



Better Everyday: OAA Application Lessons and Smart Fixes for Cities and Counties

September 25, 2025



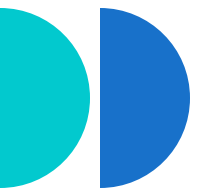
Introductions



Cecil “Charlie” Lintecum
Director of Operations



Sharekka Bridges
Sr. Grants Compliance Analyst





Webinar Agenda

01

Preparing to Apply: Setting Up for Success

Developing a plan for applying to the OAA, including 🔍 reviewing application guidelines, understanding eligibility requirements, and evaluation criteria to strengthen your application for OAA funding consideration.

02

Nailing the Application: Steps for Successful Application Completion and Submission

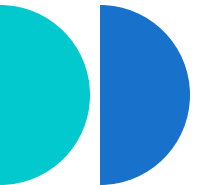
Collecting necessary information, completing the OAA funding application accurately, providing strong supporting documentation, and ensuring all required steps are fulfilled.

OAA Guidance for Completing Sections of the Application

03

Guiding Principles: Strategic Takeaways for Crafting a Standout Application

Staying focused on core points for developing and refining OAA applications.



01



Preparing to Apply: Setting Up for Success

Preparing to Apply: Renewal Projects

💡 OAA Tips for Renewal Applications:

- Obtain the following information that will be needed to complete and submit the renewal application:
 - FY 2026 Projected Expenditures (by expense line-item/category and revenue source/category) for the project**
 - FY 2026 Year-to-Date (YTD) Expenditures (by expense line-item/category and revenue source/category) for the project**
 - FY 2027 Funding Needed for the Project (including OAA and Non-OAA funding sources)**
 - FY 2026 Year-to-Date (YTD) Performance Measures achieved**
- A status update for the OAA-funded project being renewed
- Any potential scope or funding changes (amendments) for this project for FY 2027
- The total amount of Direct Distribution funds the city/county has received for FY 2026 (This information will be reported in the Direct Distribution Report).
- Contact the City/County Finance Office to request information regarding the city/county's [Direct Distribution](#) (direct settlement/ non-OAA administered) funds. This information will be needed to complete and submit the Direct Distribution Report in the OAA Grants Portal.
 - The completion of this report is a requirement for all localities participating in OAA grants. This report must be completed at least once per year and one filing of this report per city/county completes the requirement for all three programs.
 - This report requires localities to report on the use of their Direct Distribution funds for OAA-funded, and Non-OAA funded projects.

⚠️ **Note:** Year-to-Date refers to the period starting from the beginning of the current fiscal year up to the present date that the application is being submitted.

The outlined items above consist of sections that include common mistakes or errors in renewal applications.

Entering an incorrect requested amount for FY 2027 and/or incorrectly reporting FY 2026 expenditures (used to calculate FY 2026 Carryforward) could negatively impact the FY 2027 award.



OAA Information to Consider Before Applying

- The OAA follows the Commonwealth of Virginia's Fiscal Year spanning from July 1st to June 30th of each year. This is also the standard performance period for OAA grants to cities and counties. Fiscal Year may be abbreviated as "FY".
-  Review the OAA Grant Terms and Conditions based on the type of grant application(s) to be submitted by the city/county:
 - [Individual Distribution](#)
 - [Cooperative Partnership](#)
- Understand the [OAA's 2025-2026 Application and Reporting Dates for Cities and Counties](#).
- Confirm the city/county has a primary registered user in the [OAA Grants Portal](#). Ensure the individual(s) who will be completing the OAA application have access and are able to log into the portal.
- The OAA deadline for Cities and Counties to submit FY 2027 funding applications is 11:59 pm on March 16, 2026.

 **OAA Tip:** Don't wait – the OAA advises beginning work on the application(s) early!

- Attend the OAA Question and Answer (Q&A) Technical Support Webinars. These webinars are designed for cities and counties to ask the OAA staff questions regarding the application process. The webinars are scheduled for:
 - October 8, 2025 – Register [Here](#)
 - January 14, 2026 – Register [Here](#)
 - February 18, 2026 – Register [Here](#)
 - March 4, 2026 – Register [Here](#)
- If the project will include subrecipients, vendors, and/or contractors, the OAA requires information to be included in the application regarding their name and role in the project, the amount of funding they are proposed to receive, the type of organization, and a brief description of the services to be provided, as it relates to the project's scope.
 - Additionally, the OAA requires a copy of a written agreement (MOU, contract, etc.) for all subrecipients, vendors, contractors, etc. who are participating in OAA-funded projects. This agreement may be attached to the application, or it may be submitted to the OAA as a contingency, if the project is approved by the OAA Grants Committee for funding.

 **OAA Tip:** Consider the application process as something to work on gradually over time. It can be a collaborative effort, allowing you to save your progress and return to it as needed—over the course of weeks or even months, rather than just a few days. Localities that wait until the last minute to complete and submit their applications often encounter challenges and issues. Starting early helps ensure a smoother and more successful process.

