

Virginia Opioid Abatement Authority

**Grants Webinar for Annual Reporting for
FY2024 Individual Distribution and
Cooperative Partnership Awards**



July 25, 2024

Staff Introductions



- Today's Presenters
 - Director of Operations – Charlie Lintecum
 - Sr. Grants Compliance Analyst – Sharekka Bridges
- Regional Abatement Resource Coordinators
 - Northern Region – Kat Dupré
 - Eastern Region – Jenni Sawyer
 - Western Region – Cindy Newman
 - Central Region - Vacant

OAA Regions Map



Northern

Kat Dupré

kdupre@voaa.us

Eastern

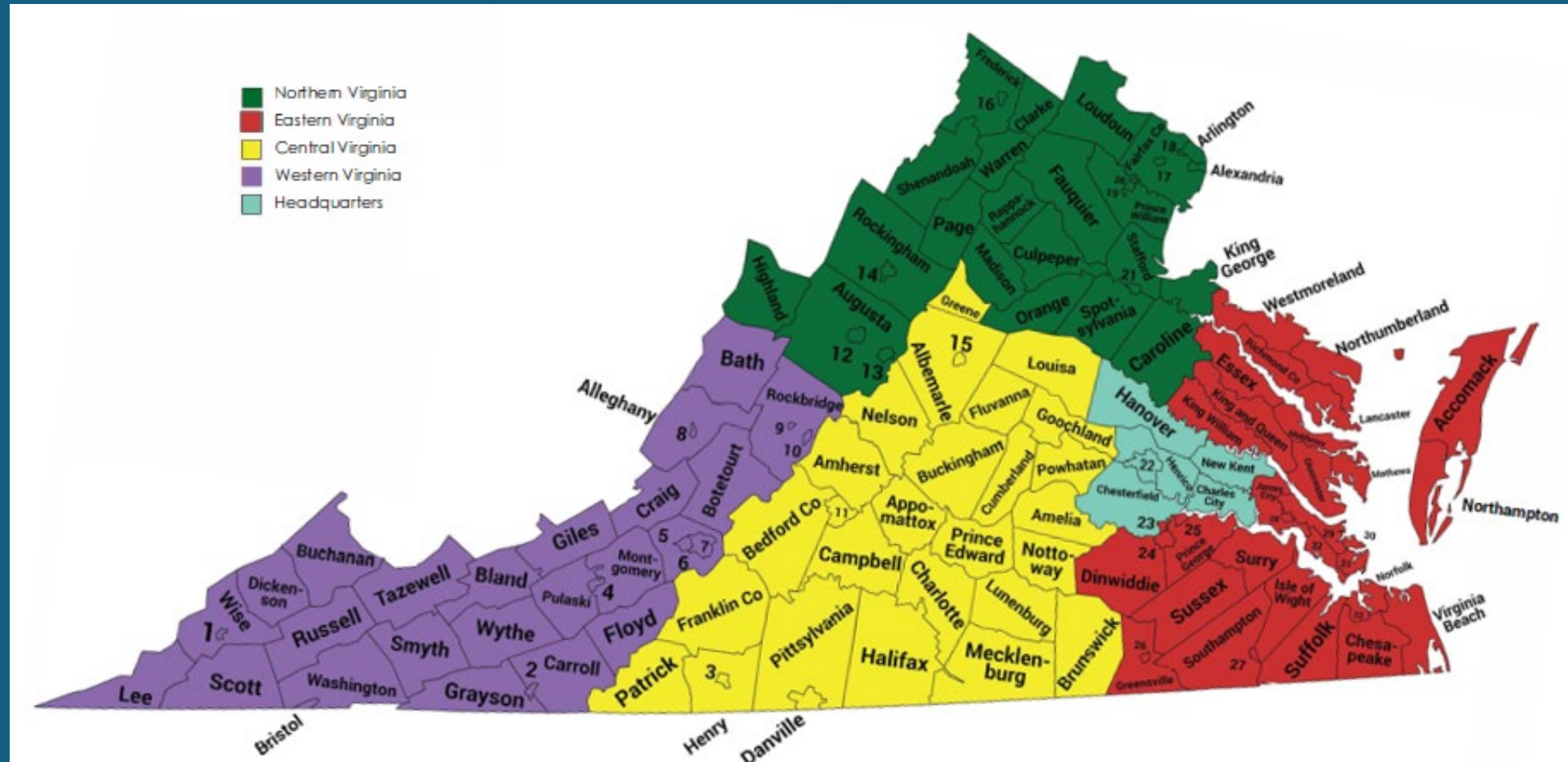
Jenni Sawyer

jsawyer@voaa.us

Western

Cindy Newman

cnewman@voaa.us



Agenda



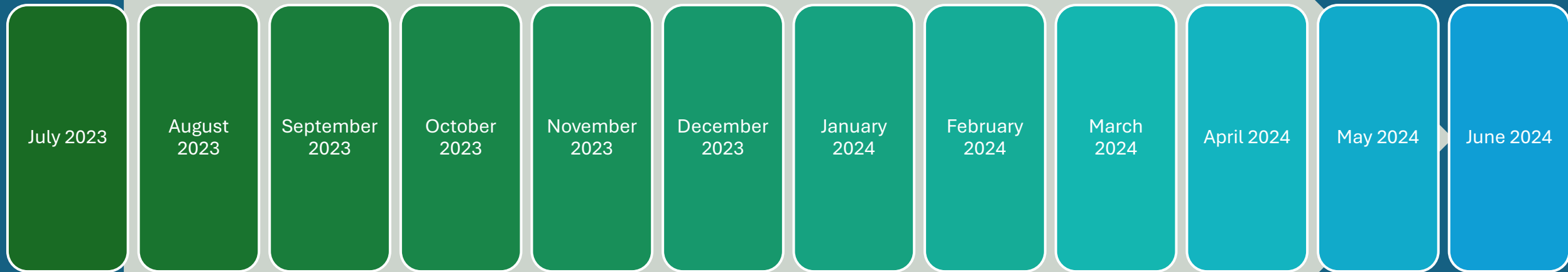
- FY2024 Period of Performance (Individual Distribution and Cooperative Partnership Awards)
- OAA Annual Reporting Workbooks
- FY2024 Individual Distribution Grant Awards Annual Reporting
- FY2024 Cooperative Partnership Grant Awards Annual Reporting



FY2024 Period of Performance for Annual Reporting



**FY2024 Awards' Period of Performance spans from
July 1, 2023 – June 30, 2024**



This is the timeframe the annual report should be based upon only.

