



OAA Portal System Updates

JANUARY 22, 2026



Today's Presenters

Director of Operations –
Charlie Lintecum

Sr. Manager, Grant Operations
– Sharekka Bridges

Sr. Business Analyst –
Matt Terrill



Today's Agenda

FY 2027 Renewal Reminders

Portal Login, Registration, & Accessing FY 2027 Renewal Applications

Portal Updates – FY 2027 Renewals

- **Direct Distribution (Individual Distribution Application Only)**
- Direct Distribution Updates – Amounts Received
- Direct Distribution Updates – Amounts Expended
- Direct Distribution Updates – Non-OAA Projects
- **Project Proposal (Subrecipients, Contractors, Vendors)**
- **Current Year Budget**
 - Budget – Current Year Personnel Expenses
 - Budget – Current Year Operating & Capital Expenses
 - Budget – Current Year Funding Sources
- **Upcoming/Outyear Budget**
 - Budget – Upcoming/Outyear Personnel Expenses
 - Budget – Upcoming/Outyear Operating & Capital Expenses
 - Budget – Upcoming/Outyear Funding Sources
- **Budget Summary**

OAA Grants Portal Example



Fiscal Year 2027 Renewal Reminders

Start the renewal process early. Renewal applications must be submitted through the OAA Grants Portal by 11:59 PM on Wednesday, April 1, 2026, and must be electronically signed by the City or County Executive (or equivalent Head).

Coordinate with your city or county Finance or Budget team to ensure accurate reporting of FY 2026 expenditures. Inaccurate reporting of FY 2026 expenditures may result in issues with FY 2027 award amounts if the project is approved for renewal.

All cities and counties participating in an OAA-funded project are required to complete a Direct Distribution Report, which is integrated into the Individual Distribution renewal application. Fiscal agent cities or counties for Cooperative Partnership projects—and their Cooperative Partners—must complete and submit the Direct Distribution Report through the Portal by 11:59 PM on April 1, 2026.

Engage with your City/County's respective OAA Local Government Opioid Settlement Liaison:
<https://www.oaa.virginia.gov/media/governorviriniagov/oaa/documents/Resource-Coordinator-Contact-Map.pdf>

If your city/county has a project that is potentially scheduled to end at the end of FY 2026, reach out to your OAA Liaison to determine if you will still need to complete an FY 2027 renewal.

OAA Grants Portal Login Page



Login

Hello there, login to the screen below

[Forgot password?](#)

Doesn't have an account? [Register](#)

If you experience issues with registration or your password, reach out to info@voaa.us for assistance

[Quick Start Guide](#)
[User Guide](#)

If you forget your password for accessing the OAA Grants Portal, select the "**Forgot Password**" option.

New primary users must select the "**Register**" option to initiate the portal registration process.

All users may access the **Quick Start Guide** and **User Guide** resources.

Link to the OAA Grants Portal: <https://voaa.my.site.com/grants/s/login/>

OAA Grants Portal Access Registration



Note: Existing city/county primary users may add **secondary users** to the portal through the **"Members"** tab in the OAA Grants Portal.

A screenshot of the registration form on the OAA Grants Portal. The form is titled "Register" and includes fields for First Name, Middle Name, Last Name, Suffix, Email, Phone, Title, Organization Type, and City/County/State Agency Name. A red box highlights the "Upload Signed Letterhead" section, which contains an "Upload Files" button and a "Download Sample Letter for Primary Contact" link. A red arrow points from the text box on the right to this section.

Register
Hello there, fill details to register.

* First Name
Enter First Name

Middle Name
Enter Middle Name

* Last Name
Enter Last Name

Suffix
Enter Suffix

* Email
Enter Email

* Phone
Enter Phone Number

* Title
Enter Title

* Organization Type
Select Organization

* City/County/State Agency Name
Search City/County/State Agency Name

Additional cities/counties can be selected once registration has been completed.

* Upload Signed Letterhead
Upload Files Or drop files

If primary contact for city/county, please include signed letterhead stating so:
Download Sample Letter for Primary Contact

Register

Already have an account? [Login](#)

If you experience issues with registration or your password, reach out to Info@voaa.us for assistance.


[Quick Start Guide](#)
[User Guide](#)


New city/county **primary users** must complete the Portal registration process by selecting the **"Register"** option on the Portal home page.

This process requires the submission of a **Primary Contact Registration Letter** (on city/county letterhead and signed by the city/county executive) as part of the registration process.

A template of this letter can be downloaded on the Portal Registration page.

Accessing FY 2027 Applications in the OAA Grants Portal

 OPIOID ABATEMENT AUTHORITY
GRANTS MANAGEMENT

Select an Option  Sharekka Bridges

- Dashboard
- Grants Management**
- Members
- Historical Downloads
- Estimated Funds Look-Up Tool
- COOP Partner Dashboard
- Communications

Grants Management

Search Grants

Individual Grant - 2027 Open [Apply](#)

To access applications, proposals, and/or reports that have already been created and are in progress, click on the Dashboard tab on the left and locate the Applications section and the In Progress tab.