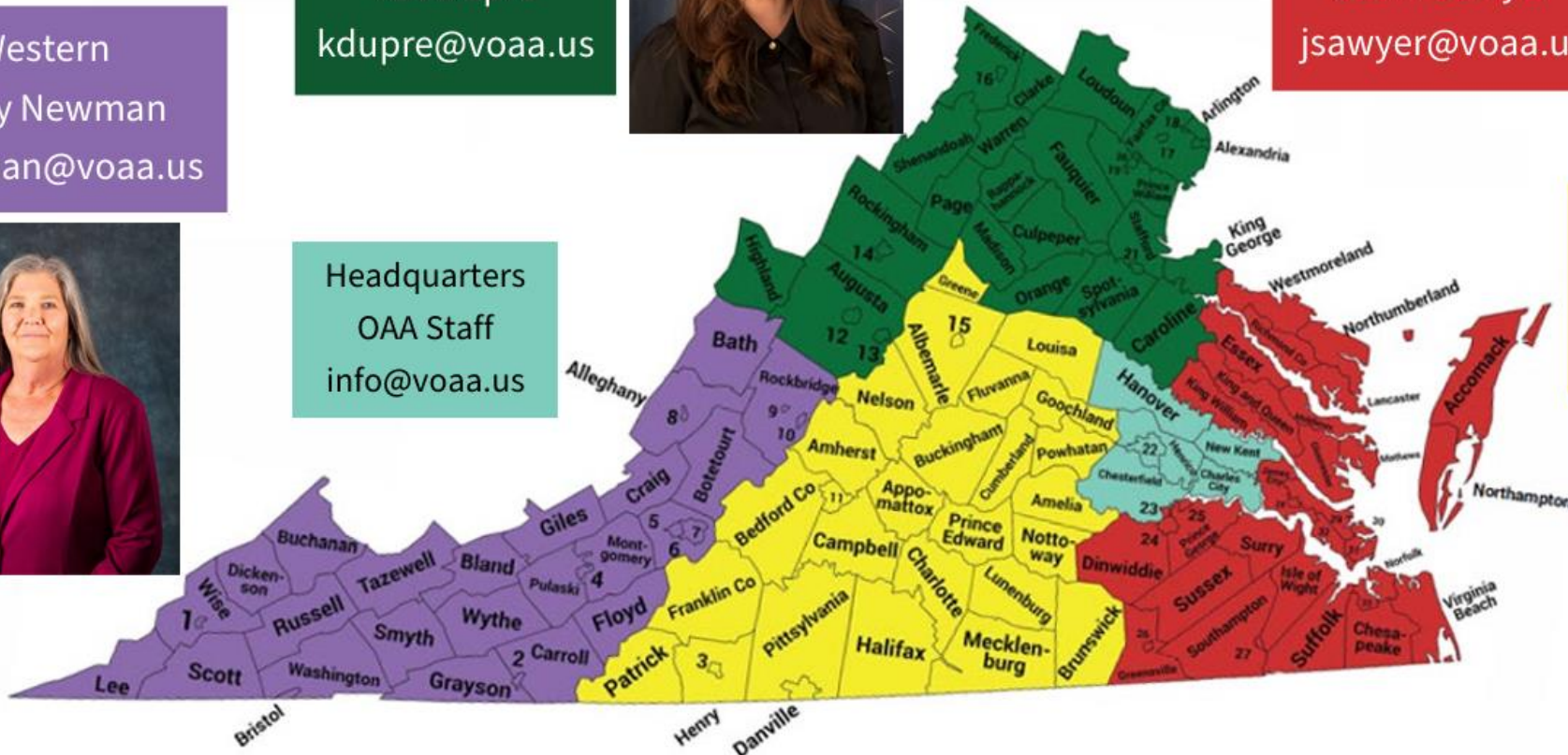
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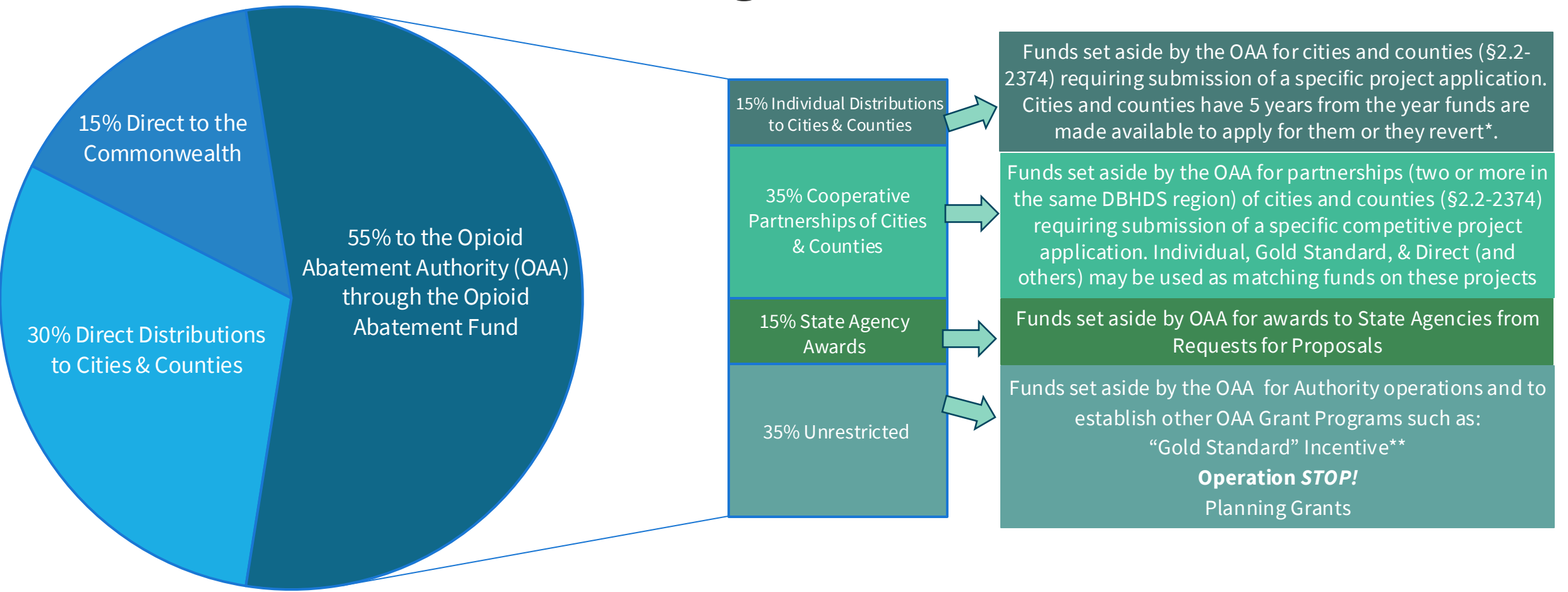


Central
To be announced
soon!



 **OAA Tip:** Engage with your respective OAA Regional Abatement Resource Coordinator throughout the application preparation process.

Understanding the Individual Distribution and “Gold Standard” Incentive Grant Programs



*As of June 2024, cities and counties have up to five application cycles from the time funds become available to apply—e.g., FY2023 funds must be applied for by April 1, 2028, FY2024 by April 1, 2029, etc.—or the funds will revert to the Opioid Abatement Fund to support the “Gold Standard” Incentive.

**The “Gold Standard,” defined in §2.2-2370, outlines statutory requirements for opioid abatement fund usage, and localities that opt in via a one-time application through the OAA’s Grants Portal may receive a 25% increase in their Individual Distribution if they also apply these requirements to their Direct Distributions (funds paid directly to localities from the settlement administrator).



Applying for the OAA “Gold Standard” Incentive



OPIOID ABATEMENT AUTHORITY
GRANTS MANAGEMENT

Essex County

Sharekka Bridges

Dashboard

Grants Management

Members

Historical Downloads

Estimated Funds Look-Up Tool

COOP Partner Dashboard

Communications

The grant is to support the individual city who are working towards prevention of opioids.

[View Details](#)

info@voaa.us

OAA Gold Standard Incentive

Open

Apply

Fiscal Year 2025

New Application	
Open Date	8/21/2024
Due Date	12/2/2025

Renewal Application	
Open Date	8/13/2024
Due Date	8/31/2024

Amend Application	
Open Date	8/13/2024
Due Date	8/31/2024

Purpose

The grant is to support the individual city who are working towards prevention of opioids.