OAA Annual Reporting Workbooks



There are two OAA Annual Reporting Workbooks.

One workbook is specific to FY2024 Individual Distribution Awards, and one is specific for FY2024 Cooperative Partnership Awards.

Please ensure you are using the correct Annual Reporting Workbook for your OAA FY2024 Award(s).

A separate Annual Reporting Workbook must be completed for each FY2024 Individual Distribution and each FY2024 Cooperative Partnership award unless the Individual Distribution award was pledged as a match for a Cooperative Partnership project.

Individual Distribution and “Gold Standard” Incentive matching funds pledges for Cooperative Partnership awards should all be reported in the Cooperative Partnership report for that project and do not need separate Individual Distribution reports.



VIRGINIA OPIOID ABATEMENT AUTHORITY INDIVIDUAL DISTRIBUTION ANNUAL REPORTING WORKBOOK FOR FY2024 AWARDS

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

To: **City and County Opioid Abatement Authority (OAA) Individual Distribution FY2024 Grantees - Annual Reporting Requirement**

As a **requirement** of receiving an OAA Grant Award, the city or county grantee for FY2024 OAA Individual Distribution Grant awards, must submit an Annual Reporting Workbook for the FY2024 period of performance (July 1, 2023 - June 30, 2024) by **11:59pm on September 1, 2024**.

All tabs in this workbook must be completed. This workbook includes:

1. On the Narrative Report Tab:

- 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

2. On the Financial Report Tab:

- The amounts approved for FY2024 for this project by revenue source
- The final amounts expended for FY2024 project by revenue source
- The amounts by budget category will populate from the subsequent tabs

3. On the Personnel Expense Report Tab:

- The amounts approved for FY2024 for this project by position
- The final amounts expended for FY2024 project by position

4. On the Operating & Capital Expense Report Tab:

- The amounts approved for FY2024 for this project by item
- The final amounts expended for FY2024 project by item

5. Performance Measures Report Tab:

- The numbers approved for FY2024 for each measure selected
- The final number for FY2024 for each measure selected

6. Attach to this workbook:

- a detailed transaction report from the city or county's general ledger that reconciles to the amounts spent and remaining.

Information only needs to be entered in the "blue" highlighted cells for each tab. Once chosen on the "Narrative Report" tab, the City/County Name and Project Title should populate on the subsequent tabs.

There is a signature section on the "Narrative Reporting" tab that should be signed by the city or county executive or their designee.

Once all tabs have been completed and the signature obtained, email to info@voaa.us by 11:59pm on September 1, 2024.

Note: The Individual Distribution Annual Report Workbook should only be completed for specific Individual Distribution and/or Gold Standard projects awarded to an individual city or county. Individual Distribution and/or Gold Standard matching funds for Cooperative projects should be included as part of the Cooperative project's annual report completed by the fiscal agent.

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.

Thanks and regards,



VIRGINIA OPIOID ABATEMENT AUTHORITY COOPERATIVE PARTNERSHIP ANNUAL REPORTING WORKBOOK FOR FY2024 AWARDS

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

To: **Fiscal Agent City and County Opioid Abatement Authority (OAA) Cooperative Partnership FY2024 Grantees - Annual Reporting Requirement**

As a **requirement** of receiving an OAA Grant Award, the **fiscal agent** city or county grantee for FY2024 OAA Cooperative Partnership Grant awards, must submit an Annual Reporting Workbook for the FY2024 period of performance (July 1, 2023 - June 30, 2024) by **11:59pm on September 1, 2024**.

All tabs in this workbook must be completed. This workbook includes:

1. On the Narrative Report Tab:

- 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

2. On the Financial Report Tab:

- The amounts approved for FY2024 for this project by revenue source
- The final amounts expended for FY2024 project by revenue source
- The amounts by budget category will populate from the subsequent tabs

3. On the Personnel Expense Report Tab:

- The amounts approved for FY2024 for this project by position
- The final amounts expended for FY2024 project by position

4. On the Operating & Capital Expense Report Tab:

- The amounts approved for FY2024 for this project by item
- The final amounts expended for FY2024 project by item

5. Performance Measures Report Tab:

- The numbers approved for FY2024 for each measure selected
- The final number for FY2024 for each measure selected

6. Attach to this workbook:

- 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.

Information only needs to be entered in the "blue" highlighted cells for each tab. Once chosen on the "Narrative Report" tab, the City/County Name and Project Title should populate on the subsequent tabs.

There is a signature section on the "Narrative Reporting" tab that should be signed by the city or county executive or their designee.

Once all tabs have been completed and the signature obtained, email to info@voaa.us by 11:59pm on September 1, 2024.

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.

Thanks and regards,

FY2024 Individual Distributions Annual Reporting



FY2024 Individual Distribution Annual Reporting Instructions



VIRGINIA OPIOID ABATEMENT AUTHORITY INDIVIDUAL DISTRIBUTION ANNUAL REPORTING WORKBOOK FOR FY2024 AWARDS

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

To: **City and County Opioid Abatement Authority (OAA) Individual Distribution FY2024 Grantees - Annual Reporting Requirement**

As a **requirement** of receiving an OAA Grant Award, the city or county grantee for FY2024 OAA Individual Distribution Grant awards, must submit an Annual Reporting Workbook for the FY2024 period of performance (July 1, 2023 - June 30, 2024) **by 11:59pm on September 1, 2024**.

