

INTRODUCED: January 12, 2026

AN ORDINANCE No. 2026-014

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Health Brigade Grant Contract between the City of Richmond and Health Brigade for the purpose of supporting harm reduction and outreach efforts for residents suffering from opioid use disorder in the city of Richmond.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 26 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Health Brigade Grant Contract between the City of Richmond and Health Brigade for the purpose of supporting harm reduction and outreach efforts for residents suffering from opioid use disorder in the city of Richmond. The Health Brigade Grant Contract shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

§ 2. This ordinance shall be in force and effect upon adoption.

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: December 12, 2025

TO: The Honorable Members of City Council

THROUGH: The Honorable Danny Avula, Mayor

THROUGH: Odie Donald II, Chief Administrative Officer

THROUGH: Tamikia Jackson, DCAO for Finance and Administration

THROUGH: Letitia Shelton, Director of Finance

THROUGH: Meghan Brown, Director of Budget and Strategic Planning

THROUGH: Amy Popovich, DCAO for Human Services

FROM: Jason Alley, Policy Advisor

RE: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a grant contract by and between the City of Richmond and Health Brigade for the purpose of creating and implementing a digital and nondigital outreach campaign and to bolster outreach efforts to residents suffering from opioid use disorder in the City of Richmond.

ORD. OR RES. No.

PURPOSE: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Health Brigade Grant Contract between the City of Richmond and Health Brigade for the purpose of creating and implementing a digital and nondigital outreach campaign, to support additional harm reduction supplies such as naloxone and fentanyl test strips, and to bolster outreach efforts to residents suffering from opioid use disorder in the City of Richmond.

BACKGROUND: Virginia's Opioid Abatement Authority is an independent body, the purpose of which is to abate and remediate the opioid epidemic in the Commonwealth through financial support from the Fund, in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in the Commonwealth. The Virginia Opioid Abatement Authority has an annual application cycle for Virginia localities to propose projects to draw down funds from their allotted individual funds. On July 7th, 2025 the City of Richmond was notified by the Virginia Opioid Abatement Authority that the City's application to obtain \$619,950.00 to fund the City's Operation STOP initiative has been approved at the requested funding value for fiscal year 2026.

The primary focus of Operation STOP is for cities and counties to implement an immediate short-term education/prevention program to reduce overdoses and deaths, while assisting the community in the development of a strategy to use other opioid settlement funds for long-term opioid abatement projects.

An award of \$619,950.00 has been granted to the City of Richmond to provide subgrants to community partners to implement an immediate short-term education/prevention program to reduce overdoses and deaths, while assisting the community in the development of a strategy to use other opioid settlement funds for long-term opioid abatement projects.

COMMUNITY ENGAGEMENT: Opioid abatement and remediation strategies utilized by the City of Richmond have and continue to be informed by significant stakeholder engagement and developed with direct input and support from external agencies and subject matter experts, including the Richmond Opioid Task Force.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: RES. 2022-R013 declaring opioid drug overdose deaths as a public health crisis in the City of Richmond; Richmond Opioid Task Force

FISCAL IMPACT: The funds used for this project are from the Virginia Opioid Abatement Authority. This will decrease the Operation STOP Special Fund Budget by \$280,000.00. There is no city match requirement.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: January 12, 2026

CITY COUNCIL PUBLIC HEARING DATE: January 26, 2026

REQUESTED AGENDA: Consent agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development

AFFECTED AGENCIES: Budget and Strategic Planning, Finance, Neighborhood and Community Services

RELATIONSHIP TO EXISTING ORD. OR RES.: Res. No. 2018-R094; Ord. No. 2021-234; Res. No. 2021-R078; Resolution 2022-R013; Res. No. 2023-R010; Ord. No. 2025-057

ATTACHMENTS: Virginia Opioid Abatement Authority Summary of Grant Recommendations to OAA Grants Committee; FY26 City of Richmond Virginia Opioid Abatement Authority Proposal Summary; Operation STOP announcement

STAFF: Anna Jones, Opioid Response Strategist, 804-987-9160, anna.jones@rva.gov

Jason Alley, Policy Advisor, 804-401-5863, jason.alley@rva.gov

HEALTH BRIGADE GRANT CONTRACT

THIS GRANT CONTRACT (the "Agreement") dated this _____ day of _____, 2026 (the "Commencement Date"), between the City of Richmond, a municipal corporation and political subdivision of the Commonwealth of Virginia (the "City"), and Health Brigade, a 501(c)(3) nonprofit (the "Recipient").