Fiscal Year	New Application	Renewal Application
2027	Open Date 10/1/2025	Open Date 1/20/2026
	Due Date 3/16/2026	Due Date 4/1/2026

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

Cooperative Partnership Grant - 2027 Open [Apply](#)

To access applications, proposals, and/or reports that have already been created and are in progress, click on the Dashboard tab on the left and locate the Applications section and the In Progress tab.

Fiscal Year	New Application	Renewal Application
2027	Open Date 10/24/2025	Open Date 1/20/2026
	Due Date 3/16/2026	Due Date 4/1/2026

Purpose
The Virginia Opioid Abatement Authority's (OAA's) Cooperative Partnership 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 Cooperative Partnership projects (minimally requires two Cities and/or Counties from the same behavioral health region) from the OAA in compliance with the national settlement agreements, Commonwealth's memorandum of understanding (MOU), and Code of Virginia. The application must be completed and submitted by

Portal Updates – Fiscal Year 2027 Renewals

Updates to the Direct Distribution – Amounts Received

Direct Distribution Information

i Enter Amounts Received by Fiscal Year in the first table. Enter Amounts Expended and/or Allocated by Fiscal Year for each Category (does not matter the Fiscal Year the funds were collected in) in the second table. Enter the requested information for Non-OAA projects in the third table. Provide the information related to any Reserved Amounts at the bottom.

Note: Do not include settlement funds received from the McKinsey settlement. That settlement is not part of the Commonwealth's Settlement MOU.

Asterisk (*) indicates required field

Amounts Received by Fiscal Year



[Edit](#) [Delete](#) [+ Add New](#)

Fiscal Year	Received Amount
<input type="checkbox"/> 2023	\$14,904.00
<input type="checkbox"/> 2024	\$15,900.00
<input type="checkbox"/> 2025	\$6,730.00
<input type="checkbox"/> 2026	\$13,800.00
Totals	\$51,334.00

i **Received:** Amount Received during this fiscal year or year-to-date for the current year. This should not include settlement funds paid to cities and counties related to the McKinsey settlement. That settlement is not part of the Commonwealth's Settlement MOU.

In the **Amounts Received by Fiscal Year** section, enter the direct distribution amounts your city or county has received for each fiscal year.

Do not include settlement funds paid to cities and counties related to the McKinsey settlement, as that settlement is not part of the Commonwealth's Settlement MOU. Localities may have received a settlement payment from Henry Schein, which is not part of the Direct Distribution in the lookup tool or for OAA Direct Distribution reporting (do not include Henry Schein settlements in this report - same as the McKinsey payment). **Note: Direct distribution amounts should be reported through Fiscal Year 2026.**

Updates to the Direct Distribution – Amounts Expended

Amounts Expended or Allocated by Fiscal Year

 [Edit](#)

Fiscal Year	Amount Expended and/or Allocated to OAA Projects	Amount Expended and/or Allocated to Non-OAA Projects	Amount Set Aside as Reserve for Abatement Projects
<input type="checkbox"/> 2023	\$0.00	\$14,904.00	\$0.00
<input type="checkbox"/> 2024	\$0.00	\$15,900.00	\$0.00
<input type="checkbox"/> 2025	\$0.00	\$0.00	\$6,730.00
<input type="checkbox"/> 2026	\$0.00	\$0.00	\$13,800.00
Totals	\$0.00	\$30,804.00	\$20,530.00

Expended and/or Allocated toward OAA projects: Amounts Expended on OAA Grant Projects during this fiscal year or year-to-date for the current year (does not matter which fiscal year the funds were received in, just the fiscal year they were spent)

Expended and/or Allocated toward Non-OAA projects: Amounts Expended on Non-OAA Grant Projects during this fiscal year or year-to-date for the current year (does not matter which fiscal year the funds were received in, just the fiscal year they were spent)


Amount Set Aside as Reserve: Amounts set aside as a Reserve to support specific Abatement projects in future years. This is not the "remaining balance" for a fiscal year that has not been allocated to a project.

Grand Total Received	\$51,334.00
Grand Total Expended, Allocated, and Reserved	\$51,334.00
Unallocated Balance Available	\$0.00

Total of Amount Expended and/or Allocated to Non-OAA Projects should be matching with Total of Amount Expended and/or Allocated by Project

Select the appropriate fiscal year and click **Edit**. Enter the **Amounts Expended or Allocated to OAA Projects** (if applicable), the **Amounts Expended or Allocated to Non-OAA Projects** (if applicable), and any **Amounts Set Aside as Reserve for Abatement Projects** in future years (if applicable). For all three fields, report expenditures accurately in the fiscal year in which the direct distribution funds were expended.