All tabs in this workbook must be completed. This workbook includes:

1. On the Narrative Report Tab:

- 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

2. On the Financial Report Tab:

- The amounts approved for FY2024 for this project by revenue source
- The final amounts expended for FY2024 project by revenue source
- The amounts by budget category will populate from the subsequent tabs

3. On the Personnel Expense Report Tab:

- The amounts approved for FY2024 for this project by position
- The final amounts expended for FY2024 project by position

4. On the Operating & Capital Expense Report Tab:

- The amounts approved for FY2024 for this project by item
- The final amounts expended for FY2024 project by item

5. Performance Measures Report Tab:

- The numbers approved for FY2024 for each measure selected
- The final number for FY2024 for each measure selected

6. Attach to this workbook:

- a detailed transaction report from the city or county's general ledger that reconciles to the amounts spent and remaining.

Information only needs to be entered in the "blue" highlighted cells for each tab. Once chosen on the "Narrative Report" tab, the City/County Name and Project Title should populate on the subsequent tabs.

There is a signature section on the "Narrative Reporting" tab that should be signed by the city or county executive or their designee.

Once all tabs have been completed and the signature obtained, email to info@voaa.us by 11:59pm on September 1, 2024.

Note: The Individual Distribution Annual Report Workbook should only be completed for specific Individual Distribution and/or Gold Standard projects awarded to an individual city or county. Individual Distribution and/or Gold Standard matching funds for Cooperative projects should be included as part of the Cooperative project's annual report completed by the fiscal agent.

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.

Thanks and regards,

This FY2024 Annual Reporting Workbook is a requirement of your FY2024 Individual Distribution Award.


This report must be submitted to the OAA via email at info@voaa.us by 11:59 pm on September 1, 2024.

All tabs must be completed and submitted, and the report must be certified by the city/county executive or their designee.

FY2024 Individual Distribution Annual Reporting - Narrative Report



- You will select the “City/County Name” from the drop-down list and indicate your respective Individual Distribution “Project Name”. This information will be automatically populated on all of the other tabs.
- The boxes that are highlighted in “blue” on all of the tabs are where you will enter your report information.
- **Box 1:** The first section of the “Narrative Reporting” tab will include your updates (for the FY2024 period of performance) regarding your Individual Distribution grant project successes and challenges. In this section, the OAA essentially wants to know what went were some lessons learned from the implementation of your project during FY2024. We would like to know what went according to your proposed plan for this project, as well as what challenges your locality faced in implementing this project. If challenges were experienced, please provide information regarding how you were able to revise your project implementation plan to overcome the expressed challenges.

**VIRGINIA OPIOID ABATEMENT AUTHORITY**
INDIVIDUAL DISTRIBUTION ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

City/County Name:

Grant Type:

Project Name:

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.

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.

Signature:

Date:


Print Name:

Title:

FY2024 Individual Distribution Annual Reporting - Narrative Report (continued)



- **Box 2:** You will also provide a narrative update regarding the impact the project has had on your respective locality’s abatement efforts, as it relates to your OAA-approved objectives and outcomes. The OAA-approved objectives and outcomes can be obtained from your FY2025 application for renewal of this project. Additionally, if your actual performance measures at the end of FY2024 were different from what you originally proposed, please provide an explanation for this discrepancy.
- **Box 3:** In the final box, please provide a narrative update regarding your plans for project sustainability. Please note, the OAA understands not all localities have engaged in project sustainability discussions for OAA FY2024 Individual Distribution awarded grant projects. Therefore, it is acceptable to leave this section empty if it is not relevant to your respective project.
- The final section of the “Narrative Reporting” tab requires the signature of the City/County Executive or their designee.
- Please note: While the signature is on the narrative reporting tab, it applies to all tabs and attachments associated with this Annual Report.



VIRGINIA OPIOID ABATEMENT AUTHORITY

INDIVIDUAL DISTRIBUTION ANNUAL

REPORTING WORKBOOK FOR FY24 AWARDS

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

City/County Name:

Choose City/County

Grant Type:

Individual Distribution

Project Name:

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.

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.

Signature:

Date:

Print Name:

Title:

FY2024 Individual Distribution Annual Reporting - Financial Report



VIRGINIA OPIOID ABATEMENT AUTHORITY INDIVIDUAL DISTRIBUTION ANNUAL REPORTING WORKBOOK FOR FY24 AWARDS

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

City/County: Grant Type:

Project Name:

FY 2024			
	Awarded or Pledged as Match (see Note #1)	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance (see Note #2)
Funding Sources			
Direct Distributions	\$ -	\$ -	\$ -
Total Direct Distributions	\$ -	\$ -	\$ -
Individual Distribution	\$ -	\$ -	\$ -
Total Individual Distributions	\$ -	\$ -	\$ -
Gold Standard	\$ -	\$ -	\$ -
Total Gold Standard	\$ -	\$ -	\$ -
Other Revenue Sources			
Source of revenue (local, federal, grant)	\$ -	\$ -	\$ -
Source of revenue (local, federal, grant)	\$ -	\$ -	\$ -
Source of revenue (local, federal, grant)	\$ -	\$ -	\$ -
Source of revenue (local, federal, grant)	\$ -	\$ -	\$ -
Total Other Revenue Sources	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Individual Distribution award and any funds that were pledged as a match for the awarded project.


If you pledged a **Direct Distribution** match for your FY2024 awarded Individual Distribution project, you will enter the amount of **Direct Distribution** funds you pledged to match in the “Awarded or Pledged as Match” cell for Direct Distributions.

You will also enter the total amount of Direct Distribution funds expended to support the Individual Distribution project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **Direct Distribution** funds to support their FY2024 Individual Distribution project. Please review your OAA FY2024 Individual Distribution Award package to determine if this section applies to your locality.

