

# PP 2024-2025 Carryforward True-Up Reporting Webinar for State Agencies

WEDNESDAY, SEPTEMBER 24, 2025

# Today's Agenda



OAA Introductions	
Carryforward Reporting Deadline for State Agencies	
Carryforward Reporting Requirements for State Agencies	
Initiating PP 2024-2025 Carryforward Reporting for State Agencies	
Sections of Carryforward Reporting for State Agencies	
<ul> <li>Carryforward Narrative</li> <li>Carryforward Overview</li> <li>Additional Reference Information</li> </ul>	
Signature     OAA Grants Portal Example	
OAA Carryforward True Up Expenditures Spreadsheet	





- The Carryforward True-Up process enables the OAA and the awardee agency to reconcile the final PP 2024- 2025 carryforward amount against the estimate submitted during the PP 2025-2026 renewal process (submitted by May 27, 2025, before the grant period of performance year ended).
- While the estimated carryforward amount was approved by the OAA Grants Committee, submission of the Carryforward True-Up Report is necessary to obtain final approval, as the grant period of performance for state agency PP 2024-2025 awards concludes on September 30, 2025.
- The OAA recommends that agencies begin working on the Carryforward True-Up Report early to help avoid any issues with timely completion due to system-related or other issues.

# PP 2024- 2025 State Agency Carryforward True-Up Reporting Deadline



PP 2024-2025 Carryforward True-Up Reporting is available in the **OAA Grants Portal** and is due by **11:59 pm on Monday, October 20, 2025.** 

A <u>separate</u> PP 2024- 2025 Carryforward True-Up Report must be submitted in the portal for every PP 2024- 2025 project that was renewed for PP 2025- 2026.

This report must be completed even if there is no PP 2024- 2025 carryforward amount and/or the carryforward amount provided in the renewal proposal has not changed. A general ledger (or detailed expense report) must still be uploaded in these instances.

New PP 2025- 2026 state agency awards are not required to submit a Carryforward True-Up Report during this reporting cycle.

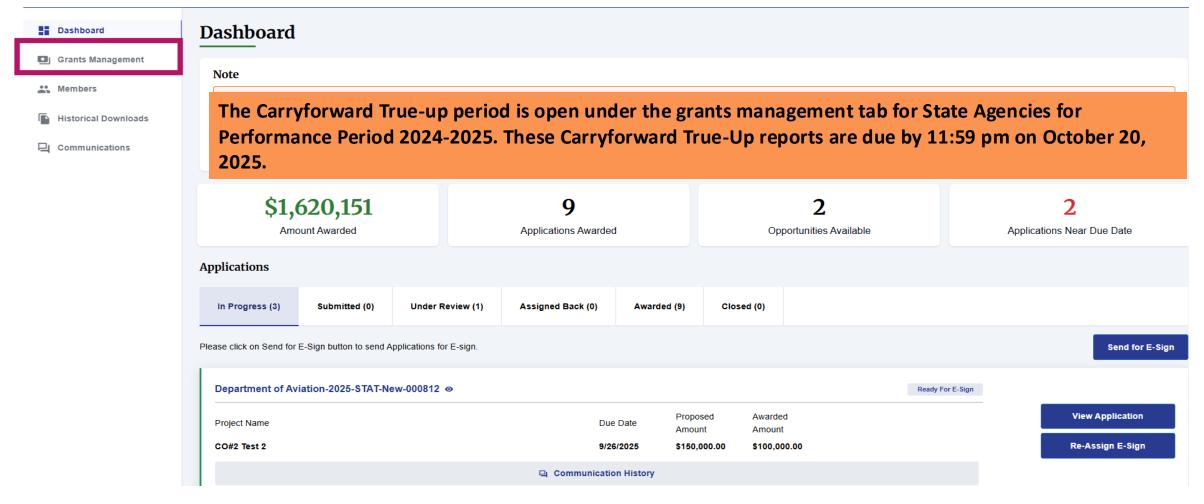
# PP 2024-2025 Carryforward True Up Reporting Requirements