Updates to the Direct Distribution – Non-OAA Expended


 If you are using Direct Distribution funds for Non-OAA projects, please describe the project(s) below. If you do not have any Non-OAA projects, this table can be skipped. (click "Add New" to view and begin)

Non-OAA Project Information



[Edit](#) [Delete](#) [+ Add New](#)

Name of Project	Amount Expended and/or Allocated	Start Date	Projected end date	Brief description of project	Does it continue into next year
<input type="checkbox"/> Community Event (3)	\$30,804.00	3/1/2025	5/10/2025	Purchase of Naloxone, fentanyl test strips, resources to provide linkage to wrap around services, etc. for a community event.	<input type="checkbox"/>
Total	\$30,804.00				

 **Expended and/or Allocated:** Amounts expended and/or allocated to Non-OAA Grant Projects during this fiscal year or year-to-date for the current year (does not matter which fiscal year the funds were received in, just the fiscal year they were spent). The total in this column should match the total in the "Amount Expended and/or Allocated to Non-OAA Projects".

Reconciliation of Non-OAA Expended and/or Allocated Amounts

Total Expended and/or Allocated by Fiscal Year	\$30,804.00
Total Expended and/or Allocated by Project	\$30,804.00
Balance	\$0.00

* Does the city or county intend to reserve any portion of its direct distributions from FY2023, FY2024, and/or FY2025 for future year abatement efforts?
 Yes No

* If yes, the city or county must (1) ensure those future projects meet the terms of the settlement(s), (2) separately account for the direct distribution, the OAA distribution, and the reserved amount (3) publicly publish the projected financial strategy for this reserve fund, and (4) if the city or county is participating in the OAA's "Gold Standard" Incentive program, the reserved funds may only be used in accordance with the "Gold Standard" as described in the OAA's Incentive Policy. Utilize the space below to describe the methodology for the reserve and how this will be publicly posted.

[Exit](#)

[Previous](#)

[Save & Next](#)

For any reported Non-OAA projects supported with direct distribution funds, select **Add New** to enter the project name, amount expended or allocated, project start date, projected end date, a brief project description, and whether the project will continue into the next year. To modify an existing entry, select **Edit** for the applicable Non-OAA project. If your city or county has no Non-OAA projects, this table may be skipped.

Project Proposal Updates (Subrecipients, Contractors, Vendors)

*Review, revise, update, and/or add the organization(s), including any sub-recipients and/or contractors/vendors (if known, if unknown, add "To be determined" and attach proposal/application request document) that will be involved in this project. Attach any written agreements (contracts and/or memoranda of understanding/agreement) including funding/budget details. If not fully executed, a draft or a narrative describing the scope of services may suffice.

Note: If this application is awarded, OAA will require an executed written agreement (MOU, contract, etc.) between the city/county and any associated organizations receiving funds for this project, before awarded funds will be transmitted. (Written agreement not required for direct city/county departments receiving funds.) Additionally, any of the organizations that will receive funds from this project should have a corresponding entry in the Operating section of the Budget.

ⓘ If this project does not include any other organizations, sub-recipients, or contractors, select "Add New" and enter "N/A" under organization and description of role, "\$0.00" under amount of funding and "Other" as entity type to continue.

✎ Edit
🗑 Delete
+ Add New

	Name of Organization ⓘ	Amount of Funding ⓘ	Description of Role ⓘ	Status ⓘ	Entity Type ⓘ	Own Subrecipients
<input checked="" type="checkbox"/>	All Virginia Regional Medical Center	\$5,000.00	The Regional Medical Center will serve as the clinical lead and primary hub for the opioid treatment initiative. The Center will provide comprehensive patient care, including assessment, medication-assisted treatment (MAT), and follow-up services for individuals with opioid use disorder (OUD). Additionally, the Center will coordinate with local healthcare providers, behavioral health agencies, and	Addition	Others	Yes

If the city or county project will involve a new subrecipient, contractor, or vendor, select **Add New** and enter the organization’s name, funding amount, role in the project, status, entity type, and indicate whether the subrecipient will have additional subrecipients. To update information for an existing subrecipient, contractor, or vendor continuing with the project, select **Edit**.

Attach any written agreements (e.g., contracts, MOUs, including draft agreements) between the city or county and any associated organizations receiving project funds. **Note:** If the application is awarded, the OAA will require an executed written agreement between the city/county and the subrecipient as a contingency. Written agreements are not required for direct city or county departments receiving funds.

Budget – Current Year Personnel Expenses

Complete the "Current Year to Date Expenditures" and "Projected Year End Total Expenditures" columns for each line-item. To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New".

Renewal/Amend Salaried Staff



[Edit](#) [Delete](#) [+ Add New](#)

Position Type/Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
<input type="checkbox"/> Position 1	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00
Total Salaried Staff	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00

Complete the **Current Year to Date Expenditures** and **Projected Year End Total Expenditures** sections for each salaried staff and part-time wage line-item, if applicable.