FY2024 Individual Distribution Annual Reporting - Financial Report (continued)





VIRGINIA OPIOID ABATEMENT AUTHORITY
INDIVIDUAL DISTRIBUTION ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

City/County:

Choose City/County

Grant Type:

Individual Distribution

Project Name:

0

	FY 2024		
	Awarded or Pledged as Match <small>(see Note #1)</small>	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance <small>(see Note #2)</small>
Funding Sources			
Direct Distributions	\$0.00	\$0.00	\$0.00
Total Direct Distributions	\$0.00	\$0.00	\$0.00
Individual Distribution	\$0.00	\$0.00	\$0.00
Total Individual Distributions	\$0.00	\$0.00	\$0.00
Gold Standard	\$0.00	\$0.00	\$0.00
Total Gold Standard	\$0.00	\$0.00	\$0.00
Other Revenue Sources			
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Total Other Revenue Sources	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00


Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Individual Distribution awarded funds in the “Awarded or Pledged as a Match” cell for Individual Distributions.

You will also enter the total amount of Individual Distribution funds expended during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

FY2024 Individual Distribution Annual Reporting - Financial Report (continued)





VIRGINIA OPIOID ABATEMENT AUTHORITY
INDIVIDUAL DISTRIBUTION ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS

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

City/County:

Choose City/County

Grant Type:

Individual Distribution

Project Name:

0

	FY 2024		
	Awarded or Pledged as Match (see Note #1)	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance (see Note #2)
Funding Sources			
Direct Distributions	\$0.00	\$0.00	\$0.00
Total Direct Distributions	\$0.00	\$0.00	\$0.00
Individual Distribution	\$0.00	\$0.00	\$0.00
Total Individual Distributions	\$0.00	\$0.00	\$0.00
Gold Standard	\$0.00	\$0.00	\$0.00
Total Gold Standard	\$0.00	\$0.00	\$0.00
Other Revenue Sources			
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Total Other Revenue Sources	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.


If you pledged to match **“Gold Standard” Incentive** funds for your FY2024 awarded Individual Distribution project, you will enter the amount pledged as a match in the “Awarded or Pledged as Match” cell for Gold Standards.

You will also enter the total amount of “Gold Standard” Incentive expended to support the Individual Distribution project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **“Gold Standard” Incentive** funds to support their FY2024 Individual Distribution project. Please review your OAA FY2024 Individual Distribution Award package to determine if this section applies to your locality.

FY2024 Individual Distribution Annual Reporting - Financial Report (continued)





VIRGINIA OPIOID ABATEMENT AUTHORITY
INDIVIDUAL DISTRIBUTION ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS
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City/County:

Choose City/County

Grant Type:

Individual Distribution

Project Name:

0

	FY 2024		
	Awarded or Pledged as Match <small>(see Note #1)</small>	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance <small>(see Note #2)</small>
Funding Sources			
Direct Distributions	\$0.00	\$0.00	\$0.00
Total Direct Distributions	\$0.00	\$0.00	\$0.00
Individual Distribution	\$0.00	\$0.00	\$0.00
Total Individual Distributions	\$0.00	\$0.00	\$0.00
Gold Standard	\$0.00	\$0.00	\$0.00
Total Gold Standard	\$0.00	\$0.00	\$0.00
Other Revenue Sources			
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Total Other Revenue Sources	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

If you pledged to match **Other Revenue** funds for your FY2024 awarded Individual Distribution project, you will enter the amount you pledged as a match in the “Awarded or Pledged as Match” cell for Other Revenue Sources.

You will also enter the total amount of Other Revenue funds expended to support the Individual Distribution project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **Other Revenue** funds to support their FY2024 Individual Distribution project. Please review your OAA FY2024 Individual Distribution Award package to determine if this section applies to your locality.

After you have entered all of the revenue information, the gray highlighted cells will automatically populate to calculate your total project revenue and your total project expenditures for FY2024.

FY2024 Individual Distribution Annual Reporting - Financial Report (continued)



Expenses <small>These numbers will populate from the Personnel and Operating & Capital Tabs</small>	Budget as Awarded	Total FY24 Expenditures (by budget category)	Total FY24 Remaining Balance (see Note #2)
Personnel-related	\$0.00	\$0.00	\$0.00
Operating (including contracts)	\$0.00	\$0.00	\$0.00
Capital (vehicles, structures)	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00
Award & Expenditure Reconciliation*	\$0.00	\$0.00	\$0.00
*Report is in balance if all cells in this row show "zero"			
FINAL FY2024 OAA BALANCE (Includes OAA Awarded Funds only)			\$0.00
<small>Final OAA Balance is properly calculated if this row shows "zero"</small>			<small>\$0.00</small>
<small>Note #1: Enter the amount awarded to the city/county by OAA or included as matching funds for the fiscal year, on the appropriate row.</small>			
<small>Note #2: These totals should reconcile with the Carryforward Reporting Workbook totals for localities that requested carryforward approval.</small>			

These gray highlighted cells will automatically populate based on the information you enter on the Personnel Expense and Operating & Capital Expense Reporting Tabs.

After you have entered all of your information into the Financial, Personnel Expense, and Operating & Capital Expense Reporting tabs, the gray highlighted cells will automatically populate to calculate your total project expenses for FY2024, as well as an “Award and Expenditure Reconciliation” total and a Final FY2024 OAA Balance.

If the OAA has asked you to submit a FY2024 Carry-Forward Reporting Workbook, the prepopulated FY2024 Balance amount should reconcile with your FY2024 Carry-Forward total.

FY2024 Individual Distribution Annual Reporting - Personnel Expense Report




Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

In the Personnel Expense Reporting tab, you will indicate a breakdown of salaried staff and/or Wage/Part-Time Staff that are compensated utilizing your FY2024 OAA awarded Individual Distribution funds to include the following:

- # of FTEs (salaried) or # of Wage/Part-Time Staff
- Amount of FY2024 Individual Distribution funds awarded to support various Salaried and/or Wage/Part-Time Staff that are working on your project’s approved scope of work
- Amount of FY2024 Individual Distribution funds expended for Salaried and/or Wage/Part-Time Staff that are working on your project’s approved scope of work

Totals from this tab will populate the expenditures by budget category section on the Financial Reporting tab.



VIRGINIA OPIOID ABATEMENT AUTHORITY

INDIVIDUAL DISTRIBUTION ANNUAL REPORTING

WORKBOOK FOR FY24 AWARDS

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

City/County: Choose City/County Grant Type: Individual Distribution

Project Name: 0

Instructions:

Indicate all FY2024 incurred Personnel Expenses below by category. The final personnel totals (located at the bottom of the page) should reconcile with the personnel totals listed in the "Financial Reporting" tab.

