084,000.00	\$2,500,000.00

Direct Distribution - Project Overview

Edit

Name of Project	Amount Allocated/Spent	Starting Date	Ending Date	Brief Description of Project	Does this project continue into the next year?
☐ Pizza making class	\$1,084,000.00	7/1/2024	6/30/2025	Pizza making class	☒
Total	\$1,084,000.00				

Exit

Previous

Save & Next

In this **Distribution** section, you will have the opportunity to update your city or county's Direct Distribution report. **Note:** This section is only included for Individual Distribution Annual Reports.



- Instructions
- Narrative Report
- Budget - Personnel Expenditures**
- Budget - Operating & Capital Expenditures
- Budget Overview
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Budget - Personnel Expenditures

Complete the information below for the project the city or county is requesting to be funded.

Asterisk (*) indicates required field

Salaried Staff - FY2025

Position Type/Description	# of FTEs	Awarded	Expended	Total
Total Salaried Staff	0	\$0.00	\$0.00	\$0.00

Wage/Part-Time Staff - FY2025

Position Type/Description	# of Wage or PT	Awarded	Expended	Total
Total Wage Staff	0	\$0.00	\$0.00	\$0.00

Grand Total - FY2025

Position Type/Description	# of Staff	Awarded	Expended	Total
Totals	0	\$0.00	\$0.00	\$0.00

Exit

Previous

Save & Next

In this **Budget - Personnel Expenditures** section, enter your FY 2025 Personnel Expended amounts by position.

Budget - Personnel Expenditures



Budget – Operating & Capital Expenditures

Budget - Operating & Capital Expenditures

Complete the information below for the project the city or county is requesting to be funded.

Asterisk (*) indicates required field

Operating Expenses - FY2025

Item Description	Awarded	Expended	Total
test		q	
Total Operating Expenses		\$0.00	

Capital Expenses - FY2025

Item Description	Awarded	Expended	Total
Total Capital Expenses	\$0.00	\$0.00	\$0.00

Grand Total - FY2025

Item Description	Awarded	Expended	Total
Totals		\$0.00	

Exit

Previous

Save & Next

In this **Budget – Operating & Capital Expenditures** section, enter your FY 2025 Operating & Capital Expended amounts by approved line-item.



Budget Overview

Complete the budget information below for the project that locality (City/County/State Agency) is requesting to be funded.

Asterisk (*) indicates required field

Revenue

Non-OAA Funding Sources

Funding Sources	City/County	Pledged	Expended/Encumbered	Balance
Total Non-OAA Funding Sources		\$0.00	\$0.00	\$0.00

OAA Requested Funding Sources

Funding Sources	City/County	Pledged	Expended/Encumbered	Balance
Individual Distribution (IDIC)	Fairfax County		\$0.00	
Total OAA Funding Sources			\$0.00	

Revenue Grand Total

	Pledged	Expended/Encumbered	Balance
Totals		\$0.00	

In this **Budget Overview** (Revenue) section, enter your FY 2025 expenditures by Revenue source (OAA & Non-OAA).

Budget Overview – Revenue



Expenses

Expenses	Pledged	Expended/Encumbered	Balance
Operating (including contracts)	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00

Carry-forward Amounts

Expenses	Awarded
Balance Available for Carry Forward	
Amount Approved by Grants Committee for Carry Forward	\$0.00
Balance to Return to OAA	

Exit

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Save & Next

In this **Budget Overview** (Carry-forward Amounts) section, enter your **approved** FY 2025 Carry Forward Amount.

Note: For projects that were renewed for FY 2026, this amount can be obtained from your submitted FY 2025 Carryforward True Up Report or your FY 2026 renewal application for those that did not have a change in FY 2025 Carryforward.

For projects that were not renewed for FY 2026, the Amount Approved by the Grants Committee for Carryforward should be \$0.

Budget Overview – Carry-forward Amounts



Performance Measures

Performance Measurement

Enter the actual FY2024 performance measures achieved for the 7/1/2023-6/30/2024 performance period. In the comment section, provide an explanation on any discrepancies between the approved and the actual performance measures.

Asterisk (*) indicates required field

Other - Please Describe

Position Type/Description

Awarded

Actuals

Comments

Provide any additional information regarding the measures selected (optional).

Exit

Previous

Save & Next

In this **Performance Measures** section, report only your FY 2025 actual achieved performance measures as a result of the OAA-funded project.