Position Type/Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Total Hourly/Wage/Part-Time Staff	\$0.00	\$0.00	\$0.00	\$0.00

Select the checkbox beside the appropriate line-item and select the **"Edit"** option to enter the **Current Year to Date Expenses** and the **Projected Year End Total Expenses** for that respective line-item.

This section should only include wage/part-time positions that are/will be direct employees of the city/county. Positions that will be employed by subrecipient organizations should be included under Operating Expenses for that subrecipient organization.

Grand Total

	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Grand Total	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00

Click [here](#) for additional instructions for carryforward scenarios.

* Total Current Year Projected Personnel Expenditures

\$2,000.00

Budget – Current Year Personnel Expenses (cont.)

Edit Salaried Staff [Close]

Asterisk (*) indicates required field

*Position Type/Description
Position 1

FY 2025

*Awarded ⓘ \$2,000.00	*Current Year to Date Expenditures ⓘ \$1,000.00
*Projected Year End Total Expenditures ⓘ \$2,000.00	Carryforward Available ⓘ \$0.00

[Cancel] [Save]

*Note: The fields for *Current Year to Date Expenditures and *Projected Year End Total Expenditures are highlighted with red boxes in the original image.*

Complete the **Current Year to Date Expenditures** and **Projected Year End Total Expenditures** sections for each line-item. To edit an existing line-item, check the box for that item and select the **“Edit”** option.

Budget – Current Year Operating & Capital Expenses

Complete the "Current Year to Date Expenditures" and "Projected Year End Total Expenditures" columns for each line-item. To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New".

Amend/Renew Operating Expenses

Item Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
<input type="checkbox"/> Item 1	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00
<input type="checkbox"/> Item 2	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total Operating Expenses	\$4,000.00	\$2,000.00	\$3,000.00	\$1,000.00

Include any administrative expenses, sub-recipients, and contracts. If a sub-recipient or a vendor will receive funds from this project through an agreement (MOU, contract, etc.), that sub-recipient or vendor should be entered as 1 operating line item for the total cost. Attach the details of each agreement and the expense line items (that total to the amount listed here) to the related organization in the "Associated Organizations" table under the "Project Proposal" tab. Indirect costs are not allowed for the recipient city or county.

Amend/Renew Capital Expenses

Item Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Capital expenditures should only include: Large vehicles (i.e., mobile treatment units), land purchases, building purchases, building construction, building renovation.

Note: Approved capital expenditures may require the city/county to ensure the capital asset remains in use for the approved abatement purpose(s) for a period of 15 years or risk repayment of funds. Reach out to OAA staff with any questions.

Grand Total

	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Grand Total	\$4,000.00	\$2,000.00	\$3,000.00	\$1,000.00

* Total Current Year Projected Operating & Capital Expenditures

\$3,000.00

Complete the **Current Year to Date Expenditures** and **Projected Year End Total Expenditures** sections for each Operating and Capital line-item, if applicable.

Select the checkbox beside the appropriate line-item and select the **"Edit"** option to enter the **Current Year to Date Expenses** and the **Projected Year End Total Expenses** for that respective line-item.

Click [here](#) for additional instructions for carryforward scenarios.

Budget – Current Year Operating & Capital Expenses

Edit Operating Expenses

Asterisk (*) indicates required field

*Item Description
Item 2

FY 2025

*Awarded ⓘ	\$2,000.00	*Current Year to Date Expenditures ⓘ	\$1,000.00
*Projected Year End Total Expenditures ⓘ	\$1,000.00	*Carryforward Available ⓘ	\$1,000.00

Buttons: Cancel, Save

Background Table:

Total Expenditures ⓘ	Carryforward Available ⓘ
	\$0.00
	\$1,000.00
	\$1,000.00

Complete the **Current Year to Date Expenditures** and **Projected Year End Total Expenditures** sections for each line-item. To edit an existing line-item, check the box for that item and select the **“Edit”** option.

Budget – Current Year Funding Sources

Complete the "Current Year to Date Expenditures" and "Projected Year End Total Expenditures" columns for each Non-OAA matching fund (Direct Distributions, Grants, General Funds, Funds provided on behalf of the city/county, other) pledged to the project.
To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New".

Non-OAA Funding Sources


Edit Delete + Add New

Item Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
<input type="checkbox"/> Direct Distribution	\$1,000.00	\$500.00	\$1,000.00	\$0.00
Total Non-OAA Funding Sources	\$1,000.00	\$500.00	\$1,000.00	\$0.00

OAA Funding Sources

Edit

Item Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
<input type="checkbox"/> Individual Distribution (IDIC)	\$5,000.00	\$2,500.00	\$4,000.00	\$1,000.00
Total OAA Funding Sources	\$5,000.00	\$2,500.00	\$4,000.00	\$1,000.00

Grand Total

	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Grand Total	\$6,000.00	\$3,000.00	\$5,000.00	\$1,000.00

Complete the **Current Year to Date Expenditures** and **Projected Year End Total Expenditures** sections for each Non-OAA and OAA funding source. To edit an existing line-item, check the box for that item and select the **“Edit”** option.