STATEMENT OF PURPOSE

- I. WHEREAS, Section 15.2-953(A) of the Code of Virginia authorizes the City to make gifts and donations to any charitable institution or association, located within their respective limits or outside; their limits if such institutions or association provides services to residents of the locality.
- II. WHEREAS, by Ordinance _____ adopted _____, funds in the amount of \$619,950.00 were accepted from the Virginia Opioid Abatement Authority and appropriated to a new Special Fund Budget for the Department of Human Services called Operation STOP! Special Fund for the Fiscal Year 2025-2026 for the purpose of funding immediate short-term education/prevention programs to reduce overdoses and deaths, while assisting the community in the development of a strategy to use other opioid settlement funds for long-term opioid abatement projects.
- III. By Ordinance No. 2026-_____ adopted _____ 2026, further authorizes the City to enter into this Contract providing funds in the amount of \$280,000.00 (the "Grant Funds") as a gift to the Recipient for the purposes set forth herein.

The City and the Recipient, intending to be legally bound, agree as follows:

1. **Use of Grant Funds.**
 - A. The Recipient agrees to ensure alignment with the program objectives of and abide by all of the terms, conditions, and restrictions of the OPERATION STOP! Program objectives set forth in the Virginia Opioid Abatement Authority Individual Distribution and "Gold Standard" Incentive grant award application attached hereto as Attachment A and the Virginia Opioid Abatement Authority Operation STOP! Grant Award Terms and Conditions for Individual Distributions to Cities and Counties, attached hereto as Attachment B, (collectively referred to as "the Virginia Opioid Abatement Authority Terms and Conditions") both of which are incorporated herein by reference. Recipient's receipt and use of the Grant Funds is conditioned upon Recipient acting in accordance with the terms and conditions of the Virginia Opioid Abatement Authority Terms and Conditions this Agreement.
 - B. The Recipient shall not use the Grant Funds for any purpose other than for paying

expenses incurred by Recipient for performance of its obligations under this Agreement. Payments using the Grant Funds shall not exceed \$280,000.00 total in the aggregate. The City shall not be liable to the Recipient or to any other entity for any additional funds for the Services.

- C. All payments and other performance under this Agreement are subject to annual appropriations by the Richmond City Council; consequently, this Agreement shall bind the City only to the extent that Richmond City Council appropriates sufficient funds for the City to perform its obligations hereunder.

2. **Payment of Grant Funds.**

- A. The City shall pay the Grant Funds to the Recipient in four equal installments, as follows:

The first payment of Seventy Thousand and 0/100 U.S. Dollars (\$70,000.00) shall be due as soon as possible following a full execution of this Contract.

The second payment of Seventy Thousand and 0/100 U.S. Dollars (\$70,000.00) shall be due on or before three months after the Commencement Date.

The third payment of Seventy Thousand and 0/100 U.S. Dollars (\$70,000.00) shall be due on or before six months after the Commencement Date.

The fourth payment of Seventy Thousand and 0/100 U.S. Dollars (\$70,000.00) shall be due on or before nine months after the Commencement Date.