This section includes a section for comments, as well as a textbox to provide additional information regarding the measures achieved and reported.

If the OAA funded an expansion or enhancement to an existing project for your city/county for FY 2025, the measures reported must only be those generated by the OAA funded expanded/enhanced portion of the project. Review the OAA-issued [Performance Measures Guidance](#) or [Webinar Recording](#) for Definitions, General Standards, Records, and Measures Collected by Partners and/or Subrecipients related to performance measures.

Objectives Timeline

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Objectives Timeline

Complete the information below for the project the city or county is requesting to be funded.

Asterisk (*) indicates required field

Objective

Objective	Proposed Start Date	Proposed Completion Date	Actual/Revised Start Date	Actual/Revised Completion Date
test	12/10/2024	12/18/2024	MM/DD/YYYY	MM/DD/YYYY

Provide any additional information regarding the objectives entered (optional).

test

Exit

Previous

Save & Next

In this **Objectives Timeline** section, indicate the **Actual/Revised Start Date** and the **Actual/Revised Completion Date** for each approved objective.

A textbox is provided for you to add additional information regarding the objectives and the timeline indicated.



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Reference Information

Asterisk (*) indicates required field

Complete the items below. The allowed formats for file uploads are .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps and file size should be less than 25mb.

*Upload detailed expenditure report

Weblink

File Upload

*Upload File

Upload Files

Or drop files

✓ Screenshot 9

Do you have any additional supporting documentation to upload (optional)?

Yes

No

Exit

Previous

Save & Next

The system will allow for the provision of a weblink or the attachment of up to 10 files per option.

Attach a copy of the fiscal agent city/county’s general ledger (or detailed expenditures report) in this section

For Cooperative Partnership projects, attach a copy of your partner localities' general ledgers (or detailed expenditures report) in this section.

For FY 2025 awards with special contingencies requiring a detailed findings report, the OAA will provide direct guidance and instructions to those cities /counties regarding this contingency.

Signature

Signature section must be completed by the person designated with signatory authority for the city or county.

Asterisk (*) indicates required field

 Please click on the Download Report button on top to download a copy of the report as a PDF file.

☒ * I swear or affirm that all information contained in and attached to this report is true to the best of my knowledge and this award has been carried out in compliance with the OAA's Terms and Conditions.

 Please enter Authorized Official (city/county executive or designee) details and click on "Send for E-Sign and Submit" button. They should receive an email for E- Signature to complete the intake submission.

*Do you want to add existing contact or want to invite new user?

☒ Add Existing Contact ☐ Invite New User

*Search for Authorized Member Contact

Select an Option

*First Name

Middle Name

*Last Name

*Job Title

Office Phone

Cell Phone

Suffix

*Email

Exit

Previous

Send for E-Sign and Submit

Signature

Signature section must be completed by the person designated with signatory authority for the city or county.

Asterisk (*) indicates required field

 Please click on the Download Report button on top to download a copy of the report as a PDF file.

☒ * I swear or affirm that all information contained in and attached to this report is true to the best of my knowledge and this award has been carried out in compliance with the OAA's Terms and Conditions.

In this **Signature** section, ensure the checkbox is selected as indicated above to proceed with submitting the report for e-signature.

Signature



Please enter Authorized Official (city/county executive or designee) details and click on "Send for E-Sign and Submit" button. They should receive an email for E- Signature to complete the intake submission.

Do you want to add existing contact or want to invite new user?

Add Existing Contact Invite New User

Search for Authorized Member Contact

Select an Option

First Name

Middle Name

Last Name

Job Title

Office Phone

Cell Phone

Suffix

Email

Exit

Previous

Send for E-Sign and Submit

Select an option to either "**Add Existing Contact**" or "**Invite New User**" for your City/County Executive to e-sign the report.

If your City/County Executive has e-signed your FY 2026 renewal application or any other documents in the Grants Portal, their name will appear under the "Add Existing Contact" option.

Note: The City/County Executive **does not** have to be a registered portal user to e-sign the report as this process is done through Adobe Acrobat Signature. If they are not a registered user in the portal, please select the "Invite New User" option and enter their First Name, Last Name, Job Title, and Email address for before submitting the report for e-signature.

Signature



Annual Reporting Example – OAA Grants Portal





For more information, contact us directly at info@voaa.us or reach out to us directly at :

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