[View Details](#)

info@voaa.us



OAA "Gold Standard" Cities and Counties

(67 "Gold Standard" Localities as of September 24, 2025)

Alleghany County	Arlington County	Augusta County	Bedford County	Bristol City	Buena Vista City	Caroline County	Charlottesville City	Chesapeake City	Chesterfield County
Covington City	Culpeper County	Danville City	Dickenson County	Dinwiddie County	Fairfax County	Floyd County	Franklin County	Fredericksburg City	Giles County
Gloucester County	Hampton City	Harrisonburg City	Henrico County	Henry County	Hopewell City	James City County	King George County	Lexington City	Louisa County
Martinsville City	Mathews County	Montgomery County	Newport News City	Norfolk City	Orange County	Page County	Patrick County	Petersburg City	Pittsylvania County
Powhatan County	Prince George County	Prince William County	Pulaski County	Radford City	Richmond City	Roanoke City	Roanoke County	Rockbridge County	Rockingham County
Russell County	Smyth County	Spotsylvania County	Stafford County	Staunton City	Surry County	Sussex County	Tazewell County	Virginia Beach City	Warren County
Washington County	Waynesboro City	Williamsburg City	Winchester City	Wise County	Wythe County	York County			

OAA Estimated Look Up Tool

Before applying for OAA Individual Distribution and/or “Gold Standard” Incentive funds, localities should  review their locality’s Estimated Funds Look-Up Tool in the OAA Grants Portal to determine your locality’s specific allocation of Individual Distribution and “Gold Standard” Incentive funds .  Note: “Gold Standard” Incentive funds are only available for those localities who have opted-in to the “Gold Standard” program. This data/information can also be downloaded by clicking the “**Download Estimated Funds Lookup**” button.



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GRANTS MANAGEMENT

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 Historical Downloads

 **Estimated Funds Look-Up Tool**

 COOP Partner Dashboard

 Communications

Estimated Funds Look-Up Tool

 Download Estimated Funds Lookup

Fiscal Year (FY)	Direct Distributions				OAA Individual Distribution			OAA Gold Standard Incentive		
	Projected	Pledged/Used as OAA Match	Non - OAA Projects Awarded/Proposed Amount	Balance Available	Eligible to Receive	Awarded / Used as Match	Balance Available	Eligible to Receive	Awarded / Used as Match	Balance Available
2022	\$4,107.01	\$0.00	\$0.00	\$4,107.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	\$25,999.63	\$0.00	\$0.00	\$30,106.65	\$11,760.04	\$0.00	\$11,760.04	\$2,940.01	\$0.00	\$2,940.01
2024	\$32,064.20	\$0.00	\$0.00	\$62,170.85	\$14,749.79	\$0.00	\$26,509.83	\$3,687.45	\$0.00	\$6,627.46
2025	\$10,120.16	\$0.00	\$0.00	\$72,291.01	\$6,035.65	\$0.00	\$32,545.49	\$1,508.91	\$0.00	\$8,136.37
2026	\$13,213.44	\$0.00	\$0.00	\$85,504.45	\$7,056.01	\$2,000.00	\$37,601.50	\$1,764.00	\$0.00	\$9,900.37
2027	\$14,042.73	\$0.00	\$0.00	\$99,547.18	\$7,056.01	\$0.00	\$44,657.51	\$1,764.00	\$0.00	\$11,664.38
2028	\$10,698.63	\$0.00	\$0.00	\$110,245.81	\$5,590.33	\$0.00	\$50,247.84	\$1,397.58	\$0.00	\$13,061.96
2029	\$14,994.21	\$0.00	\$0.00	\$125,240.02	\$7,595.94	\$0.00	\$57,843.77	\$1,898.98	\$0.00	\$14,960.94
2030	\$15,062.43	\$0.00	\$0.00	\$140,302.45	\$7,531.91	\$0.00	\$65,375.68	\$1,882.98	\$0.00	\$16,843.92



OAA Application Evaluation Criteria for Individual Distributions

💡 **OAA Tip:** 🔍 Review the Individual Distribution Grant Evaluation Criteria and [Guidance for Individual Distributions and “Gold Standard” Incentive Awards for Cities and Counties](#) before submitting your application to ensure it meets the requirements.

Individual Distribution applications will be evaluated on how they meet the criteria as follows:

1. The [terms and conditions](#) of this funding opportunity
2. The conditions, restrictions, and priorities enumerated in *Code of Virginia* [§2.2-2370](#)
3. The allowable uses under each settlement agreement
 - a. Example: [Exhibit E from Distributors and Janssen Settlements](#)

For applications the OAA determines do not meet the established requirements, the OAA provides assistance with revisions to facilitate compliance.

💡 **OAA Tip:** Contact the OAA as soon as possible with any questions regarding the application process or attend one of the OAA's Q&A Webinar sessions (registration links and dates are listed on slide 5).



Understanding the Cooperative Partnership Grant Program

A Cooperative Partnership is the partnership formed by at least two or more cities and/or counties within the same Department of Behavioral Health and Developmental Services (DBHDS) region for the purpose of applying for a grant from the OAA to implement an opioid abatement project. To ensure preparedness to submit a Cooperative Partnership application, here are some tips:

- Identify partner localities for the proposed Cooperative Partnership project. Once the partner localities are identified, determine which locality will serve as the project's fiscal agent. The OAA Cooperative Partnership funding application must be submitted by the project's fiscal agent.
 - The fiscal agent is the city or county that has been identified by all partners in the cooperative agreement as responsible for applying for, receiving, managing, and distributing the funds for the project. The fiscal agent is also responsible for monitoring and reporting on performance measures and all OAA reporting requirements.
- Ensure the Cooperative Partners for the proposed OAA Cooperative Partnership are within the same [DBHDS Region](#) as the fiscal agent city/county.
- 🔍 Review the [OAA Sample Cooperative Partnership Agreement for Project Applications](#). This agreement will be completed as a part of the application process for new Cooperative Partnership projects, and each partner locality will be required to sign the agreement via the Adobe E-signature process.
 - The Cooperative Partnership Agreement is a written agreement between the cities and counties forming the partnership to apply to the OAA for funding for an opioid abatement project.
- Determine any non-OAA and OAA (Individual Distribution and/or "Gold Standard" Incentive) matching funds that will be pledged to support the proposed Cooperative Partnership project.
- 🔍 Review the OAA Grant Evaluation Criteria to ensure the funding application addresses all requirements.



Use of OAA Matching Funds for Cooperative Partnership Projects

Cities and counties have the option to appropriate a portion of their Individual Distribution and/or “Gold Standard” Incentive to a Cooperative Partnership project as matching funds. Cities and counties **do not** submit an Individual Distribution application to appropriate the Individual Distribution or “Gold Standard” Incentive funds as matching funds to a Cooperative Project. The Cooperative Partnership Agreement documents the commitment and amount for any cities and/or counties that elect to apply Individual Distribution and/or “Gold Standard” funds to the cooperative project.

Cities and counties must opt-in to the “Gold Standard” Incentive [program](#) for “Gold Standard” funds to be available to be applied to a project.