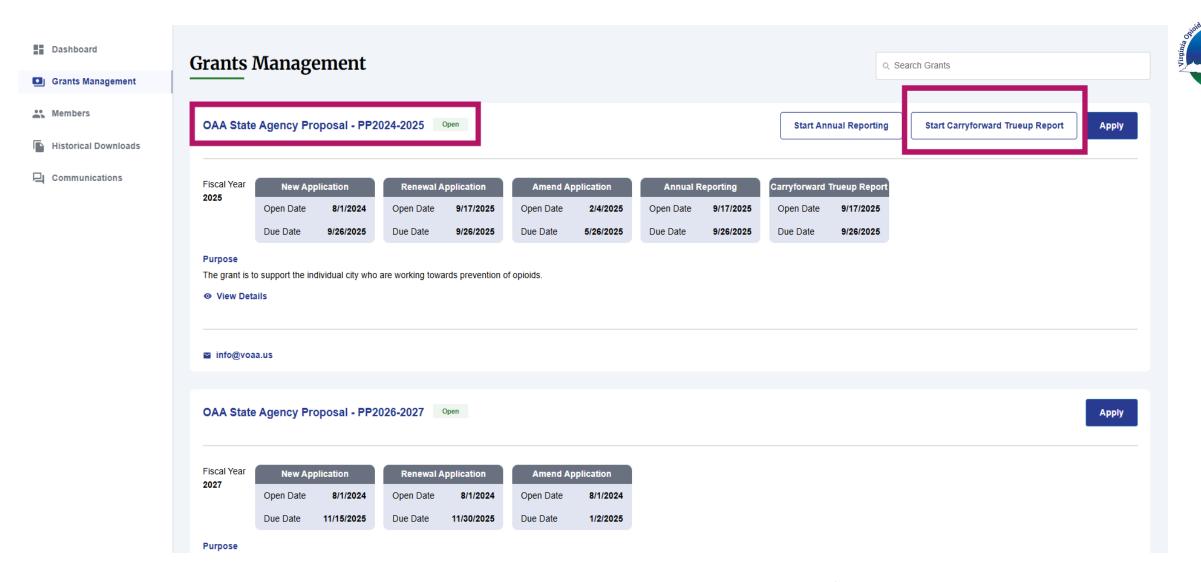
- A <u>separate</u> Carryforward True Up Report is required for each awarded state agency PP 2024-2025 project, and this report must be submitted <u>before</u> the OAA will distribute any additional funds related to renewal projects for PP 2025-2026.
- This report must be completed even if there is no PP 2024-2025 carryforward amount and/or the carryforward amount provided in the PP 2025-2026 renewal has not changed.
- It is the OAA's expectation that the final PP 2024-2025 carryforward amount reported is <u>precise and</u> <u>exact</u>. Based on the information submitted via the Carryforward True Up Report, the OAA will determine if a subsequent amendment to the approved carryforward is necessary and will notify any affected agencies.
- The signature section of the report should be signed by an Authorized Official, such as the Agency Executive, or Chief Financial Officer for the agency by 11:59 pm on October 20, 2025.
- Use the **Communications** tab in the Portal to contact OAA staff with reporting questions. Tag the OAA staff member (using the "@" symbol and their name) you have recently been in communication with for your PP 2025-2026 renewal.

## Initiating PP 2024-2025 Carryforward True Up Reporting





To access Carryforward True Up Reporting via the Grants Portal, select the **Grants Management** tab while on the dashboard page in the portal.



Then, select the **Start Carryforward Trueup Report** option in the top left corner while on the Grants Management page for OAA State Agency Proposal – PP2024-2025.

