



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

- Carryforward Narrative
- Carryforward Overview
- Additional Reference Information
- Signature

OAA Grants Portal Example

OAA Carryforward True Up Expenditures Spreadsheet



OAA Introductions

- 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 **separate** 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 **separate** Carryforward True Up Report is required for each awarded state agency PP 2024-2025 project, and this report must be submitted **before** 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 precise and exact.** 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



Dashboard

Grants Management

Members

Historical Downloads

Communications

Dashboard

Note

The Carryforward True-up period is open under the grants management tab for State Agencies for Performance Period 2024-2025. These Carryforward True-Up reports are due by 11:59 pm on October 20, 2025.

\$1,620,151
Amount Awarded

9
Applications Awarded

2
Opportunities Available

2
Applications Near Due Date

Applications

In Progress (3)

Submitted (0)

Under Review (1)

Assigned Back (0)

Awarded (9)

Closed (0)

Please click on Send for E-Sign button to send Applications for E-sign.

Send for E-Sign

Department of Aviation-2025-STAT-New-000812

Ready For E-Sign

Project Name	Due Date	Proposed Amount	Awarded Amount
CO#2 Test 2	9/26/2025	\$150,000.00	\$100,000.00

View Application

Re-Assign E-Sign

Communication History

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

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Grants Management

OAA State Agency Proposal - PP2024-2025

Open

Start Annual Reporting

Start Carryforward Trueup Report

Apply

Fiscal Year
2025**New Application**

Open Date	8/1/2024
Due Date	9/26/2025

Renewal Application

Open Date	9/17/2025
Due Date	9/26/2025

Amend Application

Open Date	2/4/2025
Due Date	5/26/2025

Annual Reporting

Open Date	9/17/2025
Due Date	9/26/2025

Carryforward Trueup Report

Open Date	9/17/2025
Due Date	9/26/2025

Purpose

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

[View Details](#)info@voaa.us**OAA State Agency Proposal - PP2026-2027**

Open

Apply

Fiscal Year
2027**New Application**

Open Date	8/1/2024
Due Date	11/15/2025

Renewal Application

Open Date	8/1/2024
Due Date	11/30/2025

Amend Application

Open Date	8/1/2024
Due Date	1/2/2025

Purpose

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 True-Up 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.

A screenshot of the "Grants Management" web application. The interface includes a sidebar with navigation links: Dashboard, Grants Management, Members, Historical Downloads, and Communications. The main content area displays "OAA State Agency Proposal - PP2024-2025" with an "Open" status. Below this, there are buttons for "Start Annual Reporting", "Start Carryforward Trueup Report", and "Apply". A modal dialog box is open in the center, titled "OAA State Agency Proposal - PP2024-2025". It contains the text "Asterisk (*) indicates required field" and "Please select the project and complete the carry forward reporting for the selected project." There is a dropdown menu labeled "*Project Name" with the option "Select Project". At the bottom of the dialog are "Cancel" and "Start Carryforward Trueup Report" buttons. A pink oval highlights the dialog box and the "Start Carryforward Trueup Report" button in the background. Below the dialog, another section for "OAA State Agency Proposal - PP2026-2027" is visible, showing a table with application dates and a "Purpose" section.

Dashboard

Grants Management

Members

Historical Downloads

Communications

Grants Management

OAA State Agency Proposal - PP2024-2025

Asterisk (*) indicates required field

Please select the project and complete the carry forward reporting for the selected project.