Renewals of Cooperative Partnership awards with Individual Distribution and/or “Gold Standard” Incentive matching funds do not require the Cooperative Partnership Agreement be completed again. For renewals with these matching funds, the partner cities/counties should document their match each year in writing to the fiscal agent city or county.



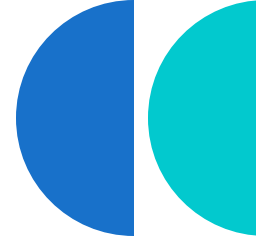
OAA Application Evaluation Criteria for Cooperative Partnerships

💡 **OAA Tip:** 🗎 Review the Cooperative Partnership Grant Evaluation Criteria and [Guidance for Cooperative Partnership Awards for Cities and Counties](#) before submitting your application to ensure it meets the requirements.

Cooperative Partnership applications will be evaluated on how they meet the criteria as follows:

1. The [terms and conditions](#) of this funding opportunity
2. The conditions, restrictions, and priorities enumerated in *Code of Virginia §2.2-2370*
 - a. Specifically, grant applications that accomplish the following:
 - i. Collaborate with an existing program or organization that has an established record of success treating, preventing, or reducing opioid use disorder or the misuse of opioids;
 - ii. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate, relative to population;
 - iii. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community; or
 - iv. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.
3. The allowable uses under each settlement agreement
 - a. Example: [Exhibit E from Distributors and Janssen Settlements](#)
4. Extent to which the proposed cooperative project identifies and addresses specific gaps;
5. Projects that remove barriers to access or make services more accessible to high-risk or difficult to serve individuals;
6. Projects that specifically serve the needs of pregnant and nursing mothers and children;
7. The prospective return on financial investment offered by the cooperative project;
8. Cooperative Partnership projects will be awarded in a manner that distributes funds equitably among all community service board regions of the Commonwealth.

02



Nailing the Application: Steps for Successful Application Completion and Submission



Information and Items to Gather for Individual Distribution Renewal Applications

1. An established log-in account for the [OAA's Grants Portal](#). The OAA's [Grants Info](#) page contains access and training information.
2.  Review [OAA News Updates](#) for any additional instructions, due dates, guidance, etc. that may have been issued.
3. Direct Distribution Information by fiscal year (amounts received, amounts used for non-OAA projects, amounts held in reserve, and descriptions of non-OAA projects that direct distributions funds were used to support).
4. An update on the status of the project.
5. Note if any partner organizations, subrecipients, contractors, etc. are renewing their role for the project, being removed, or being added.
6. Provide the following budget information:
 - FY 2026 Projected Expenditures (estimate)
 - Funds expended (Year-to-Date) at the time the application is completed
 - Performance Measures Achieved (Year-to-Date) at the time the application is completed
 - Objectives Achieved and an updated timeline for the project's objectives
 - Projected FY 2026 carryforward amounts and usage in FY 2027, if applicable.
7. If amending:
 - Provide an explanation and any methodology related to the amendment(s)
 - List and describe any amended objectives for this project
 - List any changes in the specific groups of individuals this project was designed to reach and how many individuals are expected to participate per year
8. Provide information if the amendment alters the originally provided:
 - Evidence-based or evidence-informed methods
 - Program credentialing and/or awards
 - The estimated percentage of opioid-related abatement

Applying for Individual Distribution Grants



Opioid Abatement Authority

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Grants Info

Welcome to the Opioid Abatement Authority's Grants Information Page. The OAA offers financial assistance to cities, counties and state agencies in the Commonwealth of Virginia. This page connects you to information and resources, as well as to the specific grant types. If you have any questions please email info@voaa.us.

[Virginia OAA Web-Based Grants Portal](#)

[Resources and General Information](#)

[OAA Grant Policies](#)

[Individual Distributions for Cities and Counties](#)

[Cooperative Partnerships for Cities and Counties](#)

[Applications, Supporting Documentation and OAA Summary Recommendations for Cities and Counties from Previous Grant Cycles](#)

[Summaries and Recommendations from Cities and Counties](#)

Individual Distributions for Cities and Counties

Below you will find resources related to applications for Individual Distribution and "Gold Standard" Incentive awards from the OAA. Applications must be completed and submitted in the OAA's Web-Based Grants Portal whose link is on the first tab of this page. The Application cycle runs approximately from August 15 through March 15 of each year.

Upcoming Due Dates:

Carryforward True-up Reports - 8/18/2025

Application for 9/26 Grants Committee 9/2/2025

Annual Reports - 10/1/2025

FY2025 Report Resources

[Guidance on Annual Reporting for Cities and Counties](#)

[Guidance on Carryforward True-up Process for Cities and Counties](#)



OAA Tip: Visit the OAA's Website to review resources for [OAA Individual Distribution Grants to Cities and Counties](#).



Information and Items to Gather for Cooperative Partnerships Renewal Applications

1. An established log-in account for the [OAA's Grants Portal](#). The OAA's [Grants Info](#) page contains access and training information.
2. 🔍 Review [OAA News Updates](#) for any additional instructions, due dates, guidance, etc. that may have been issued.
3. Direct Distribution Information by fiscal year for the fiscal agent city or county (amounts received, amounts used for non-OAA projects, amounts held in reserve, and descriptions of non-OAA projects).
 - a. Each partner city/county must provide their Direct Distribution information through the Grants Portal (Grants Management tab → Direct Distribution information) separately prior to the application due date.
4. Provide an update on the status of the project.
5. Note if any partner organizations, subrecipients, contractors, etc. are being renewed, removed or added.
6. Provide information to-date including
 - FY 2026 Projected Expenditures (estimate)
 - Funds expended (Year-to-date) at the time the application is completed
 - Performance Measures Achieved (Year-to-date) at the time the application is completed
 - Objectives Achieved and an updated timeline for the project's objectives
 - Projected FY 2026 Carryforward amounts and usage in FY 2027, if applicable
7. If amending:
 - Provide an explanation and any methodology related to the amendments
 - List and describe any amended objectives for the project
 - List any changes in the specific groups of individuals the project was designed to reach and indicate how many individuals are expected to participate each year
 - Provide information if the amendment alters the originally approved:
 - Evidence-based or evidence-informed methods
 - Project credentialing and/or awards
 - Estimated percentage of opioid-related abatement



Applying for Cooperative Partnership Grants



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Cooperative Partnerships for Cities and Counties

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Upcoming due dates:

Carryforward True-up Reports - 8/18/2025

Annual Reports - 10/1/2025

FY2025 Report Resources

[Guidance on Annual Reporting for Cities and Counties](#)

[Guidance on Carryforward True-up Process for Cities and Counties](#)

[Carryforward Trueup Expenditure Spreadsheet](#)



OAA Tip: Visit the OAA's Website to review resources [for OAA Cooperative Partnership Grants](#) to Cities and Counties.