The **Carryforward Available** totals will automatically calculate.

Budget – Current Year Funding Sources

City/Court Distribution Grant 2020 | Court Admin Grant 2020 | IDIC Budget | 004274

Edit OAA Requested Funding Sources

Asterisk (*) indicates required field

* Item Description
Individual Distribution (IDIC)

* Awarded ⓘ
\$5,000.00

* Current Year to Date Expenditures ⓘ
\$2,000.00

* Projected Year End Total Expenditures ⓘ
\$4,000.00

* Carryforward Available ⓘ
\$1,000.00

Cancel Save

Complete the ***Current Year to Date Expenditures*** and ***Projected Year End Total Expenditures*** sections for each funding source. To edit an existing line-item, check the box for that item and select the ***“Edit”*** option.

Budget – Current Year Funding Sources (cont.)

Expenses

Item Description	FY 2025			
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ
Personnel-related	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00
Operating (including contracts)	\$4,000.00	\$2,000.00	\$3,000.00	\$1,000.00
Total Expenses	\$6,000.00	\$3,000.00	\$5,000.00	\$1,000.00

Reconciliation

Current Year to Date Expenditures by Fund Source ⓘ

\$3,000.00

Projected Expenditures by Fund Source ⓘ

\$5,000.00

Current Year to Date Expenditures by Category ⓘ

\$3,000.00

Projected Expenditures by Category ⓘ

\$5,000.00

Difference ⓘ

\$0.00

Difference ⓘ

\$0.00

The **Reconciliation** section enables reconciliation of current-year expenditures and projected expenditures by fund source and expense category for your city or county. The calculated **differences** in both fields should equal \$0.00.

Complete the following steps for each table below:

1. Enter the amount of available carryforward in the "Carryforward Request" column for each line item.
2. Enter the amount requested for each line item for the upcoming/renewal year.

Note: The carryforward amount plus the upcoming/renewal year amount comprises the total amount needed for the upcoming renewal year.

3. Enter revisions to the projected amount for the upcoming/renewal year and out years for each line items (if applicable).

Note: Updating projected amounts does not guarantee those amounts will be automatically awarded for that year.

To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New"
[Click here for additional instructions for carryforward scenarios.](#)

Renewal/Amend Salaried Staff

[Edit](#)
[Delete](#)
[+ Add New](#)

Position Type/Description	FY 2025		FY 2026				FY 2027				FY 2028	
	Carryforward Available	Carryforward Request	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary
<input type="checkbox"/> Position 1	\$0.00	\$0.00	2	\$1,000.00	\$0.00	\$2,000.00	2	\$1,000.00	\$0.00	\$2,000.00	2	\$1,000.00
Total Salaried Staff	\$0.00	\$0.00	2	N/A	N/A	\$2,000.00	2	N/A	N/A	\$2,000.00	2	N/A

Renewal/Amend Hourly/Wage Part-Time Staff

[Edit](#)
[Delete](#)
[+ Add New](#)

Position Type/Description	FY 2025		FY 2026				FY 2027				FY 2028	
	Carryforward Available	Carryforward Request	# of Wage or PT	\$ Rate	# of Hours	Total (includes FICA)	# of Wage or PT	\$ Rate	# of Hours	Total (includes FICA)	# of Wage or PT	\$ Rate
Total Hourly/Wage/Part-Time Staff	\$0.00	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A

This section should only include wage/part-time positions that are/will be direct employees of the city/county. Positions that will be employed by subrecipient organizations should be included under Operating Expenses for that subrecipient organization.

Grand Total

	FY 2025		FY 2026		FY 2027		FY 2028		FY 2029	
	Carryforward Available	Carryforward Request	Total # of Units	Grand Total	Total # of Units	Grand Total	Total # of Units	Grand Total	Total # of Units	Grand Total
Grand Total	\$0.00	\$0.00	2	\$2,000.00	2	\$2,000.00	2	\$2,000.00	2	\$2,000.00

Total Salary Carryforward and Upcoming/Renewal Year Personnel Expenditure Request

\$2,000.00

Total Wages/Hourly Carryforward and Upcoming/Renewal Year Personnel Expenditure Request

\$0.00

Budget – Upcoming/Outyear Personnel Expenses

The amount of **carryforward available** for each line-item will automatically populate.

You may enter revisions to the projected amount for the upcoming/renewal year and outyears for each line-item (if applicable). To do this, select the **"Edit"** option.

To add new line-items for the upcoming/renewal year or outyears, select the **"Add New"** option.

If carryforward is needed **plus** new funding for the personnel line-item, **add the carryforward amount plus the amount of new funding for your FY 2027 total for the line-item.**

If the carryforward amount is **reducing** the amount needed for the line item, **only add the amount of new funding being requested for FY 2027 for the line-item.**

The personnel page should only include full-time and/or wage/part-time positions that are (or will be) direct employees of the city/county applicant.

Positions employed by subrecipient organizations should be included under Operating Expenses.