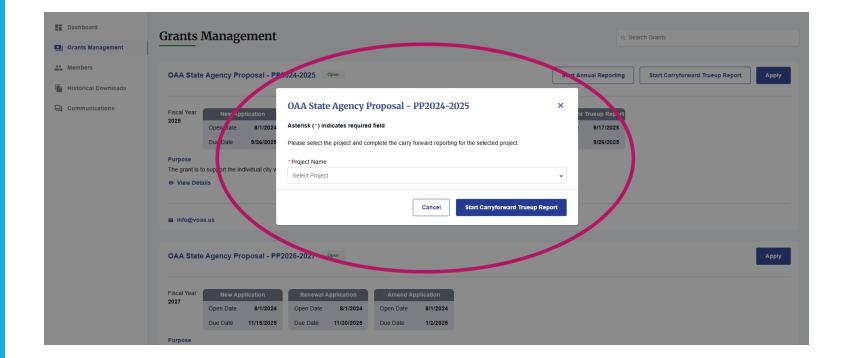
After selecting the "Start

Carryforward Trueup

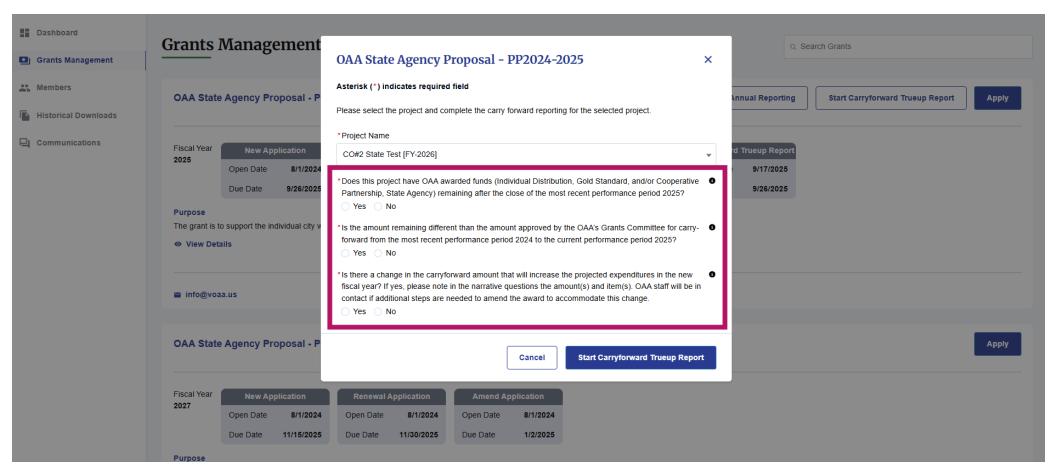
Report" option, a dialog box
will appear prompting you to
choose the project name for
which you intend to submit a
Carryforward True-Up Report.

Reporting Reminder: A
separate Carryforward TrueUp Report is required for each
PP 2024-2025 OAA awarded
project, and this report must
be submitted before the OAA
will transfer any additional
funds related to PP 2025-2026
renewal projects.









Ensure these three (3) questions are **answered correctly** as it relates to your project's PP 2024-2025 carryforward. Then, select the **Start Carryforward Trueup Report** button to proceed.

# State Agency PP 2024–2025 Carryforward Report Sections



## **Carryforward Narrative**

- Provide a narrative update regarding the status of PP 2024-2025 expenditures for this project. Note any discrepancies between the PP 2024-2025 carryforward amount approved by the OAA Grants Committee (during the PP 2025-2026 renewal process) and the final PP 2024-2025 Carryforward amount indicated in this report.
- Describe what generated the PP 2024-2025 carryforward amount, as well as provide a description of the intended usage of the carryforward funds.
- The Final PP 2024-2025 OAA Carryforward Amount will automatically populate based on data entered in the Budget Overview section of the report.

## **Budget Overview (Revenue & Expenses)**

- The approved PP 2024-2025 carryforward amount for the project by revenue source and budget category will automatically populate.
- The projected (or estimated) PP 2024-2025 carryforward amount by revenue source and budget category, as outlined in the PP 2025-2026 renewal
  application will automatically populate.
- Enter the final PP 2024-2025 expenditure amounts by Revenue Funding Sources and by Expense categories.

## **Reference Information**

- Attach a copy of a PP 2024-2025 general ledger (or expense report) showing expenditures for the project.
- Complete and attach the OAA Carryforward True-Up Expenditures Spreadsheet and indicate PP 2024-2025 expenditures by line-item.

## **Carryforward Report Instructions**



← Back to dashboard

OAA State Agency Proposal - PP2024-2025 | Department for Aging and Rehabilitative -2025-STAT-Carryforward Report-001136

**★** Download Report

## Instructions Carryforward

Carryforward Narrative

Budget Overview

Reference Information

Signature

### **Instructions**

As a **contingency** of the approval for your awarded carryforward, the grantee is **required** to submit a Carryforward True-Up Report. For Cooperative Partnership awards, only the fiscal agent is required to complete this report. The report includes the following sections:

#### Narrative Section

- A narrative description/status update for expenditures.
- · An explanation of what generated the carryforward
- · A description of the intended usage of the carryforward

#### Financial Section

- · The approved carryforward amounts for this project by revenue source and budget category.
- The projected carryforward amounts by revenue source and budget category, as outlined in the renewal application.
- · The final expenditure amounts for the fiscal year, by revenue source and by budget category.

#### Additional Reference Information

- Attach a copy of general ledger expenditures for the awarded funds for the performance period.
- · If applicable, a copy of general ledger expenditures for any Cooperative Partners who expended OAA awarded funds.