OAA Guidance for Completing Sections of the Application



Partner Contact Information– New Cooperative Partnership Projects

Partner Contact Information

Asterisk (*) indicates required field

This application is for cooperative projects consisting of a cooperative partnership between at least two cities and/or counties within the same [Department of Behavioral Health and Developmental Services \(DBHDS\)](#) region.

Please add all cities and/or counties involved in the cooperative partnership.

+ Add City/County

Exit

Previous

Save & Next

💡 **OAA Tip:** Ensure the Partner Contact Information for the project’s Cooperative Partners is correct. Do not use the “OAA Administrative” contact, as this contact is used by the OAA only.



Partner Contact Information– Renewal Cooperative Partnership Projects

Partner Contact Information

Asterisk (*) indicates required field

This application is for cooperative projects consisting of a cooperative partnership between at least two cities and/or counties within the same [Department of Behavioral Health and Developmental Services \(DBHDS\)](#) region.

Please add all cities and/or counties involved in the cooperative partnership.

+ Add City/County

King and Queen County			Edit Delete
Name of City/County	Contact Person Name	Job Title	
King and Queen County	Share' Bridg	ABCD	
Office Phone	Cell Phone	Email	
		sbridges+uat12@voaa.us	

Westmoreland County			Edit Delete
Name of City/County	Contact Person Name	Job Title	
Westmoreland County	Hare' Ridg	ABCDE	
Office Phone	Cell Phone	Email	
		sbridges+uat11@voaa.us	

 **OAA Tip:** Ensure the Partner Contact Information for the project's Cooperative Partners is correct. Do not use the "OAA Administrative" contact, as this contact is used by the OAA only.



Project Proposal Page – New Projects

Section of the Project Proposal Page	OAA Tips
Narrative Description of the Project (Project Scope)	This is the core of the grant application that tells the story of the project. Be sure to include the who, what, when, where, why and how of the proposed project. This section should include the purpose of the project, the implementation strategy for the project and indicate how the project's objectives will be achieved. Be as specific as possible in this section.
Long-Term Sustainability Plan for the Project	This section should explain how the project will continue to operate after OAA Grant funding is no longer available. The OAA would like to know how this project will have a lasting impact, and this section should list future funding sources to support the project, strategies for maintaining staff, services, or infrastructure for the project after OAA funding is no longer available to support the project. Use this section to also provide information regarding the project's integration into the locality's organizational operations.
Project Need and Relation to Abatement	This section should be completed as a typical grant "needs statement" to justify why the project is necessary. Data, research, and/or testimonials should be included to highlight the project need. Evidence confirming the issue is significant and not being adequately addressed, as well as the consequences of not addressing the need can be provided here. This section sets the state for why the proposed project matters in its relations to abatement.
Listing of Subrecipients, Contractors, Vendors	A list of subrecipients, contractors, and/or vendors for the project should be provided in this section. Any organization that will be receiving a portion of the OAA-requested funds should be listed in this section, along with their proposed role in the project, and the amount of OAA funds they are proposed to receive.
Specific group(s) the project is designed to reach & the number of individuals expected to participate yearly.	This section should describe who will benefit from the proposed project. It should include demographics details (age, income level, location, etc.), specific barriers or challenges this population faces, and why this group was selected, as well as how they will be engaged as a part of the project's implementation. The goal of this section is for the locality to demonstrate that the project is focused, equitable, and responsive to community needs.
Non-Opioid Abatement Related Components	This section is designed for the applicant locality to indicate whether or not the proposed project has any components that are not directly related to opioid abatement. If the proposed project does have non-abatement components, the applicant locality should indicate the percentage of non-abatement components, as well as provide a description of what those non-abatement components entail.
Budget Narrative for the Project	This section should explain and justify each line item in the proposed project's budget by describing how the costs were calculated, clarify why each costs is necessary for the project's success, and link costs to specific project activities. The OAA will use the provided information from this section to assess financial responsibility, transparency, and alignment between proposed objectives, performance measures, and funding use.

Project Proposal Page - Renewals

Section of the Project Proposal Page	OAA Tips
Allowable Amendments	In this section, the applicant locality should indicate whether the renewal project will have any amendments such as 1) Adding partners for Cooperative Partnership projects only; 2) Modifying pledged matching funds (both OAA and Non-OAA) for the renewal project; 3) Requesting Carryforward; 4) Modify project objectives; 5) Modify project performance measures; and 6) Modifying Cooperative Partnership funds for Cooperative Partnership projects only .
Update on the Status of the Project:	This is the core of the grant application that tells the story of the project. For renewal projects, provide an update of where the project stands after implementing the project. Be sure to include the who, what, when, where, why and how of the project. This section should include the purpose of the project, the implementation strategy for the project and indicate how the project's objectives have been achieved, or progress has been made to achieve them. If an amendment is requested for the project, provide an explanation of how the proposed amendment will impact the implementation of the project going forward . Be as specific as possible in this section.
Explanation and Methodology for Proposed Amendments	If requesting an amendment, provide an explanation indicating why the amendment has been requested and what decision-making process led to the proposed amendment.
Changes to Long-Term Sustainability Plan for the Project	This section should explain how the project will continue to operate after OAA Grant funding is no longer available. The OAA would like to know how this project will have a lasting impact, and this section should list future funding sources to support the project, strategies for maintaining staff, services, or infrastructure for the project after OAA funding is no longer available to support the project. Use this section to also provide information regarding the project's integration into the locality's organizational operations. If the project is requesting an amendment, indicate how the requested amendment will impact the sustainability plan for the project.
Updated List of Subrecipients, Vendors, Contractors	An updated list of subrecipients, contractors, and/or vendors for the project should be provided in this section. Any organization that will be receiving a portion of the OAA-requested funds should be listed in this section, along with their role in the implementation of the project, and the amount of OAA funds they are expected to receive.
Changes to Specific Group(s) the Project is Designed to Reach and/or Changes to the Number of Individuals Expected to Participate Yearly	This section should describe who will benefit from the project. It should include demographics details (age, income level, location, etc.), specific barriers or challenges this population faces, and why this group was selected, as well as how they will be engaged as a part of the project's implementation. The goal of this section is for the locality to demonstrate that the project is focused, equitable, and responsive to community needs. If the project is requesting an amendment, indicate how the requested amendment will impact the targeted population for the project.
Changes to the Percentage of Opioid-Related Abatement for the Project	This section is designed for the applicant locality to indicate whether or not the project has any components that are not directly related to opioid abatement. If the project does have non-abatement components, the applicant locality should indicate the percentage of non-abatement components, as well as provide a description of what those non-abatement components entail. If the locality is requesting an amendment for the project, indicate how that amendment will impact the opioid-related abatement efforts for the project.
Updated Budget Narrative and Description of Timeline Changes, if applicable.	This section should explain and justify each line item in the project's budget by describing how the costs were calculated, clarify why each costs is necessary for the project's success, and link costs to specific project activities. The OAA will use the provided information from this section to assess financial responsibility, transparency, and alignment between project objectives, performance measures, and funding use. If an amendment is being requested for the project, indicate how that amendment will impact the project's renewal budget.

