



OAA Q&A Technical Support Webinar

Including Updates to OAA Terms &
Conditions

February 5, 2026



Today's Presenters

Director of Operations –
Charlie Lintecum

Sr. Business Analyst –
Matt Terrill

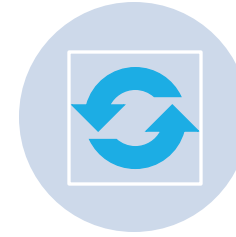
Sr. Manager, Grant Operations
– Sharekka Bridges



Today's Agenda



**FY 2027 RENEWAL
APPLICATION
REMINDERS**



**PORTAL UPDATES
- FY 2027
RENEWAL
APPLICATIONS**



**OAA GRANTS
PORTAL EXAMPLE**



**DISCUSSION OF
OAA'S UPDATED
TERMS AND
CONDITIONS FOR
FY 2027**



QUESTIONS?



Fiscal Year 2027 Due Date Reminders

New FY2027
Applications due
3/16/2026

Renewal FY2027
Applications due
4/1/2026

Direct Distribution
Reports due
4/16/2026



Fiscal Year 2027 Renewal Application 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 designee).



Coordinate with your city/county Finance/Budget team to ensure accurate reporting of FY 2026 expenditures.

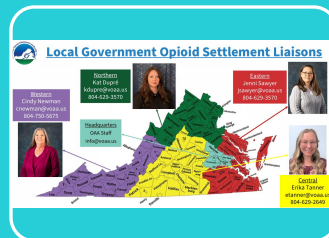
- Inaccurate reporting of FY 2026 expenditures may result in issues with FY 2027 award amounts if the renewal is approved.



Direct Distribution Reports Required

of all cities and counties participating in OAA-funded projects through the Portal by 11:59 PM on April 16, 2026.

- This can be completed as a stand-alone report or as part of an Individual Distribution application.
- **NOTE: to Cooperative Partnership Fiscal Agents: ALL cooperative partner (including FA) cities and counties must complete and submit a Direct Distribution Report.**



Engage with your OAA Local Government Opioid Settlement Liaison, especially if your city/county has a project that is scheduled to end in FY 2026, to help determine if a FY 2027 renewal is needed.

- <https://www.oaa.virginia.gov/media/governorvirginiagov/oaa/documents/Resource-Coordinator-Contact-Map.pdf>



Portal Updates – FY 2027 Renewal Application Budget Steps

<u>Current Year Budget</u>	<u>Current Year Budget</u>	<u>Current Year Budget</u>	<u>Upcoming/Outyear Budget</u>	<u>Upcoming/Outyear Budget</u>	<u>Upcoming/Outyear Budget</u>	<u>Budget Summary</u>
<ul style="list-style-type: none">Budget – Current Year Personnel Expenses	<ul style="list-style-type: none">Budget – Current Year Operating & Capital Expenses	<ul style="list-style-type: none">Budget – Current Year Funding Sources	<ul style="list-style-type: none">Budget – Upcoming/Outyear Personnel Expenses	<ul style="list-style-type: none">Budget – Upcoming/Outyear Operating & Capital Expenses	<ul style="list-style-type: none">Budget – Upcoming/Outyear Funding Sources	<ul style="list-style-type: none">Read Only Summary and Reconciliation of all tabs



OAA Grants Portal Renewal Budget Example



OAA Updated Terms & Conditions

(Effective with
FY 2027
Awards)



Terms and Conditions Updates Overview

Context

- **Code of Virginia § 2.2-2368(1-3) requires OAA to:**
 1. Establish specific criteria and procedures for awards from the Fund;
 2. Establish requirements for the submission of funding requests;
 3. Evaluate funding requests in accordance with the criteria established by the Authority and the provisions of this article;
- **OAA's Terms and Conditions**
 - Compile these items into 1 document for each award type that are provided on OAA's website and as part of every award package
- **Purpose of Updates**
 - Items have been added to and/or incorporated with the OAA Grant and Award Terms and Conditions documents to established or enshrined the related items to enhance requirements and/or to provide requirements in a central location.