Salaried Staff

	FY 2024			
	# of FTES	Awarded	Expended	Total Balance
Position Type/Description				
Position 1		\$0.00	\$0.00	\$0.00
Position 2		\$0.00	\$0.00	\$0.00
Position 3		\$0.00	\$0.00	\$0.00
Position 4		\$0.00	\$0.00	\$0.00
Position 5		\$0.00	\$0.00	\$0.00
Position 6		\$0.00	\$0.00	\$0.00
Total Salaried Staff	0.00	\$0.00	\$0.00	\$0.00

Wage/Part-time Staff

	# of Wage or PT staff	Awarded	Expended	Total Balance
Position Type/Description				
Wage 1		\$0.00	\$0.00	\$0.00
Wage 2		\$0.00	\$0.00	\$0.00
Wage 3		\$0.00	\$0.00	\$0.00
Wage 4		\$0.00	\$0.00	\$0.00
Wage 5		\$0.00	\$0.00	\$0.00
Wage 6		\$0.00	\$0.00	\$0.00
Total Salaried Staff	0.00	\$0.00	\$0.00	\$0.00
PERSONNEL TOTALS	0.00	\$0.00	\$0.00	\$0.00

FY2024 Individual Distribution Annual Reporting - Operating & Capital Expense Report




Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

In the Operating & Capital Expense Reporting tab, you will indicate a breakdown of operating and capital costs associated with your FY2024 Individual Distribution grant award to include the following:

- Amount of FY2024 Individual Distribution funds awarded to support Operating costs
- Amount of FY2024 Individual Distribution funds that were expended on operating costs
- Amount of FY2024 Individual Distribution funds that were awarded to support capital costs
- Amount of FY2024 Individual Distribution funds that were expended on capital costs

The totals from this tab will populate the expenditures by budget category section on the Financial Reporting tab.

 **VIRGINIA OPIOID ABATEMENT AUTHORITY**
INDIVIDUAL DISTRIBUTION ANNUAL REPORTING
WORKBOOK FOR FY24 AWARDS

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

City/County: Grant Type:

Project Name:

Instructions: Indicate all FY2024 incurred Operating and Capital Expenses below by category. The final Operating and Capital Expenses totals (located at the bottom of the page) should reconcile with the operating and capital totals listed in the "Financial Reporting" tab.


Operating Expenses	FY 2024		
	Awarded	Expended	Total Balance
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00

Capital Expenses	FY 2024		
	Awarded	Expended	Total Balance
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Total Capital Expenses	\$0.00	\$0.00	\$0.00

OPERATING AND CAPITAL TOTALS	Awarded	Expended	Total Balance
	\$0.00	\$0.00	\$0.00

FY2024 Individual Distribution Annual Reporting - Performance Measures Report





VIRGINIA OPIOID ABATEMENT AUTHORITY

INDIVIDUAL DISTRIBUTION ANNUAL REPORTING

PERFORMANCE MEASURES WORKBOOK FOR FY24 AWARDS

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

Name of City or County:

Choose City/County

Type of Grant:

Individual Distribution

Project Name:

0

Select Applicable Performance Measures from Dropdown Menu (click on cell below Performance Measure category to show list)	Input Number of People for each Performance Measure in Each Year		Comments (Provide an explanation regarding any discrepancies between the FY 2024 approved performance measures and the actual FY 2024 performance measures)
	FY2024 Approved Performance Measures	FY2024 Actuals Performance Measures	
<i>INSTRUCTIONS: Indicate your OAA-approved FY 2024 OAA-approved performance measures, as well as your actual FY 2024 performance measures. In the comment section, please elaborate on any discrepancies between the approved performance measures and the actual performance measures.</i>			
Performance Measures			
Prevention/Education Awareness Efforts			
Efforts Directed Toward Pregnant/Nursing Women with Substance Use Disorders			
Efforts Directed Toward Children with Substance Use Disorders			

In this Performance Measures reporting tab, you will indicate your FY2024 Individual Distribution grant approved performance measures (can be obtained from your FY2025 Individual Distribution renewal application), and provide your actual outcomes achieved during FY2024.

If there are discrepancies between your OAA-approved FY2024 performance measures and your actual FY2024 performance measures, please provide an explanation regarding those discrepancies in the “Comments” section of this tab.

FY2024 Individual Distribution Annual Reporting – General Ledger



Attached to the email submission for your completed Individual Distribution Annual Reporting Workbook, please submit a detailed transaction report of your city or county's general ledger that reconciles to the amounts spent and remaining.



Questions on Individual Distributions Annual Reporting




FY2024 Cooperative Partnerships Annual Reporting



FY2024 Cooperative Partnership Annual Reporting Instructions



 **VIRGINIA OPIOID ABATEMENT AUTHORITY
COOPERATIVE PARTNERSHIP ANNUAL REPORTING
WORKBOOK FOR FY2024 AWARDS**

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

To: **Fiscal Agent City and County Opioid Abatement Authority (OAA) Cooperative Partnership FY2024 Grantees - Annual Reporting Requirement**

As a **requirement** of receiving an OAA Grant Award, the **fiscal agent** city or county grantee for FY2024 OAA Cooperative Partnership Grant awards, must submit an Annual Reporting Workbook for the FY2024 period of performance (July 1, 2023 - June 30, 2024) by **11:59pm on September 1, 2024**.

All tabs in this workbook must be completed. This workbook includes:

- 1. On the Narrative Report Tab:**
 - 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
- 2. On the Financial Report Tab:**
 - The amounts approved for FY2024 for this project by revenue source
 - The final amounts expended for FY2024 project by revenue source
 - The amounts by budget category will populate from the subsequent tabs
- 3. On the Personnel Expense Report Tab:**
 - The amounts approved for FY2024 for this project by position
 - The final amounts expended for FY2024 project by position
- 4. On the Operating & Capital Expense Report Tab:**
 - The amounts approved for FY2024 for this project by item
 - The final amounts expended for FY2024 project by item
- 5. Performance Measures Report Tab:**
 - The numbers approved for FY2024 for each measure selected
 - The final number for FY2024 for each measure selected
- 6. Attach to this workbook:**
 - 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.