Budget – Personnel Expenditures

- **Renewals Only:** Ensure current fiscal year personnel expenditures by line-item are available when completing the renewal application. This information is required to report how much has been expended and how much will be carried forward based on the FY 2026 OAA-approved position(s).
- **⚠ Note:** Current fiscal year expenditures must align with the city or county's own expenditures, not those of the subrecipient. While the fiscal agent is responsible for tracking and monitoring subrecipient spending, only the locality's expenditures related to the grant should be reported.
- **All projects:** Indicate how much is needed to support both salaried and part-time/wage positions for the upcoming fiscal year.
- **No supplanting allowed:** Ensure any positions that are listed in the Personnel Expenditures page consist solely of positions that will be working on the grant.
 - **Supplanting** occurs when grant funding is used to replace (or take the place of) existing funding or resources that are already allocated for a program or service. Supplanting is not allowed in OAA-funded grants because OAA grant funds are meant to supplement existing resources – not replace funding that a locality is already spending or required to spend to provide a service or program (Source: *Code of Virginia §2.2-2370*).
 - **Example of Supplanting:** A locality uses OAA grant funding to cover the salary of the locality's Payroll Administrator who has a role in completing payroll for grant-funded staff and the entire organization.
 - **Why is this an example of supplanting?** OAA Grant funds cannot be used to support the locality's Payroll Administrator position because the locality has already budgeted to fund the Payroll Administrator's position, and the Payroll Administrator does not provide direct services based on the approved OAA Grant performance measures and objectives.
 - **Consequences of Supplanting:** This approach misuses grant funds, violates the OAA Grant Terms and Conditions, and can lead to the OAA grant funding being revoked with future ineligibility to apply. The awardee locality will also be required to return grant funds to the OAA.

Budget – Operating & Capital Expenditures

- **Renewals Only:** Ensure current fiscal year operating and capital expenditures by line-item are available when completing the renewal application. This information is required to report how much has been expended and how much will be carried forward based on the FY 2026 OAA-approved operating and capital expenses.
- **⚠ Note:** Current fiscal year expenditures must align with the city or county's own expenditures, not those of the subrecipient. While the fiscal agent is responsible for tracking and monitoring subrecipient spending, only the locality's expenditures related to the grant should be reported.
- **All projects:** Indicate how much is needed to support operating and capital expenses for the upcoming fiscal year.
- **All projects:** List personnel and operating expenses for subrecipients in this section of the budget.
 - **Example:** The CSB will hire two OAA-funded Certified Peer Recovery Specialists to implement the project. The CSB's personnel expenses should be listed in the Operating Budget as: ***“Subrecipient Personnel – CSB Certified Peer Recovery Specialists”*** with the amount requested to support these two positions.
- **No indirect costs allowed for the fiscal agent:** Ensure any line-item expenses listed for the Operating and Capital Expenditures page do not include indirect costs for the fiscal agent (Source: *Code of Virginia §2.2-2370*).
 - **Indirect costs** are expenses that support a project but are not directly tied to a specific activity, service, performance measure, or objective. While indirect expenses may be necessary for the overall operation of the locality, they cannot be easily or directly assigned to one specific project. Think of indirect costs as the “behind-the-scenes” costs that keep your organization running while you carry out a grant-funded project.
 - **Examples of indirect costs:** Administrative staff salaries (HR, finance, executive management), Office rent and utilities, General Office supplies (not related to grant-funded staff), IT services and infrastructure for the entire locality, Insurance and legal services for the entire locality (not related to the OAA grant's scope).

Budget Overview Page

- **Renewals Only:** Ensure current fiscal year expenditures by revenue source (both OAA and Non-OAA) are available when completing the renewal application. This information is required to report how much has been expended and how much will be carried forward by revenue source based on the FY 2026 OAA-approved budget.
- **All projects:** Indicate how much is needed to support the project expenses for the upcoming fiscal year.
- **⚠ Note:** Current fiscal year expenditures must align with the city or county’s own expenditures, not those of the subrecipient. While the fiscal agent is responsible for tracking and monitoring subrecipient spending, only the locality’s expenditures related to the grant should be reported.

Revenue

Non-OAA Matching Funds

EditDeleteAdd New

Please add any Non-OAA matching funds by selecting "Add New". This can include Direct Distribution Funds received from the Settlement Administrator.



No funding source present. Please click on Add New button to add a Funding source

OAA Requested Funding Sources

EditDeleteAdd New

Please add any OAA Requested funding sources (Cooperative Partnership, Individual Distribution, Gold Standard) by selecting "Add New"

OAA Requested Funding Sources	City/County	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
		Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
☐ Cooperative Partnership (COOP)	Essex County	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
☐ Individual Distribution (IDIC)	Westmoreland County	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
☐ Individual Distribution (IDIC)	King and Queen County	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Funding Sources		\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Grand Total