Terms and Conditions Updates Overview

Effective Date

- **These updates are effective for awards made by the OAA starting on or after July 1, 2026 (FY2027)**
 - Do not apply to FY2026 awards
 - Provides time for cities, counties, and state agencies to review before applying
 - Provides time for OAA staff to provide additional resources (webinars) for cities, counties, and state agencies regarding the changes



Terms and Conditions Updates

New Items

OAA Award Acceptance Requirements

This requirement establishes timelines and related actions for cities, counties, and state agencies to accept OAA awards and provide all required documentation so that OAA can transmit funding.

New Awards approved for the upcoming/renewal year

- 90 days to formally accept the award (sign the acceptance package)
- 120 days to complete and submit all required documentation

Current Year Award Amendments

- 60 days to formally accept the award (sign the acceptance package)
- 90 days to complete and submit all required documentation

New Awards approved during the current year

- 60 days to formally accept the award (sign the acceptance package)
- 90 days to complete and submit all required documentation

Renewal Awards

- 90 days to formally accept the award (sign the acceptance package)
- 120 days to complete and submit all required documentation



Terms and Conditions Updates

New Items

OAA Award Acceptance Requirements

This requirement establishes timelines and related actions for cities, counties, and state agencies to accept OAA awards and provide all required documentation so that OAA can transmit funding.

Failure to adhere to the timeline requirements will result in one or more of the following actions:

- The award will be rescinded by OAA and the city or county may reapply at the next available deadline.
- An extension request may be submitted that includes the details of the circumstances requiring the extension to the OAA for the Executive Director's consideration
- The Executive Director may allow the award's performance period to continue and amend the award amount to zero for the current performance period.
 - In this instance, the city or county may request funds as part of the next available deadline
- If issues are identified in OAA's Grants Portal that prevent on-time submissions, the Executive Director may grant extensions as needed on a case-by-case basis so long as the issues are communicated to OAA in a timely manner.
 - Issue caused by OAA's Grants Portal will not be held against the awarded city or county.



Terms and Conditions Updates

New Items

Compliance Review Language

- In addition to progress reporting (provided through the amendment and renewal application processed) and annual reports, the OAA will conduct outreach, surveys, questionnaires, site visits, financial reviews and/or performance reviews regarding the project. The Fiscal Agent will serve as the primary point of contact for all matters in relation to this section.
- The recipient understands that failure to maintain compliance with these terms and conditions and any other requirements and/or contingencies placed on the award may result in the project being terminated, restricted, modified, required to complete a performance improvement plan or other remedy.

Subrecipient/Vendor Monitoring

- For any award where responsibility has been delegated to a subrecipient organization or vendor, the Fiscal Agent city or county will ensure regular reporting of activities and achievements. This data is required for amendment and renewal application as well as reports.



Terms and Conditions Updates

Incorporated Items

Ensuring appropriate staff and/or partners are subscribed to and regularly review the contents of OAA's primary form of broad communication for applicants and awardees, the "Virginia Opioid Abatement Authority News Update" newsletter

Notify OAA of any potential changes, barriers, issues, and intentions related to the project as soon as practically possible

Submit all applications, reports, signatures, documents, communications, etc. to OAA through OAA's Grants Portal unless otherwise instructed by OAA staff.

OAA documents must be signed by the city or county executive or a designee (unless otherwise instructed by OAA). If the designee is anyone other than the executive's deputy, then a document that authorizes the designee to transact business for the governing body will be provided to OAA along with the signature.

For renewed awards, carryforward balances may be used to continue the project while the city/county/state agency completes the award acceptance process so that the renewal year funds can be transmitted.

When awards end, the annual report for the last year shall serve as the final report.



