



FY 2025 Carryforward True Up Reporting Webinar for Cities and Counties

WEDNESDAY, JULY 23, 2025

Today's Agenda



OAA Introductions

Carryforward Reporting Deadline

Carryforward Reporting Requirements

Initiating FY 2025 Carryforward Reporting

Sections of Carryforward Reporting

- Carryforward Narrative
- Carryforward Overview
- Additional Reference Information

OAA Grants Portal Example

OAA Carryforward True Up Expenditures Spreadsheet



OAA Introductions

- The Carryforward True Up process enables the OAA and the awardee locality to reconcile the final FY 2025 carryforward amount against the estimate submitted during the FY 2026 application process (submitted by April 1, 2025, before the grant period of performance 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 fiscal year and grant period of performance have concluded.

FY 2025 Carryforward True-Up Reporting Deadline



The screenshot shows the 'OPIOID ABATEMENT AUTHORITY GRANTS MANAGEMENT' dashboard. A red box highlights a 'Note' stating: 'Carryforward True-up period is open under the grants management tab for cities and counties for the Fiscal Year 2025 and is due by 8/18/2025.' Below the note are four summary cards: 'Amount Awarded' (\$0), 'Applications Awarded' (0), 'Opportunities Available' (1), and 'Applications Near Due Date' (0). A table titled 'Applications' shows counts for various statuses: In Progress (0), Submitted (0), Under Review (1), Assigned Back (1), Awarded (0), and Closed (1). The 'In Progress' status is selected, but the table below it is empty, with a message 'No Applications for this status' and a crossed-out icon.

Status	Count
In Progress	0
Submitted	0
Under Review	1
Assigned Back	1
Awarded	0
Closed	1

Fiscal Year 2025 Carryforward True Up Reporting is available now in the **OAA Grants Portal** and is due by **11:59 pm on Monday, August 18, 2025**.

A **separate** FY 2025 Carryforward True Up Report must be submitted in the portal for every FY 2025 project that was renewed for FY 2026.

This report must be completed even if there is no FY 25 carryforward amount and/or the carryforward amount provided in the application has not changed. A general ledger must still be uploaded in these instances.

New FY 2026 awards are not required to submit a Carryforward True Up Report during this reporting cycle.

FY 2025 Carryforward True Up Reporting Requirements



- A **separate** Carryforward True Up Report is required for each awarded project and this report must be submitted **before** the OAA will distribute any additional funds related to renewal projects.
- This report must be completed even if there is no FY 25 carryforward amount and/or the carryforward amount provided in the FY 2026 renewal application has not changed.
- For FY 2025 Cooperative Partnership awarded projects, **only the fiscal agent is required to complete the Carryforward True Up Report for the entire partnership.**
- **Partner localities with OAA matching funds (Individual Distribution and/or "Gold Standard") do not complete a separate report for their matching funds.**
- **It is the OAA's expectation that the final 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 cities/counties.
- The signature section of the report should be signed by an Authorized Official, such as an Executive, Designee, or Chief Financial Officer from the city/county **by 11:59 pm on August 18, 2025.**
- Use the **Communications** tab in the Portal to contact OAA staff with reporting questions. Tag the OAA staff member who you have recently been in communication with for your FY 2026 renewal.

Initiating FY 2025 Carryforward True Up Reporting



The screenshot shows a web application interface for Grants Management. On the left is a sidebar with navigation links: Dashboard, Grants Management (highlighted with a red box), Members, Historical Downloads, Estimated Funds Look-Up Tool, COOP Partner Dashboard, and Communications. The main content area is titled "Dashboard" and contains a "Note" section with an orange warning box stating: "Carryforward True-up period is open under the grants management tab for cities and counties for the Fiscal Year 2025 and is due by 8/18/2025." Below the note are four summary cards: "Amount Awarded" (\$0), "Applications Awarded" (0), "Opportunities Available" (1), and "Applications Near Due Date" (0). At the bottom is an "Applications" section with a horizontal bar chart showing the status of applications: In Progress (0), Submitted (0), Under Review (1), Assigned Back (1), Awarded (0), and Closed (1).

Category	Value
Amount Awarded	\$0
Applications Awarded	0
Opportunities Available	1
Applications Near Due Date	0

Application Status	Count
In Progress	0
Submitted	0
Under Review	1
Assigned Back	1
Awarded	0
Closed	1

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

Grants Management

Individual Grant - 2025

Open

[Start Carryforward Trueup Report](#)Fiscal Year
2025

New Application

Open Date	10/1/2024
Due Date	1/27/2025

Renewal Application

Open Date	10/1/2023
Due Date	3/26/2025

Amend Application

Open Date	10/1/2024
Due Date	1/27/2025

Carryforward Trueup Report

Open Date	7/15/2025
Due Date	8/18/2025

Purpose

The Virginia Opioid Abatement Authority's (OAA's) Individual Distribution and "Gold Standard" Incentive grant awards for cities and counties come from the Opioid Abatement Fund. The contents of this application are for cities and counties applying for awards for Individual Distribution and "Gold Standard" Incentive projects from the OAA in compliance with the national settlement agreements, Commonwealth's memorandum of understanding (MOU), and Code of Virginia.

