

# 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** 

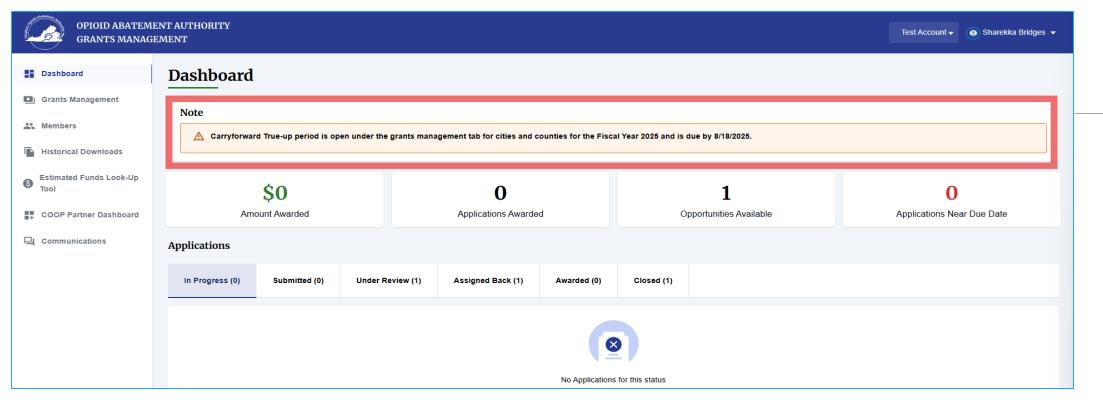




- The Carryforward True Up process enables the OAA and the awardee locality to reconcile the final FY 2025 carryforward amount against the estimate submitted during the FY 2026 application process (submitted by April 1, 2025, before the grant period of performance ended).
- While the estimated carryforward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





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



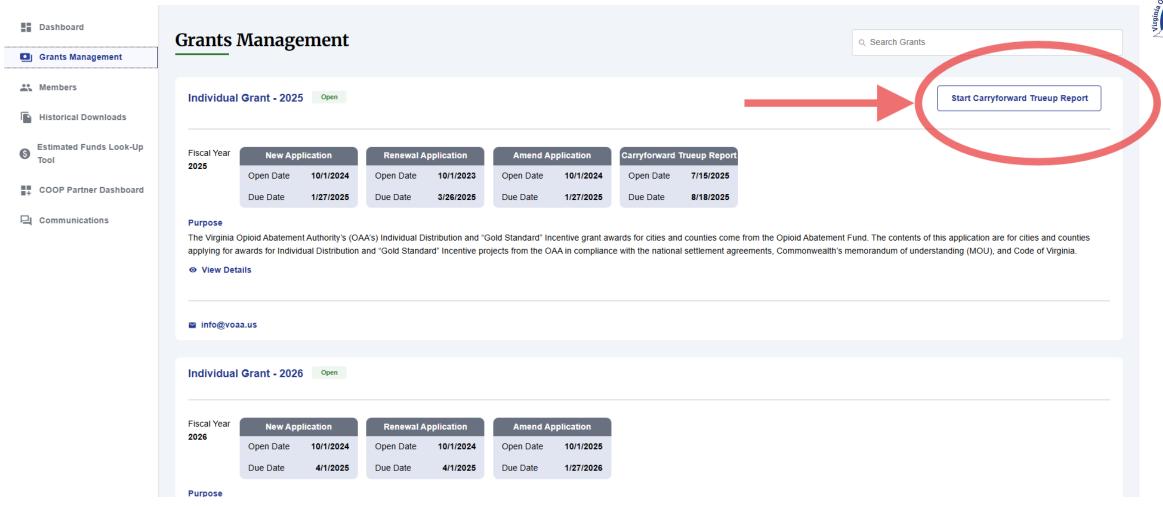
- A <u>separate</u> Carryforward True Up Report is required for each awarded project and this report must be submitted <u>before</u> the OAA will distribute any additional funds related to renewal projects.
- This report must be completed even if there is no FY 25 carryforward amount and/or the carryforward amount provided in the FY 2026 renewal application has not changed.
- For FY 2025 Cooperative Partnership awarded projects, only the <u>fiscal agent</u> 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 <u>precise and 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 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