Terms and Conditions Updates Incorporated Items

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Terms and Conditions Updates Incorporated Items

Separate Accounting

Requirement	Non-OAA Funds	OAA Funds	Method
<p>OAA award recipients must maintain separate accounting of each fund source that is part of an awarded project.</p>	<ol style="list-style-type: none">1. Direct Distributions2. Other Grants3. General Funds4. Funds Provided on Behalf of the City/County5. Any other revenues not provided by OAA	<ol style="list-style-type: none">1. Individual Distributions2. Gold Standard Incentive3. Cooperative Partnership4. Unrestricted Funds5. Any other revenues provided by OAA	<p>OAA does not prescribe a specific methodology for maintaining separate accounting, however any method utilized must reconcile to the city or county's general ledger while also detailing the usage of each fund type for each project</p>



Terms and Conditions Updates Incorporated Items

Renewals

Requirements

An application for renewal is required from the Fiscal Agent by the end of the application period each year

1. Status Update on Project
2. Amounts spent year-to-date by expenditure category and by fund source
3. Status of objectives
4. Amounts achieved year-to-date for performance measures
5. May also include amendments (have to compete for additional funds)

Compliance

1. At all times regardless of any amendment, the cooperative partnership and fiscal agent must remain in compliance with the OAA's terms and conditions
2. Amendment applications must be submitted through the OAA Grants Portal

Carryforward

1. Carryforward is only available as part of the renewal process.
2. Renewal applications must provide projected spending for all budget line items to calculate the carryforward available
3. Carryforward amounts must be "trued up" after the end of the performance period with OAA and include a copy of the ledger
4. Carryforward must be expended/encumbered to 80% before additional funds will be transmitted

CF Uses

- Carryforward balances should only be requested for one of the following:
1. To reduce the amount of funding needed for the upcoming/renewal year
 2. To support an approved budget line-item (or part of one) that was not able to be completed in the current year
 3. To support a 1-time purchase of an item or service that is in the current scope of the project



Terms and Conditions Updates Incorporated Items

Fiscal Agent Requirements

Requirements

One of the partner cities or counties must be designated as the Fiscal Agent for the project via the Cooperative Partnership Agreement and must maintain that role throughout the grant or the grant will end and a new application from a new Fiscal Agent will be required

Responsibilities

1. Coordinating and executing an Operational Agreement
2. All aspects of the project including coordinating/obtaining information from partners, subrecipients, vendors, etc. to meet application/reporting requirements.
3. separately account for any funds received from partner cities and counties by fund source

Fund Mgmt.

Fiscal Agents will ensure awarded funds and contingent matching funds are spent in the following sequence based on the respective approved budget for each grant:

1. Direct Distribution Match
2. Other Non-OAA Match
3. Individual Distribution Gold Standard Incentive
4. Cooperative Partnership Funds

Deadlines

The Fiscal Agent city or county is responsible for ensuring amendment and renewal applications as well as any reports are completed accurately and by the due date(s) prescribed by the OAA



Terms and Conditions Updates Incorporated Items

Annual Report Requirements

Requirements	Attachments	Deadlines	Method
<p>Annual reports include but are not limited to the following:</p> <ol style="list-style-type: none">1. A narrative status update on the projects including goals, achievements, barriers, solutions, etc.2. The final expenditure amount for each budget line item and the final carryforward3. Performance measure amounts achieved	<ol style="list-style-type: none">1. Attach a copy of the city/county/state agency's general ledger showing line-item transactions that reconcile to the reported amounts.2. For Cooperative Partnerships - the Fiscal Agent must provide the general ledger report from each partner city or county that received and/or provided OAA funds to the project.	<p>Annual reports will be due by October 1 of each year for the performance period that ended in June of that year. OAA may modify this date as long as a written notice is provided to the city or county at least 30-days in advance of the modified due date if that date is earlier than October 1</p>	<p>When awards end, the annual report for the last year shall serve as the final report.</p>



Terms and Conditions Updates Available on Grants Info Webpage

OAA encourages everyone to review and if your legal team normally reviews as part of getting an award package signed you can provide it to them ahead of time.

2025-2026 Application Cycle Resources

[2025-2026 City & County Application Cycle Dates](#)

[General Guidance](#)

[Individual Distribution FY27 Renewal Budget Workbook](#)

[Budget Change Request Form](#)

[Direct Distribution Guidance Updated!!](#)

[List of Performance Measures and Guidance](#)

[Terms and Conditions for FY2026 Awards](#)

[Terms and Conditions for FY2027 Awards](#)



Local Government Opioid Settlement Liaisons

Contact your OAA Local Liaison or any of us with questions!

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