A separate Carryforward True-up Report for each awarded project and this report must be submitted before the OAA will distribute any additional funds related to this project. It is the OAA's expectation that the final carryforward amount reported is precise and exact. Based on the reported information, the OAA will determine if a subsequent amendment to the approved carryforward is necessary and will notify any affected cities, counties, or state agencies.

The signature section of the Carryforward True-up Report should be signed by an Authorized Official, such as an Executive, Designee, or Chief Financial Officer from the city, county, or state agency.

Nex

# **Carryforward Narrative**

Instructions

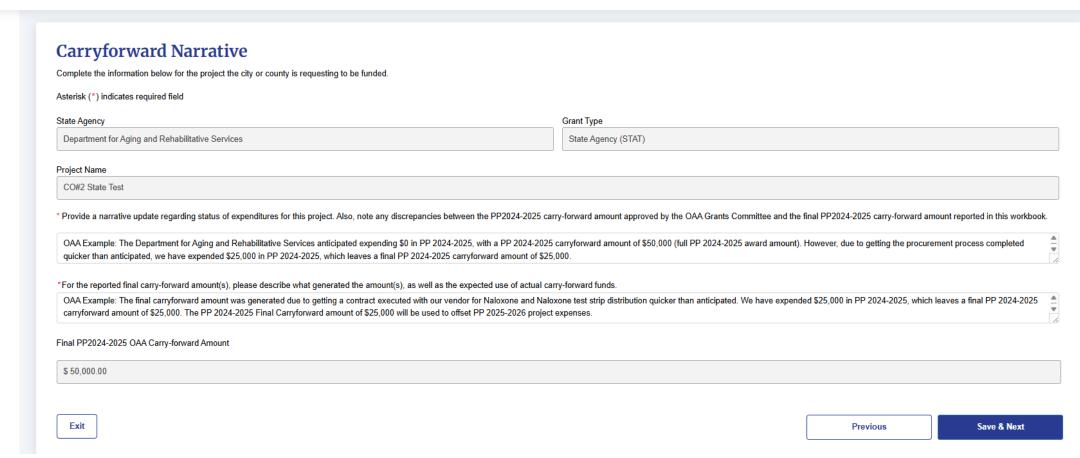
Carryforward Narrative

**Budget Overview** 

Signature

Reference Information





# **Budget Overview - Revenue**



## **Budget Overview**

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

Asterisk (\*) indicates required field

### Revenue

### Non-OAA Funding Sources

Funding Sources	Awarded or Pledged as Match	Projected Expenditures from Application	Final PP24-25 Expenditures	Final PP24-25 Remaining Funds
Total Non-OAA Funding Sources	\$0.00	\$0.00	\$0.00	\$0.00

### **OAA Revenue Funding Sources**

Funding Sources	Awarded or Pledged as Match	Projected Expenditures from Application	Final PP24-25 Expenditures	Final PP24-25 Remaining Funds
State Agency (STAT)	\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00
Total OAA Funding Sources	\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00

### **Revenue Grand Total**

	Awarded or Pledged as Match	Projected Expenditures from Application	Final PP24-25 Expenditures	Final PP24-25 Remaining Funds
7.10	Ara 000 00	Ann ann an	A07 000 00	Anr. 000.00

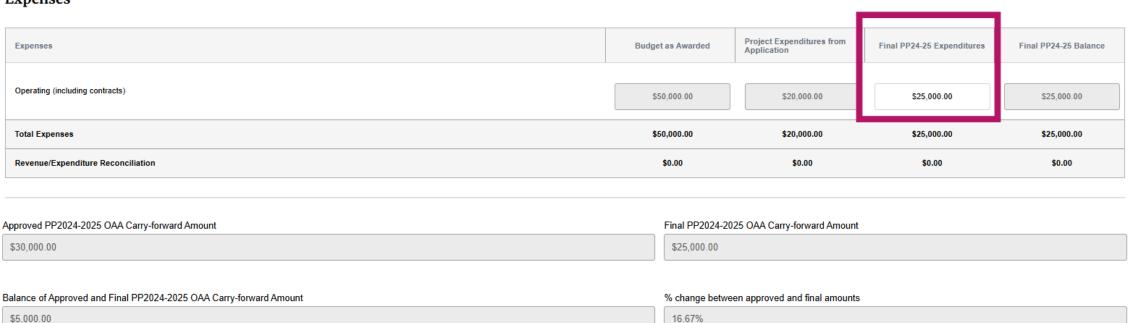
# **Budget Overview - Expenses**



### **Revenue Grand Total**

	Awarded or Pledged as Match	Projected Expenditures from Application	Final PP24-25 Expenditures	Final PP24-25 Remaining Funds
Total Revenues	\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00