* Project Name
CO#2 State Test [FY-2026]

* Does this project have OAA awarded funds (Individual Distribution, Gold Standard, and/or Cooperative Partnership, State Agency) remaining after the close of the most recent performance period 2025?
☐ Yes ☐ No

* Is the amount remaining different than the amount approved by the OAA's Grants Committee for carry-forward from the most recent performance period 2024 to the current performance period 2025?
☐ Yes ☐ No

* Is there a change in the carryforward amount that will increase the projected expenditures in the new fiscal year? If yes, please note in the narrative questions the amount(s) and item(s). OAA staff will be in contact if additional steps are needed to amend the award to accommodate this change.
☐ Yes ☐ No

Cancel Start Carryforward Trueup Report

Annual Reporting Start Carryforward Trueup Report Apply

9/17/2025 9/26/2025

info@voaa.us

OAA State Agency Proposal - PP2024-2025

Fiscal Year 2025

New Application	
Open Date	8/1/2024
Due Date	9/26/2025

Purpose
The grant is to support the individual city v

View Details

Fiscal Year 2027

New Application		Renewal Application		Amend Application	
Open Date	8/1/2024	Open Date	8/1/2024	Open Date	8/1/2024
Due Date	11/15/2025	Due Date	11/30/2025	Due Date	1/2/2025

Purpose

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 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.

Next

Carryforward Narrative



- Instructions
- Carryforward Narrative
- Budget Overview
- Reference Information
- Signature

Carryforward Narrative

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

Asterisk (*) indicates required field

State Agency

Department for Aging and Rehabilitative Services

Grant Type

State Agency (STAT)

Project Name

CO#2 State Test

* Provide a narrative update regarding status of expenditures for this project. Also, note any discrepancies between the PP2024-2025 carry-forward amount approved by the OAA Grants Committee and the final PP2024-2025 carry-forward amount reported in this workbook.

OAA Example: The Department for Aging and Rehabilitative Services anticipated expending \$0 in PP 2024-2025, with a PP 2024-2025 carryforward amount of \$50,000 (full PP 2024-2025 award amount). However, due to getting the procurement process completed quicker than anticipated, we have expended \$25,000 in PP 2024-2025, which leaves a final PP 2024-2025 carryforward amount of \$25,000.

*For the reported final carry-forward amount(s), please describe what generated the amount(s), as well as the expected use of actual carry-forward funds.

OAA Example: The final carryforward amount was generated due to getting a contract executed with our vendor for Naloxone and Naloxone test strip distribution quicker than anticipated. We have expended \$25,000 in PP 2024-2025, which leaves a final PP 2024-2025 carryforward amount of \$25,000. The PP 2024-2025 Final Carryforward amount of \$25,000 will be used to offset PP 2025-2026 project expenses.

Final PP2024-2025 OAA Carry-forward Amount

\$ 50,000.00

Exit

Previous

Save & Next

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
\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00

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

Expenses	Budget as Awarded	Project Expenditures from Application	Final PP24-25 Expenditures	Final PP24-25 Balance
Operating (including contracts)	\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00
Total Expenses	\$50,000.00	\$20,000.00	\$25,000.00	\$25,000.00
Revenue/Expenditure Reconciliation	\$0.00	\$0.00	\$0.00	\$0.00

Approved PP2024-2025 OAA Carry-forward Amount

\$30,000.00

Final PP2024-2025 OAA Carry-forward Amount

\$25,000.00

Balance of Approved and Final PP2024-2025 OAA Carry-forward Amount

\$5,000.00

% change between approved and final amounts

16.67%

Exit

Previous

Save & Next

Reference Information & Required Reporting Uploads



Reference Information

Asterisk (*) indicates required field

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

*Attach a copy of a detailed transaction report from the state agency that reconciles to the amounts spent and remaining for the PP2024-2025 OAA award.

☐ Weblink ☒ File Upload

Attach a copy the agency's general ledger (or expense report) detailing expenditures here. This is required for all PP 2024-2025 Carryforward reports.

*Upload File

 Upload Files Or drop files

✓ VOAA Logo color



Additional Supporting Optional Document

☐ Yes ☐ No

Attach the OAA Carryforward True Up Expenditures Spreadsheet here.

Exit

Previous

Save & Next

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

Matt

Middle Name

* Last Name

Terrill

* Job Title

title

Office Phone

(098) 219-2029

Cell Phone

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 e mail 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:



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