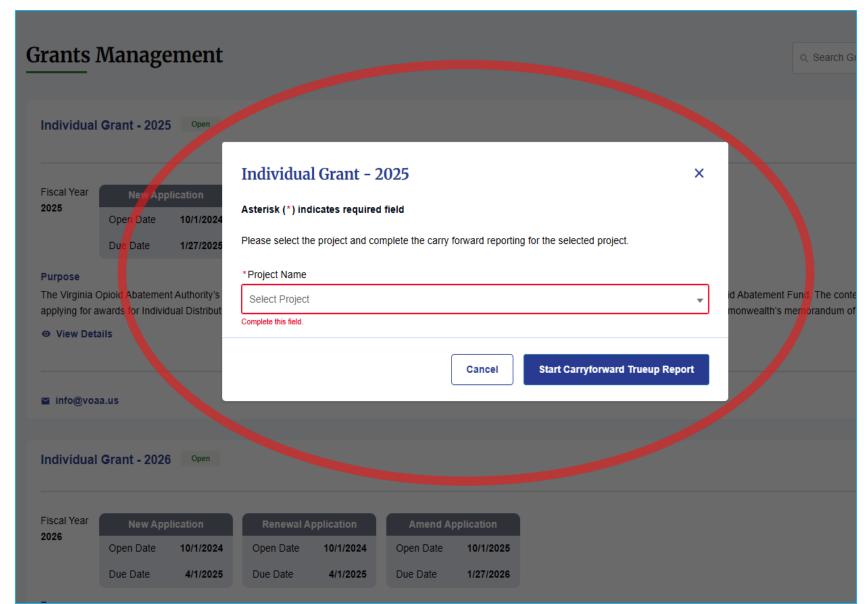


<b>■</b> Dashboard	<u>Dashb</u> oard					
Grants Management  Members  Historical Downloads	Note  A Carryforward True-up period is open under the grants management tab for cities and counties for the Fiscal Year 2025 and is due by 8/18/2025.					
Estimated Funds Look-Up Tool  COOP Partner Dashboard	<b>\$0</b> Amount Awarded	<b>O</b> Applications Awarded	<b>1</b> Opportunities Available	O Applications Near Due Date		
딕 Communications	Applications					
	In Progress (0) Submitted (0) Under F	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.



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



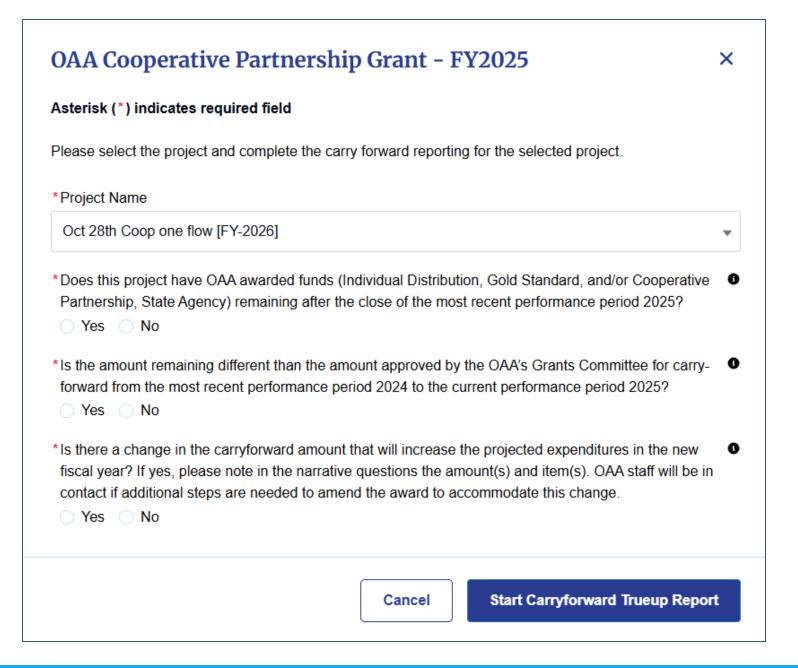


After selecting the Start

Carryforward Trueup

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





# **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	Grant Type				
Lancaster County	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 Overv						
omplete the budget informa	tion below for the project that locality (City/Cou	nty/State Agency) is requesting to be funded.				
sterisk (*) indicates requ	ired field					
evenue						
on-OAA Funding S	ources					
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 Sou	irces		\$10.00	\$0.00	\$0.00	\$10.00
AA Revenue Fundir	ng Sources					
Funding Sources		City/County	Awarded or Pledged as Match	Projected Expenditures from Application	Final FY25 Expenditures	Final FY25 Remaining Funds
Cooperative Partnership (COC	DP)	Lancaster County	\$47.94	\$0.00	\$0.00	\$47.94

# **Budget Overview - Expenses**



Expenses	Budget as Awarde	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
proved FY2025 OAA Carry-forward Amount	Fin	I FY2025 OAA Carry-forward Amoun		
57.94	\$:	7.94		
ance of Approved and Final FY2025 OAA Carry-forward Amount	% c	nange between approved and final ar	nounts	
0.00	0.	00%		

# 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		
O Yes O No Attach the OAA Carryforward True Up Expenditures Spreadsheet here, along with any additional supporting as Cooperative Partner General Ledgers (if applicable),	g documentation such	
Exit	Previous	Save & Next



# OAA Grants Portal Example & Carryforward True Up Expenditures Spreadsheet

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



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