Budget – Upcoming/Outyear Personnel Expenses (cont.)

Edit Salaried Staff ✕

Asterisk (*) indicates required field

*Position Type/Description

FY 2025 (Current Year)

Carryforward Available * Carryforward Request

FY 2026 (Upcoming/Renewal Year)

*# of FTEs	*Salary	*Benefits	Total
<input type="text" value="2"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,000.00"/>

FY 2027 (Out Year)

*# of FTEs	*Salary	*Benefits	Total
<input type="text" value="2"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,000.00"/>

FY 2028 (Out Year)

*# of FTEs	*Salary	*Benefits	Total
<input type="text" value="2"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$2,000.00"/>

The **Carryforward Available** amount will automatically populate.

Indicate the amount of **carryforward requested** for each line-item for the upcoming/renewal year.

Enter the amount of funding requested for the upcoming/renewal year and outyears for each line-item. You may enter revisions to the projected amount for the upcoming/renewal year and outyears for each line-item (if applicable).

If carryforward is needed plus new funding are needed for the line-item, both totals are added together and entered for FY 2027.

If the carryforward is reducing the amount needed for the line item, only add the new amount of funding requested for FY 2027.

Budget – Upcoming/Outyear Operating & Capital Expenses

Complete the following steps for each table below:

1. Enter the amount of available carryforward in the "Carryforward Request" column for each line item.
2. Enter the amount requested for each line item for the upcoming/renewal year.

Note: The carryforward amount plus the upcoming/renewal year amount comprises the total amount needed for the upcoming renewal year.

3. Enter revisions to the projected amount for the upcoming/renewal year and out years for each line items (if applicable).

Note: Updating projected amounts does not guarantee those amounts will be automatically awarded for that year.
To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New"
[Click here for additional instructions for carryforward scenarios.](#)

Amend/Renew Operating Expenses

[Edit](#)
[Delete](#)
[+ Add New](#)

Description	FY 2025			FY 2026			FY 2027			FY 2028		
	Carryforward Available	Carryforward Requested	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	
<input type="checkbox"/> Item 1	\$0.00	\$0.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00	\$3,000.00	
<input type="checkbox"/> Item 2	\$1,000.00	\$1,000.00	4	\$1,000.00	\$4,000.00	3	\$1,000.00	\$3,000.00	3	\$1,000.00	\$3,000.00	
Total Operating Expenses	\$1,000.00	\$1,000.00	7	N/A	\$7,000.00	6	N/A	\$6,000.00	6	N/A	\$6,000.00	

Amend/Renew Capital Expenses

[Edit](#)
[Delete](#)
[+ Add New](#)

Position Type/Description	FY 2025			FY 2026			FY 2027			FY 2028		
	Carryforward Available	Carryforward Requested	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	
Total Capital Expenses	\$0.00	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	

Capital expenditures should only include: Large vehicles (i.e., mobile treatment units), land purchases, building purchases, building construction, building renovation.

Note: Approved capital expenditures may require the city/county to ensure the capital asset remains in use for the approved abatement purpose(s) for a period of 15 years or risk repayment of funds. Reach out to OAA staff with any questions.

Grand Total

	FY 2025			FY 2026			FY 2027			FY 2028		
	Carryforward Available	Carryforward Requested	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	
Grand Total	\$1,000.00	\$1,000.00	7	N/A	\$7,000.00	6	N/A	\$6,000.00	6	N/A	\$6,000.00	

* Total Upcoming/Renewal Year Operating Expenditure Request

\$8,000.00

* Total Upcoming/Renewal Year Capital Expenditure Request

\$0.00

The amount of **Carryforward Available** for each line-item will automatically populate.

Enter the amount of funding requested for the upcoming/renewal year and outyears for each line-item. You may enter revisions to the projected amount for the upcoming/renewal year and outyears for each line-item (if applicable). To do this, select the **"Edit"** option.

To add new line-items for the upcoming/renewal year or outyears, select the **"Add New"** option.

If carryforward is needed **plus** new funding for the line-item, add the carryforward amount plus the amount of new funding for your FY 2027 total for that respective line-item.

If the carryforward is **reducing** the amount needed for the line item, only add the amount of new funding being requested for FY 2027 for the line-item.

Include any administrative expenses, subrecipients, contracts, etc. under the operating budget. **Reminder:** Indirect costs are not allowed for the recipient city/county.

Capital Expenses should only include large vehicles (i.e., mobile treatment units), land purchases, building purchases, building construction, building renovations, etc. Approved capital expenses may require the city/county to ensure the capital asset remains in use for the approved abatement purpose(s) for a period of 15 years or risk the repayment of funds.