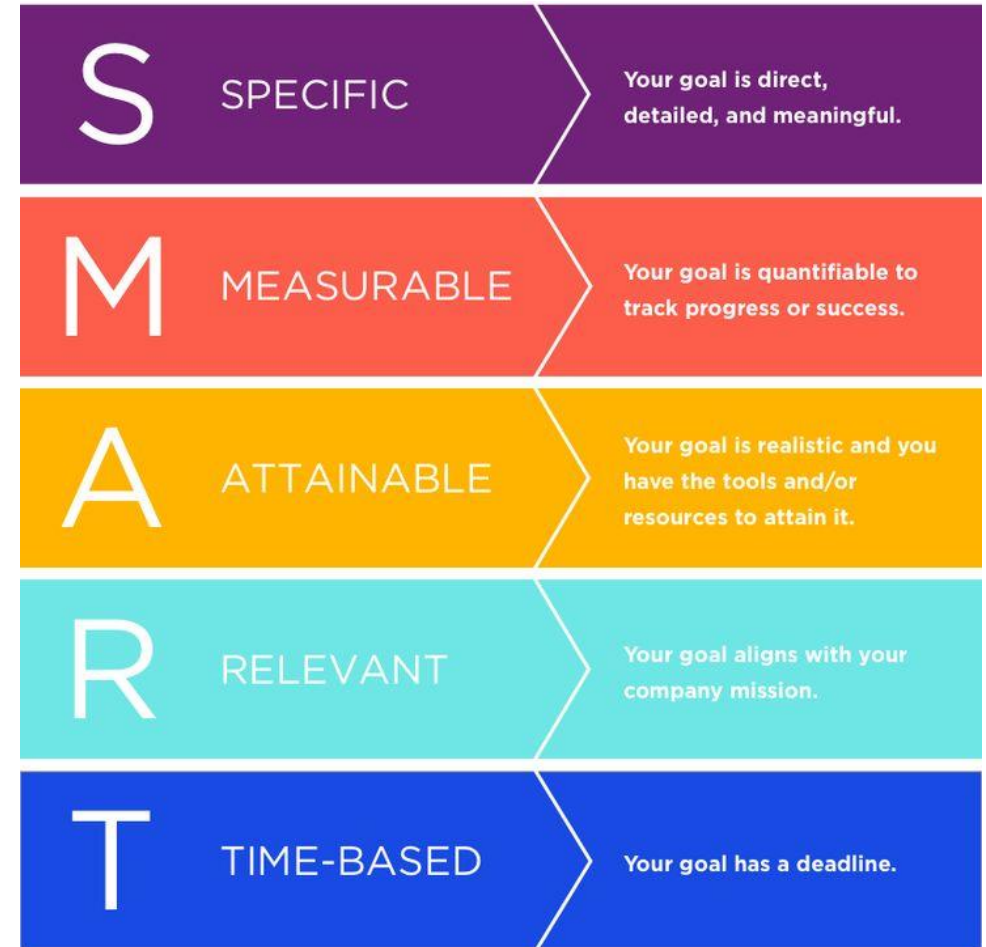


Performance Measures Page

- At least one performance measure must be selected for any application or proposal submitted. Additional measures can be included as a supplement to those provided in the OAA list of performance measures.
-  **OAA Tip:**  Review the OAA-issued [Performance Measures Guidance Document](#), as well as the OAA Abatement Academy webinar [recording](#) on Performance Measures prior to submitting the OAA grant application.
- Performance measures selected as part of an OAA application must be measures that are directly linked to the project funded by the OAA. The measures proposed and reported must only include those generated by the OAA-funded project. If the OAA funds an expansion or enhancement to an existing project within the locality, the measures proposed and reported must only include those generated by the OAA-funded expansion/enhancement portion of the project.
- Once a project has been awarded by the OAA, the awardee locality is not allowed to revise or edit any proposed performance measures without prior approval from the OAA. If the awardee locality would like to request a change to a proposed performance measure, this must be done through an amendment to the project submitted in the OAA's Grants Portal.
- If performance measures are collected by a subrecipient or vendor, the awardee locality remains responsible for ensuring the quality and consistency of the data, as well as access to applicable records.
 -  **OAA Tip:** The OAA recommends including project performance measures and related reporting and supporting documentation as a part of the written agreement between the fiscal agent and the subrecipient.
- For Cooperative Partnerships, all reporting is the responsibility of the fiscal agent city/county, including ensuring the quality and consistency of the data, as well as access to applicable records.
 -  **OAA Tip:** If performance measures are collected by partner cities and counties, the OAA recommends including the projected performance measures, the methodology and process for collecting the performance measure data, identifying related reporting and supporting documentation, as well as the process to provide the measures to the fiscal agent as part of the required Operational Agreement between all Cooperative Partners.

Objectives and Project Timeline Page

- The project's objectives and timeline are listed on this page.
- 💡 **OAA Tip:** Use the SMART Framework to ensure proposed project objectives are:
 - **Specific** – Clearly defining what will be done during the implementation of the project.
 - **Measurable** – Including a way to measure progress or success in accomplishing objectives.
 - **Achievable (or Attainable)** – Realistic given the locality's time, resources, and capacity to meet proposed objectives.
 - **Relevant** – Proposed objectives should be aligned with project's activities (scope), goals, performance measures, and community needs. Objectives should focus on project impact or change and should align with opioid abatement.
 - **Time-based** – The project objectives should align with the proposed timeline (or deadline) for accomplishing them.



Reference Information Page

Sections of the Reference Information Page	OAA Tips
Amendments Only: Does the amendment impact any of the previously provided attachments/weblinks? If yes, provide an explanation regarding any changes and update any necessary documentation/links.	If the locality is requesting an amendment to a renewal project, indicate whether the amendment impacts the evidence-based or evidence-informed reference, the project's certification/credentialing by a state, federal, or other agency, the project's receipt of any awards or recognition, and/or the project's work with an organization with an established record of success. If any of the previously mentioned sections are impacted, explain how the amendment impacts those sections and provide updated attachments or weblinks to confirm the changes resulting from the amendment.
Project Evidence-Based Reference?	Attach a document or provide a weblink for the OAA to access the project's evidence-based strategy. Note: The OAA does not provide grant funding for projects that are not evidence-based or evidence-informed. This information will be publicly accessible on the OAA's website and public dashboard.
Project Evidence-Informed Reference?	Attach a document or provide a weblink for the OAA to access the project's evidence-informed strategy. Note: The OAA does not provide grant funding for projects that are not evidence-based or evidence-informed. This information will be publicly accessible on the OAA's website and public dashboard.
Project Certified/Credentialed by a State or Federal Agency or other organization?	If relevant to the project, attach a document or provide a weblink validating that the project has been certified or credentialed by a state, federal, or other agency.
Has the project received any award(s) and/or recognition?	If relevant to the project, attach a document validating that the project has received an award or recognition.
Is the project working with an organization with an established record of success?	If relevant to the project, attach a document or provide a weblink confirming the project includes an organization with an established record of success.
Any additional supporting documentation?	If relevant to the project, attach a document or provide a weblink for any additional supporting documentation for the project such as letters of support.



Application Signature Page

- Instructions
- Narrative Report
- Budget - Personnel Expenditures
- Budget - Operating & Capital Expenditures
- Budget Overview
- Performance Measurement
- Objectives Timeline
- Reference Information
- Signature**

Signature

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

Asterisk (*) indicates required field

i 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.

Ensure this check box is selected to proceed with submitting the application for e-signature.

i 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

Select one of these options to send the application to your city or county's Executive for E-signature via Adobe Acrobat Signature.

Note: Your City/County Executive does not have to be a registered portal user to e-sign the application. If they are a registered user in the portal, you will select the **Add Existing Contact** option and select their name from the drop-down list. If they are not a registered portal user, you will select the **Invite New User** option and enter their First Name, Last Name, Job Title, and Email address before submitting the **"Send for E-Sign and Submit"** button.

*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

In this **Signature** section, ensure the checkbox is selected as indicated above. Then, select an option to **Add Existing Contact** or **Invite New User** for the City/County's Executive to e-sign the application. ⚠ **Note:** The City/County Executive **does not have to be a registered portal user to e-sign the application** 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 application for e-signature.

03

Guiding Principles: Strategic Takeaways for Crafting a Standout Application



What to Keep in Mind to Avoid Common Missteps

- Start Early – The best applications are developed over time
- Read OAA Guidance, Instructions, & Communications
- Reach out to the OAA for Support
- Remember Your Role - Applications are from cities and counties, not subrecipient organizations
- Engage the City/County Finance/Budget Office – A financial review of an application, especially the project's budget and its alignment with objectives and timelines, is essential to a thorough application
- Proper Signatures are Important - Ensure the city/county executive, their deputy, or someone with delegated authority to authorize applications and pledge funds for the governing body is the person signing the application and related documents.