Information only needs to be entered in the "blue" highlighted cells for each tab. Once chosen on the "Narrative Report" tab, the City/County Name and Project Title should populate on the subsequent tabs.

There is a signature section on the "Narrative Reporting" tab that should be signed by the city or county executive or their designee.

Once all tabs have been completed and the signature obtained, email to info@voaa.us by 11:59pm on September 1, 2024.

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.

Thanks and regards,

This FY2024 Annual Reporting Workbook is a requirement of your FY2024 Cooperative Partnership Award.

This report must be submitted to the OAA via email at info@voaa.us by 11:59 pm on September 1, 2024.

All tabs must be completed and submitted, and the report must be certified by the fiscal agent city/county executive or their designee.

FY2024 Cooperative Partnership Annual Reporting - Narrative Report




- You will select the **Fiscal Agent** “City/County Name” from the drop-down list and indicate your respective Cooperative Partnership “Project Name”. This information will be automatically populated on all of the other tabs.
- The boxes that are highlighted in “blue” on all of the tabs are where you will enter your report information.
- **Box 1:** The first section of the “Narrative Reporting” tab will include your updates (for the FY2024 period of performance) regarding your Cooperative Partnership grant project successes and challenges. In this section, the OAA essentially wants to know what went were some lessons learned from the implementation of your project during FY2024. We would like to know what went according to your proposed plan for this project, as well as what challenges your locality faced in implementing this project. If challenges were experienced, please provide information regarding how you were able to revise your project implementation plan to overcome the expressed challenges.

The screenshot shows the "VIRGINIA OPIOID ABATEMENT AUTHORITY COOPERATIVE PARTNERSHIP ANNUAL REPORTING WORKBOOK FOR FY24 AWARDS" form. At the top, it includes the VOAA logo and contact information: "701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us". Below this, there are fields for "Fiscal Agent City/County Name:" with a "Choose City/County" button, and "Grant Type:" with a "Cooperative Partnership" button. A "Project Name:" field is also present. The main body of the form contains three large blue text boxes for narrative reporting. The first box is highlighted with a red border and contains the instruction: "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." The second box is labeled "Provide a narrative update regarding the project's impact on the city or county's community." and the third is labeled "If applicable, provide a narrative update on plans for project sustainability and/or any pertinent details regarding expenditures." At the bottom, there is a sworn statement: "I swear or affirm that all information contained in and attached to this report is true to the best of my knowledge and has been carried out in compliance with the OAA's Terms and Conditions." followed by fields for "Signature:", "Date:", "Print Name:", and "Title:".

FY2024 Cooperative Partnership Annual Reporting - Narrative Report (continued)



- **Box 2:** You will also provide a narrative update regarding the impact of the Cooperative Partnership project, as it relates to your OAA-approved objectives and outcomes. The OAA-approved objectives and outcomes can be obtained from your FY2025 application for renewal of this project. Additionally, if your actual performance measures at the end of FY2024 were different from what you originally proposed, please provide an explanation for this discrepancy.
- **Box 3:** In the final box, please provide a narrative update regarding your plans for project sustainability. Please note, the OAA understands not all localities have engaged in project sustainability discussions for OAA FY2024 Cooperative Partnership awarded grant projects. Therefore, it is acceptable to leave this section empty if it is not relevant to your respective project.
- The final section of the “Narrative Reporting” tab requires the signature of the **fiscal agent** City/County Executive or their designee.
- Please note: While the signature is on the narrative reporting tab, it applies to all tabs and attachments associated with this Annual Report.

**VIRGINIA OPIOID ABATEMENT AUTHORITY**
COOPERATIVE PARTNERSHIP ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

Fiscal Agent
City/County Name:

Choose City/County

Grant Type:

Cooperative Partnership

Project Name:

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.

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

Signature:


Date:

Print Name:

Title:

FY2024 Cooperative Partnership Annual Reporting - Financial Report



**VIRGINIA OPIOID ABATEMENT AUTHORITY
COOPERATIVE PARTNERSHIP ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS**
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

Fiscal Agent City/County: Grant Type:

Project Name:

Funding Sources	FY 2024		
	Awarded or Pledged as Match (See Note #1)	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance (See Note #2)
Direct Distributions			
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Direct Distribution	\$0.00	\$0.00	\$0.00
Individual Distributions			
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Individual Distribution	\$0.00	\$0.00	\$0.00

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Cooperative Partnership award and any funds that were pledged as a match for the awarded project.


If you or your partner localities pledged a **Direct Distribution** match for your FY2024 awarded Cooperative Partnership project, you will enter the amount of **Direct Distribution** funds pledged as a match in the “Awarded or Pledged as Match” cell for Direct Distributions.

You will also enter the total amount of Direct Distribution funds expended to support the Cooperative Partnership project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **Direct Distribution** funds to support their FY2024 Cooperative Partnership projects. Please review your OAA FY2024 Cooperative Partnership Award package to determine if this section applies to your award.

FY2024 Cooperative Partnership Annual Reporting - Financial Report (continued)



**VIRGINIA OPIOID ABATEMENT AUTHORITY
COOPERATIVE PARTNERSHIP ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS**
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

Fiscal Agent City/County: **Grant Type:**

Project Name:

Funding Sources	FY 2024		
	Awarded or Pledged as Match (See Note #1)	Total FY24 Expenditures (by funding source)	Total FY 24 Remaining Balance (See Note #2)
Direct Distributions			
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Direct Distribution	\$0.00	\$0.00	\$0.00
Individual Distributions			
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Individual Distribution	\$0.00	\$0.00	\$0.00

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Cooperative Partnership award and any funds that were pledged as a match for the awarded project.

If you or your partner localities pledged an **Individual Distribution** match for your FY2024 awarded Cooperative Partnership project, you will enter the amount of **Individual Distribution** funds pledged as a match in the “Awarded or Pledged as Match” cell for Direct Distributions.