Budget – Upcoming/Outyear Operating & Capital Expenses

Edit Operating Expenses ✕

Asterisk (*) indicates required field

*Description

FY 2025

* Carryforward Available ⓘ <input style="width: 100%;" type="text" value="\$1,000.00"/>	* Carryforward Requested ⓘ <input style="width: 100%;" type="text" value="\$1,000.00"/>
--	--

FY 2026

* # of Units ⓘ <input style="width: 100%;" type="text" value="4"/>	* Cost per Unit ⓘ <input style="width: 100%;" type="text" value="\$1,000.00"/>	* Total <input style="width: 100%;" type="text" value="\$4,000.00"/>
---	---	---

FY 2027

* # of Units ⓘ <input style="width: 100%;" type="text" value="3"/>	* Cost per Unit ⓘ <input style="width: 100%;" type="text" value="\$1,000.00"/>	* Total <input style="width: 100%;" type="text" value="\$3,000.00"/>
---	---	---

FY 2028

* # of Units ⓘ <input style="width: 100%;" type="text"/>	* Cost per Unit ⓘ <input style="width: 100%;" type="text"/>	* Total <input style="width: 100%;" type="text"/>
---	--	--

The **Carryforward Available** amount will automatically populate.

Indicate the amount of **carryforward requested** for each line-item for the upcoming/renewal year.

Enter the amount of funding requested for the upcoming/renewal year and outyears for each line-item. You may enter revisions to the projected amount for the upcoming/renewal year and outyears for each line-item (if applicable).

If carryforward is needed **plus** new funding for the line-item, both totals are added together and entered as the requested amount for FY 2027.

If the carryforward is **reducing** the amount needed for the line item, only add the new amount of funding is requested for FY2027.

*As shown in the example, a FY 2025 carryforward of \$1,000 and FY 2026 new funding of \$3,000 are requested for Item 2. **When combined, the total FY 2026 funding request equals \$4,000.***

Budget - Upcoming & Outyear Funding Sources

[View Estimated Funds Lookup](#)

Asterisk (*) indicates required field

i Enter revisions to the projected amount for the upcoming/renewal year and out years for each Non-OAA matching fund (Direct Distributions, Grants, General Funds, Funds provided on behalf of the city/county, other) pledged to the project (if applicable).
To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New".

i Complete the following steps for each table below:

1. Enter the amount of available carryforward in the "Requested Carryforward Amount" column for each line item.
2. Enter the new amount requested for each line item in the "Requested Upcoming/Renewal Year Amount".
3. Enter revisions to the projected amount for the upcoming/renewal year and out years for each OAA Funding Source type (Individual Distribution, Gold Standard, Unrestricted) awarded to the project.

Note: Updating projected amounts does not guarantee those amounts will be automatically awarded for that year.
To edit an existing line-item, check the box for that item and click the "Edit" button. To add a new line-item, click "Add New".
[Click here for additional instructions for carryforward scenarios.](#)

Non-OAA Funding Sources



Description	FY 2025		FY 2026	FY 2027	FY 2028	FY 2029
	Carryforward Available i	Requested Carryforward Amount (from Current Year) i	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) i	Proposed Amount i	Proposed Amount i	Proposed Amount i
<input type="checkbox"/> Direct Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non OAA Funding source	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter the amount of available carryforward in the **Requested Carryforward Amount** section for each Non-OAA funding source, if applicable. Enter the new amount of funding requested for the Upcoming/Renewal Year (**not including carryforward**) and Outyears. Enter any revisions to the projected amounts for the upcoming/renewal year and outyears based on the funding source (Non-OAA).

Budget – Upcoming/Outyear Funding Sources (cont.)

OAA Funding Sources



Description	FY 2025		FY 2026	FY 2027	FY 2028	FY 2029
	Carryforward Available ⓘ	Requested Carryforward Amount (from Current Year) ⓘ	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ	Proposed Amount ⓘ	Proposed Amount ⓘ	Proposed Amount ⓘ
<input type="checkbox"/> Individual Distribution (IDIC)	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total OAA Funding Sources	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Expenses

Description	FY 2025		FY 2026	FY 2027	FY 2028	FY 2029
	Carryforward Available ⓘ	Requested Carryforward Amount (from Current Year) ⓘ	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ	Proposed Amount ⓘ	Proposed Amount ⓘ	Proposed Amount ⓘ
Personnel-related	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Operating (including contracts)	\$1,000.00	\$1,000.00	\$7,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Total Expenses	\$1,000.00	\$1,000.00	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Enter the amount of available carryforward in the **Requested Carryforward Amount**” section for the OAA funding source(s). Enter the new amount of funding requested for the Upcoming/Renewal Year (**not including carryforward**) and Outyears. Enter any revisions to the projected amounts for the upcoming/renewal year and outyears based on the funding source (OAA funding).

Budget – Upcoming/Outyear Funding Sources (cont.)