[View Details](#)info@voaa.us

Individual Grant - 2026

Open

Fiscal Year
2026

New Application

Open Date	10/1/2024
Due Date	4/1/2025

Renewal Application

Open Date	10/1/2024
Due Date	4/1/2025

Amend Application

Open Date	10/1/2025
Due Date	1/27/2026

Purpose

Then select the **Start Carryforward Trueup Report** option in the top left corner while on the Grants Management page.

Grants Management

Individual Grant - 2025

Open

Fiscal Year
2025

New Application

Open Date 10/1/2024

Due Date 1/27/2025

Purpose

The Virginia Opioid Abatement Authority's applying for awards for Individual Distrib

View Details

info@voaa.us

Individual Grant - 2026

Open

Fiscal Year
2026

New Application

Open Date 10/1/2024

Due Date 4/1/2025

Renewal Application

Open Date 10/1/2024

Due Date 4/1/2025

Amend Application

Open Date 10/1/2025

Due Date 1/27/2026

Individual Grant - 2025

×

Asterisk (*) indicates required field

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

*Project Name

Select Project

Complete this field.

Cancel

Start Carryforward Trueup Report

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 awarded project and this report must be submitted before the OAA will distribute any additional funds related to renewal projects.

OAA Cooperative Partnership Grant - FY2025



Asterisk (*) indicates required field

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

* Project Name

Oct 28th Coop one flow [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

Carryforward True Up Report Sections



Carryforward Narrative

- **Provide** a narrative description/status update for the project.
- **Provide** an explanation of what generated the FY 2025 carryforward amount (if applicable), as well as a description of the intended usage of FY 2025 carryforward funds.
- The Final FY 2025 OAA Carryforward Amount will automatically populate based on data entered in the Budget Overview section.

Budget Overview (Revenue & Expenses)

- The approved FY 2025 carryforward amounts for the project by revenue source and budget category will automatically populate.
- The projected (or estimated) FY 2025 carryforward amounts by revenue source and budget category, as outlined in the FY 2026 renewal application will automatically populate.
- **Enter** the final expenditure amounts for FY 2025 by revenue source and by budget category.

Reference Information

- **Attach** a copy of FY 2025 general ledger expenditures for the project.
 - **For Cooperative Partnerships Only – Attach** a copy of FY 2025 general ledger expenditures for any Cooperative Partners who have expended OAA awarded funds during the fiscal year, if applicable.
- **Complete and attach** the OAA Carryforward True Up Expenditures Spreadsheet and indicate FY 2025 expenditures by line-item.

Carryforward Narrative



Carryforward Narrative

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

Asterisk (*) indicates required field

Fiscal Agent

Lancaster County

Grant Type

Cooperative Partnership (COOP)

Project Name

Oct 28th Coop one flow

* Provide a narrative update regarding status of expenditures for this project.

Note any discrepancies between the FY2025 carry-forward amount approved by the OAA Grants Committee and the final FY2025 carry-forward amount reported in this workbook.

ds

*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.

sd

Final FY2025 OAA Carry-forward Amount

\$ 57.94

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	City/County	Awarded or Pledged as Match	Projected Expenditures from Application	Final FY25 Expenditures	Final FY25 Remaining Funds
Direct Distribution	Lancaster County	\$10.00	\$0.00	\$0.00	\$10.00
Total Non-OAA Funding Sources		\$10.00	\$0.00	\$0.00	\$10.00

OAA Revenue Funding Sources

Funding Sources	City/County	Awarded or Pledged as Match	Projected Expenditures from Application	Final FY25 Expenditures	Final FY25 Remaining Funds
Cooperative Partnership (COOP)	Lancaster County	\$47.94	\$0.00	\$0.00	\$47.94
Total OAA Funding Sources		\$47.94	\$0.00	\$0.00	\$47.94

Budget Overview - Expenses



Expenses

Expenses	Budget as Awarded	Project Expenditures from Application	Final FY25 Expenditures	Final FY25 Balance
Personnel-related	\$33.94	\$0.00	\$0.00	\$33.94
Operating (including contracts)	\$12.00	\$0.00	\$0.00	\$12.00
Capital (vehicles, structures)	\$12.00	\$0.00	\$0.00	\$12.00
Total Expenses	\$57.94	\$0.00	\$0.00	\$57.94
Revenue/Expenditure Reconciliation	\$0.00	\$0.00	\$0.00	\$0.00

Approved FY2025 OAA Carry-forward Amount

\$57.94

Final FY2025 OAA Carry-forward Amount

\$57.94

Balance of Approved and Final FY2025 OAA Carry-forward Amount

\$0.00

% change between approved and final amounts

0.00%

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 the city/county's general ledger expenditures for FY2025 for this OAA award

☐ Weblink ☐ File Upload

Attach the county's general ledger expenditures here. This is required for all reports.

Did any Partner have any expenditures of OAA funds?

☐ Yes ☐ No

Additional Supporting Optional Document

☐ Yes ☐ No

Attach the OAA Carryforward True Up Expenditures Spreadsheet here, along with any additional supporting documentation such as Cooperative Partner General Ledgers (if applicable),

Exit

Previous

Save & Next



OAA Grants Portal Example & Carryforward True Up Expenditures Spreadsheet

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