You will also enter the total amount of Individual Distribution funds expended to support the Cooperative Partnership project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **Individual Distribution** funds to support their FY2024 Cooperative Partnership projects. Please review your OAA FY2024 Cooperative Partnership Award package to determine if this section applies to your award.

FY2024 Cooperative Partnership Annual Reporting - Financial Report (continued)



Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Cooperative Partnership award and any funds that were pledged as a match for the awarded project.

If you or your partner localities pledged a **“Gold Standard” Incentive** match for your FY2024 awarded Cooperative Partnership project, you will enter the amount of **“Gold Standard” Incentive** funds pledged as a match in the “Awarded or Pledged as Match” cell for Direct Distributions.

You will also enter the total amount of **“Gold Standard” Incentive** funds expended to support the Cooperative Partnership project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **“Gold Standard” Incentive** funds to support their FY2024 Cooperative Partnership projects. Please review your OAA FY2024 Cooperative Partnership Award package to determine if this section applies to your award.

Gold Standard Incentives			
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Gold Standard	\$0.00	\$0.00	\$0.00
Cooperative Partnership			
Choose City/County	\$0.00	\$0.00	\$0.00
Total Cooperative Partnership	\$0.00	\$0.00	\$0.00

FY2024 Cooperative Partnership Annual Reporting - Financial Report (continued)



Gold Standard Incentives

Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Choose City/County	\$0.00	\$0.00	\$0.00
Total Gold Standard	\$0.00	\$0.00	\$0.00

Cooperative Partnership

Choose City/County	\$0.00	\$0.00	\$0.00
Total Cooperative Partnership	\$0.00	\$0.00	\$0.00

Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

The information entered should be for your FY2024 Cooperative Partnership awarded funds in the “Awarded or Pledged as a Match” cell for Cooperative Partnership. You will also enter the total amount of Cooperative Partnership funds expended during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

FY2024 Cooperative Partnership Annual Reporting - Financial Report (continued)



Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

If you or your partner localities pledged to match **Other Revenue** funds for your FY2024 awarded Cooperative Partnership project, you will enter the amount pledged as a match in the “Awarded or Pledged as Match” cell for Other Revenue Sources.

You will also enter the total amount of Other Revenue funds expended to support the Cooperative Partnership project during the FY2024 period of performance in the “Total FY24 Expenditures” cell.

Note: Not all localities pledged to match **Other Revenue** funds to support their FY 2024 Cooperative Partnership project. Please review your OAA FY2024 Cooperative Partnership Award package to determine if this section applies to your award.


After you have entered all of the revenue information, the gray highlighted cells will automatically populate to calculate your total project revenue and your total project expenditures for FY2024.

Cooperative Partnership			
Choose City/County	\$0.00	\$0.00	\$0.00
Total Cooperative Partnership	\$0.00	\$0.00	\$0.00
Other Revenue Sources			
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Source of revenue (local, federal, grant)	\$0.00	\$0.00	\$0.00
Total Other Revenue Sources	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00

Continued on the next page-->

FY2024 Cooperative Partnership Annual Reporting - Financial Report (continued)





VIRGINIA OPIOID ABATEMENT AUTHORITY
COOPERATIVE PARTNERSHIP ANNUAL
REPORTING WORKBOOK FOR FY24 AWARDS
CONTINUED

Fiscal Agent City/County:

Grant Type:

Project Name:

Expenses
These numbers will populate from the Personnel and Operating & Capital Tabs

	FY 2024		
	Budget as Awarded	Total FY24 Expenditures (by budget category)	Total FY24 Remaining Balance (see Note #2)
Personnel-related	\$0.00	\$0.00	\$0.00
Operating (including contracts)	\$0.00	\$0.00	\$0.00
Capital (vehicles, structures)	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00

Award & Expenditure Reconciliation*

\$0.00	\$0.00	\$0.00
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*Report is in balance if all cells in this row show "zero"

FINAL FY2024 OAA BALANCE (Includes OAA Awarded Funds only)

\$0.00

Final OAA Balance is properly calculated if this row shows "zero"

\$0.00

Note #1: Enter the amount awarded to the city/county by OAA or included as matching funds for the fiscal year, on the appropriate row.

Note #2: These totals should reconcile with the Carryforward Reporting Workbook totals for localities that requested carryforward approval.

These gray highlighted cells will automatically populate based on the information you enter on the Personnel Expense and Operating & Capital Expense Reporting Tabs.

After you have entered all of your information into the Financial, Personnel Expense, and Operating & Capital Expense Reporting tabs, the gray highlighted cells will automatically populate to calculate your total project expenses for FY2024, as well as an “Award and Expenditure Reconciliation” total and a Final FY2024 OAA Balance.

If the OAA has asked you to submit a FY2024 Carry-Forward Reporting Workbook, the prepopulated “Final FY2024 OAA Balance” amount should reconcile with your FY2024 Carry-Forward total.

FY2024 Cooperative Partnership Annual Reporting - Personnel Expense Report




Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

In the Personnel Expense Reporting tab, you will indicate a breakdown of salaried staff and/or Wage/Part-Time Staff that are compensated utilizing your FY2024 OAA awarded Cooperative Partnership funds to include the following:

- # of FTEs (salaried) or # of Wage/Part-Time Staff
- Amount of FY2024 Cooperative Partnership funds awarded to support various Salaried and/or Wage/Part-Time Staff that are working on your project's approved scope of work
- Amount of FY2024 Cooperative Partnership project funds expended for Salaried and/or Wage/Part-Time Staff that are working on your project's approved scope of work

The totals from this tab will populate the expenditures by budget category section on the Financial Reporting tab.



VIRGINIA OPIOID ABATEMENT AUTHORITY

COOPERATIVE PARTNERSHIP ANNUAL REPORTING

WORKBOOK FOR FY24 AWARDS

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

Fiscal Agent

City/County:

Choose City/County

Grant Type:

Cooperative Partnership

Project Name:0

Instructions:

Indicate all FY2024 incurred Personnel Expenses below by category. The final personnel totals (located at the bottom of the page) should reconcile with the personnel totals listed in the "Financial Reporting" tab.