## **Expenses**



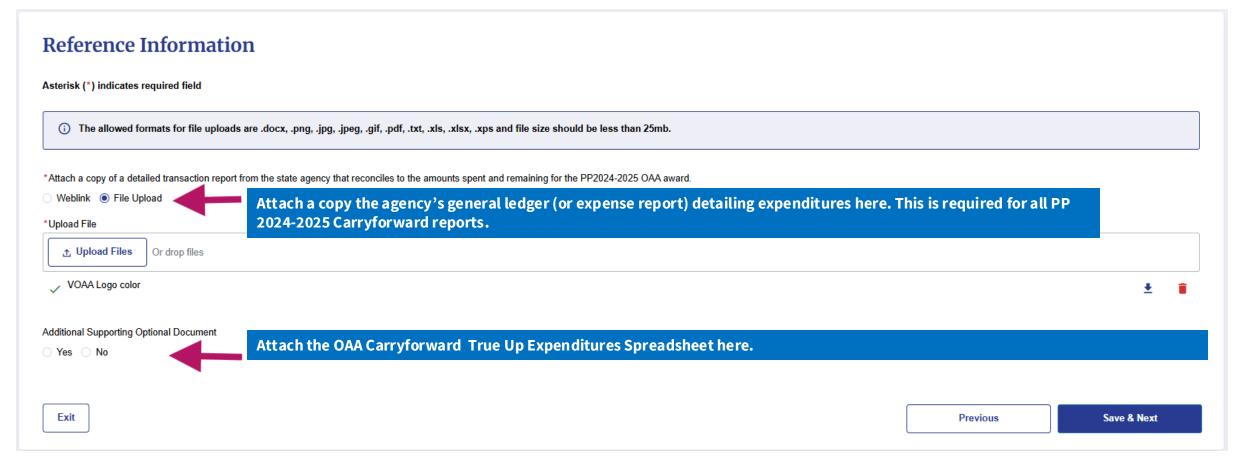
Exit

Previous

Save & Next

# Reference Information & Required Reporting Uploads





## Signature



## Signature

Signature section must be completed by the person designated with signatory authority for the State Agency.

Asterisk (\*) indicates required field

- Please click on 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 carryforward true-up is true to the best of my knowledge and that I agree that any usage of the carryforward funds resulting from this report will follow the OAA's established terms & conditions.
  - Please enter Authorized Official (city/county/state agency Executive, Designee, or Chief Financial Officer) details and click on "Send for E-Sign and Submit" button. They should receive an email for E-Signature to complete the intake submission.

In this signature section, ensure the checkbox is selected to proceed with submitting the report for e-signature.

# Signature (continued)



*Do you want to add existing contact or want to invite new user?   Add Existing Contact Invite New User		
*Search for Authorized Member Contact		
Matt Terrill		▼
*First Name	Middle Name	*Last Name
Matt		Terrill
*Job Title	Office Phone	Cell Phone
title	(098) 219-2029	
Suffix	*Email	
	mterrill+directtest@voaa.us	
		-
Exit		Previous Send for E-Sign and Submit

Select an option to either "Add Existing Contact" or "Invite New User" for your Agency Executive, their designee, or Financial Officer to e-sign the report. If your agency e-signature contact has e-signed your PP 2025-2026 agency proposal or any other documents in the OAA Grants Portal, their name will appear under the "Add Existing Contact" option.

**Note:** The agency executive, their designee, or Finance Officer does not have to be a registered portal user to e-sign the report. This process is done through Adobe Acrobat Signature. IF they are not a registered portal user and they have not previously e-signed documents for your agency, please select the "Invite New User" option and enter their First Name, Last Name, Job Title, and email address before submitting the report for e-signature.



# OAA Grants Portal Example & Carryforward Expenditures Spreadsheet

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



Charlie Lintecum
Director of Operations
clintecum@voaa.us
(804) 629-0236 cell phone
www.voaa.us

Matt Terrill Sr. Business Analyst mterrill@voaa.us (804) 629-2155 cell phone www.voaa.us Sharekka Bridges
Sr. Grants Compliance Analyst
sbridges@voaa.us
(804) 629-4680 cell phone
www.voaa.us