All Renewal Applications

- Must provide year-to-date (YTD) progress of the project
 - A narrative status update
 - Performance measures achieved YTD
 - Funds expended YTD (by expenditure category and revenue source)
 - Objectives achieved YTD
 - NOTE: If these items are provided to you by another organization, be sure your agreement with them includes regular reporting and that they know when you need this information to submit your application on time
- Must provide a projection of the amount of funds that will be spent by the end of the performance period
 - This projection is what helps determine the amount of funds available for carryforward into the next performance period
 - Carryforward request needs to tie to specific project expenditures in the next fiscal year

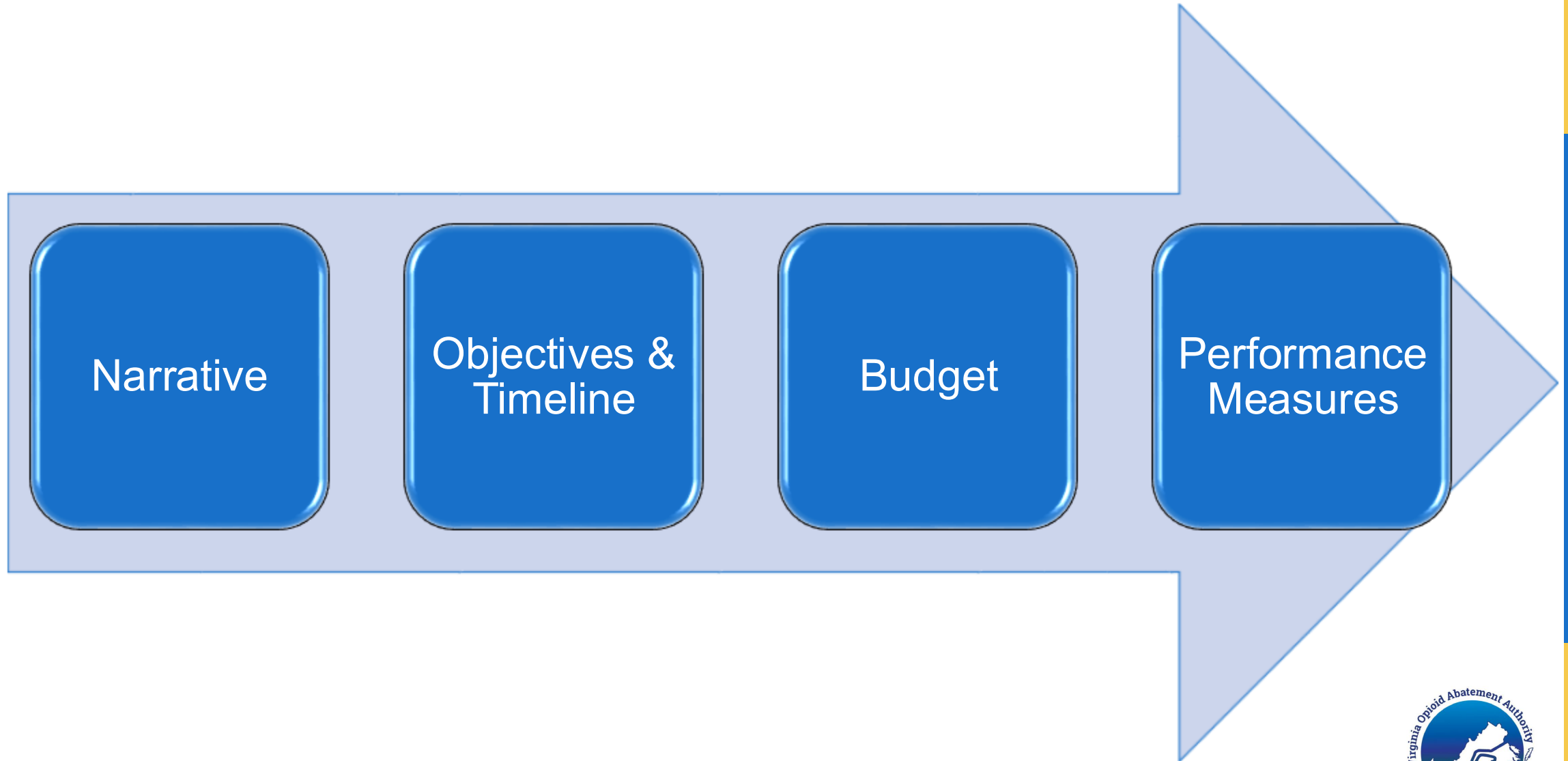


All New Applications

- If working with a subrecipient organization:
 - Ensure proper procurement requirements are followed
 - Think about what the scope of work will be for the subrecipient and how you will monitor the work, receive information from them, and hold them accountable to requirements
 - Will the subrecipient also have subrecipients? How will they be monitored?
NOTE: The city/county awardee is ultimately responsible for the actions of subrecipients
- If you are a subrecipient working on an application for or to present to a city or county:
 - Ensure proper officials are aware, especially if the application plans to utilize Individual Distribution, “Gold Standard”, and/or Direct Distribution funds
- Ensure you have documentation that connects the project you are presenting to evidence-based practices



Alignment Across Application Elements



Communication is Key

oaa.virginia.gov/news-and-updates/

VA OAA | Login | Login | Salesforce | Award Packages Spr... | State Agency Propo... | UAT Testing - VA O... | Login | Mailchimp | Lucid | ODMAP | Home - Beans | Home | UAT Salesfo... | Paycom | Treatment Courts - ... | UAT Dashboard | All Bookmarks

Opioid Abatement Authority
An official website of the Commonwealth of Virginia [Here's how you know](#)  [Find a Commonwealth Resource](#)

Home About **News and Updates** Public Meeting Notices Grants Info Media Abatement Academy OAA Grants Public Dashboard

News and Updates

Subscribe to the Virginia Opioid Abatement Authority's Mailing List

Email Address * * indicates required

Please check your spam/junk folder for your welcome email.

[Subscribe](#)

 August 4, 2025
[Opioid Abatement Authority Announces over \\$14 Million in Awards to Virginia's State Agencies](#)
[Read More](#)

 July 17, 2025
[OAA is Recruiting for a Full-time Local Government Opioid Settlement Liaison \[Remote\] in OAA's Central Region](#)

Ensure appropriate staff for the fiscal agent, partners, and/or subrecipients are subscribed and regularly reviewing the contents of OAA's primary form of broad communication for applicants and awardees, the **"Virginia Opioid Abatement Authority News Update"** newsletter where the OAA publishes pertinent information and requirements including dues dates, instructions, guidance, etc. that all applicants and awardees are required to follow.



Questions? For more information,
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