Salaried Staff

Position Type/Description	FY 2024			Total Balance
	# of FTEs	Awarded	Expended	
Position 1		\$0.00	\$0.00	\$0.00
Position 2		\$0.00	\$0.00	\$0.00
Position 3		\$0.00	\$0.00	\$0.00
Position 4		\$0.00	\$0.00	\$0.00
Position 5		\$0.00	\$0.00	\$0.00
Position 6		\$0.00	\$0.00	\$0.00
Total Salaried Staff	0	\$0.00	\$0.00	\$0.00

Wage/Part-time Staff

Position Type/Description	# of Wage or PT staff	Awarded	Expended	Total Balance
Wage 1		\$0.00	\$0.00	\$0.00
Wage 2		\$0.00	\$0.00	\$0.00
Wage 3		\$0.00	\$0.00	\$0.00
Wage 4		\$0.00	\$0.00	\$0.00
Wage 5		\$0.00	\$0.00	\$0.00
Wage 6		\$0.00	\$0.00	\$0.00
Total Salaried Staff	0.00	\$0.00	\$0.00	\$0.00
PERSONNEL TOTALS	0.00	\$0.00	\$0.00	\$0.00

FY2024 Cooperative Partnership Annual Reporting - Operating & Capital Expense Report



Only enter information in the **blue** highlighted cells. The gray highlighted cells include formulas that will automatically populate after entering your information.

In the Operating & Capital Expense Reporting tab, you will indicate a breakdown of operating and capital costs associated with your FY2024 Cooperative Partnership grant award to include the following:

- Amount of FY2024 Cooperative Partnership funds awarded to support Operating costs
- Amount of FY2024 Cooperative Partnership funds that were expended on operating costs
- Amount of FY2024 Cooperative Partnership funds that were awarded to support capital costs
- Amount of FY2024 Cooperative Partnership funds that were expended on capital costs

The totals from this tab will populate the expenditures by budget category section on the Financial Reporting tab.

VIRGINIA OPIOID ABATEMENT AUTHORITY

COOPERATIVE PARTNERSHIP ANNUAL REPORTING

WORKBOOK FOR FY24 AWARDS

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

Fiscal Agent

City/County:

Choose City/County

Grant Type:

Cooperative Partnership

Project Name:

0

Instructions:

Indicate all FY2024 incurred Operating and Capital Expenses below by category. The final Operating and Capital Expenses totals (located at the bottom of the page) should reconcile with the operating and capital totals listed in the "Financial Reporting" tab.

	FY 2024		
Operating Expenses	Awarded	Expended	Total Balance
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Description	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00

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

OPERATING AND CAPITAL TOTALS	\$0.00	\$0.00	\$0.00
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FY2024 Cooperative Partnerships Annual Reporting - Performance Measures Report



VIRGINIA OPIOID ABATEMENT AUTHORITY
COOPERATIVE PARTNERSHIP ANNUAL REPORTING
PERFORMANCE MEASURES WORKBOOK FOR FY24 AWARDS
701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | 804-500-1810 | info@voaa.us | www.voaa.us

Name of Fiscal Agent City or County: <input type="text" value="Choose City/County"/>		Type of Grant: <input type="text" value="Cooperative Partnership"/>	Project Name: <input type="text" value="0"/>
Select Applicable Performance Measures from Dropdown Menu (click on cell below Performance Measure category to show list)	Input Number of People for each Performance Measure in Each Year		Comments (Provide an explanation regarding any discrepancies between the FY 2024 approved performance measures and the actual FY 2024 performance measures)
	FY2024 Approved Performance Measures	FY2024 Actuals Performance Measures	
INSTRUCTIONS: Indicate your OAA-approved FY 2024 OAA-approved performance measures, as well as your actual FY 2024 performance measures. In the comment section, please elaborate on any discrepancies between the approved performance measures and the actual performance measures.			
Performance Measures			
<u>Prevention/Education Awareness Efforts</u>			
<u>Efforts Directed Toward Pregnant/Nursing Women with Substance Use Disorders</u>			
<u>Efforts Directed Toward Children with Substance Use Disorders</u>			

In this Performance Measures reporting tab, you will indicate your FY2024 Cooperative Partnership grant approved performance measures (can be obtained from your FY2025 Cooperative Partnership renewal application), and provide your actual outcomes achieved during FY2024.

If there are discrepancies between your OAA-approved FY2024 performance measures and your actual FY2024 performance measures, please provide an explanation regarding those discrepancies in the “Comments” section of this tab.

FY2024 Cooperative Partnership Annual Reporting – General Ledger



Attached to the email submission for your completed Cooperative Partnership Annual Reporting Workbook, please submit a detailed transaction report of your city or county's general ledger that reconciles to the amounts spent and remaining.

Note: If matching funds were expended directly by a partner city or county (ie. not sent to the fiscal agent to spend), then a copy of the partner city or county's ledger is also needed that reflects those matching funds



Questions on Cooperative Partnerships Annual Reporting



FY2024 Annual Reporting – Capital Costs Annual Declaration



For those cities and counties awarded OAA funds that included a contingency related to capital costs and completed and submitted to the OAA a capital costs agreement there is an annual declaration requirement that ensure the capital property is still being used for its original awarded purpose.

This requirement will be handled through a form letter for the impacted cities and/or counties to complete.

The OAA will reach out to those impacted cities and/or counties directly that need to complete this requirement with the form letter and requirements.

Additional Information



All information is available at our website:

- **www.voaa.us**

Abatement Academy – FREE Webinar Series on Best Practices

- **<https://www.voaa.us/abatement-academy/>**

OAA News Updates Email List

- **Sign up at the bottom of our homepage**

Contact Info

Charlie Lintecum
Director of Operations
804-500-1811
clintecum@voaa.us

Sharekka Bridges
Sr. Grants Compliance Analyst
804-368-6788
sbridges@voaa.us



Final Questions