Annual City/County Distribution Grant - 2

OAA Funding Sources

Description

Individual Distribution (IDIC)

Total OAA Funding Sources

Expenses

Description

Personnel-related

Operating (including contracts)

Total Expenses

Edit OAA Funding Sources ×

Asterisk (*) indicates required field

*Description
Individual Distribution (IDIC)

FY 2025

*Carryforward Available ⓘ
\$1,000.00

*Requested Carryforward Amount (from Current Year) ⓘ
\$1,000.00

FY2026

*Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ
\$8,000.00

FY 2027

*Proposed Amount ⓘ
\$8,000.00

FY 2028

*Proposed Amount ⓘ
\$8,000.00

Enter the **Requested Carryforward Amount (from Current Year)**”.

Enter the new amount of funding requested for the Upcoming/Renewal Year (not including carryforward) and Outyear proposed amounts.

Enter any revisions to the projected amounts for the upcoming/renewal year and outyears based on the funding source.

Do not include the carryforward amount for the **FY 2027 Requested Upcoming/Renewal Year Amount.**

Budget – Upcoming/Outyear Funding Sources (cont.)

Funding Request Reconciliation

Description	FY 2026	FY 2027	FY 2028	FY 2029
Total Non-OAA Carryforward Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-OAA Upcoming/Renewal Year Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Carryforward Funds	\$1,000.00	\$0.00	\$0.00	\$0.00
Total OAA Upcoming/Renewal Year Funds	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total Requested Funds	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total Expenses	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Difference	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Exit

Previous

Save & Next

This **Funding Request Reconciliation** page will allow you reconcile the carryforward, upcoming/renewal year funds, total requested funds, and total expenses for the renewal year and outyears. This must be the case for all outyears (meaning the difference should be \$0 for all fiscal years).

Budget Summary

i The Budget Summary combines all Budget tabs onto one page for a final review of numbers before proceeding. The information on this page is read only. Any changes must be completed on the respective tab. Press the "Previous" button to navigate to the appropriate tab.

Non-OAA Funding Sources

Description	FY 2025					FY 2026	FY 2027	FY 2028	FY 2029
	Awarded i	Current Year to Date Expenditures i	Projected Year End Total Expenditures i	Carryforward Available i	Requested Carryforward Amount (from Current Year) i	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) i	Proposed Amount i	Proposed Amount i	Proposed Amount
Direct Distribution	\$1,000.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non OAA Funding Sources	\$1,000.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

OAA Funding Sources

Description	FY 2025					FY 2026	FY 2027	FY 2028	FY 2029
	Awarded i	Current Year to Date Expenditures i	Projected Year End Total Expenditures i	Carryforward Available i	Requested Carryforward Amount (from Current Year) i	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) i	Proposed Amount i	Proposed Amount i	Proposed Amount
Individual Distribution (IDIC)	\$5,000.00	\$2,500.00	\$4,000.00	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total OAA Funding Sources	\$5,000.00	\$2,500.00	\$4,000.00	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Budget Summary (cont.)

Expenses

Description	FY 2025					FY 2026	FY 2027	FY 2028	FY 2029
	Awarded ⓘ	Current Year to Date Expenditures ⓘ	Projected Year End Total Expenditures ⓘ	Carryforward Available ⓘ	Requested Carryforward Amount (from Current Year) ⓘ	Requested Upcoming/Renewal Year Amount (in addition to Carryforward) ⓘ	Proposed Amount ⓘ	Proposed Amount ⓘ	Proposed Amount
Personnel-related	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Operating (including contracts)	\$4,000.00	\$2,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$7,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Total Expenses	\$6,000.00	\$3,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Funding Request Reconciliation

Description	FY 2026	FY 2027	FY 2028	FY 2029
Total Non-OAA Carryforward Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-OAA Upcoming/Renewal Year Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Carryforward Funds	\$1,000.00	\$0.00	\$0.00	\$0.00
Total OAA Upcoming/Renewal Year Funds	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total Requested Funds	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Total Expenses	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Difference	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Funds Requested/Proposed (Carryforward + Upcoming/Renewal Year)	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00

Budget Summary (cont.)

Funding Request Reconciliation

	FY 2027	FY 2028	FY 2029
Total Non-OAA Carryforward Funds	\$0.00	\$0.00	\$0.00
Total Non-OAA Upcoming/Renewal Year	\$0.00	\$0.00	\$0.00
Total OAA Carryforward Funds	\$0.00	\$0.00	\$0.00
Total OAA Upcoming/Renewal Year Fun	\$8,000.00	\$8,000.00	\$8,000.00
Total Requested Funds	\$9,000.00	\$8,000.00	\$8,000.00

Confirmation ✕

By clicking CONFIRM, the applicant acknowledges it is requesting \$1000.00 in OAA Carryforward Funds from the current year and an additional \$8000.00 in OAA Funds for the Upcoming/Renewal year.

Before you can move past the Budget section of the renewal application, you will receive a budget confirmation notice that shows your OAA Carryforward Request and the amount of additional funding requested for the upcoming renewal year. To continue to the next section, you will be asked to review and confirm that this information is correct.

If the totals look incorrect and you are not sure how to update the budget, please contact your [OAA Liaison](#) or email us at info@voaa.us for assistance.

OAA Grants Portal Example

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

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