B. **Failure to Provide Services.**

- i. In the event that the Recipient fails to provide the Services as required by this Agreement, as determined by the City in its sole discretion, the City may withhold any or all future payments until the Recipient remedies the failure.
- ii. If the City intends to withhold payment, the City shall provide the Recipient with written notice detailing the failure to perform and specifying a reasonable period of 30 business days to cure the failure.
- iii. Payments shall be resumed only after the Recipient has successfully remedied the performance failure to the satisfaction of the City. If the Recipient fails to cure the failure within the specified period, the City may terminate this Agreement and pursue any applicable remedies, including seeking reimbursement of any previous payments made.
- iv. If the Recipient fails to fulfill all of the requirements set forth in

Section 3 (“Scope of Services”) before the end of the Term, the Recipient shall return to the City the portion of the Grant Funds not expended in connection with completed work. The amount to be returned shall equal the total Grant Funds received minus the portion that the Recipient can demonstrate, through adequate documentation, was expended in performance of the deliverables described in Section 3 (“Scope of Services”). The adequacy of such documentation and the amount deemed properly expended shall be determined in the City’s sole discretion.

- C. If, after completing all of the requirements set forth in Section 3 (“Scope of Services”), the Recipient has not expended the full amount of the Grant Funds, the Recipient shall return any remaining unexpended Grant Funds to the City.

3. **Scope of Services.** In consideration of the City's grant of the Grant Funds to the Recipient, the Recipient shall provide the following Services:

- A. Overdose Prevention Outreach. The Recipient shall conduct both in-person and online outreach activities including at least 4 social media posts to engage the target population identified in the Virginia Opioid Abatement Authority’s Operation STOP! Award Terms and Conditions, (Attachment B to this Contract) and incorporated herein by reference.
- B. The Recipient shall purchase harm reduction supplies, including, but not limited to, naloxone and fentanyl test strips in accordance with all public health guidelines. The Recipient shall maintain documentation of all purchases made with Grant Funds. The Recipient shall distribute a minimum of one thousand naloxone kits to adults identified as being at risk of opioid overdose during the Grant Term. The Recipient shall maintain records of distribution, including dates, quantities, and general demographic information of recipients, in a manner consistent with privacy requirements. The Recipient shall distribute at least one thousand fentanyl test kits to adults identified as being at risk of opioid overdose during the Grant Term. The Recipient shall maintain records of distribution, including dates, quantities, and general demographic information of recipients, in a manner consistent with applicable privacy requirements.
- C. The Recipient shall purchase and maintain sterile supplies and syringe collection tools consistent with best practices for syringe service programs, including sterile syringes, sharps containers, disposal equipment, and related harm reduction materials. The Recipient shall conduct no fewer than two thousand clean syringe exchanges during the Grant Term and shall maintain documentation of all exchanges, purchases, and distributions. All activities shall be carried out in accordance with applicable public health regulations and guidelines.

- D. The Recipient shall utilize peer support staff to connect individuals with substance use disorders with in-service support and make documented referrals to external treatment, recovery, and social service providers, as appropriate.
 - E. The Recipient shall provide on-site testing for infectious diseases commonly associated with substance use, including, but not limited to, HIV and hepatitis C, and establish linkages to appropriate care for individuals who test positive or require further evaluation. Grant Funds may be used for the purchase of testing materials, specimen collection supplies, and related equipment necessary to carry out these services. The Recipient shall maintain documentation of all testing activities and referrals made.
- 4. The Recipient shall not disclose any protected health information to the City and shall abide by the Health Insurance Portability and Accountability Act of 1996, as amended, and other applicable laws, rules, and regulations regarding such information. The Recipient shall contractually obligate all contractors or sub-contractors to abide by the same reporting requirements.
 - 5. **Reporting Requirements.** The Recipient shall furnish the City's point of contact with a written report on its use of the Grant Funds semi-annually by submitting the Interim and Final Program Reports required by the City. These reports shall include all information needed for the City to prepare its annual financial and performance reports, as well as the final reports required under the Virginia Opioid Abatement Authority Award Acceptance Package, attached as Attachment C to this Agreement and incorporated by reference.
 - 6. **Performance Measures.** The City shall use the following performance measures to evaluate whether the Recipient has performed the services required by this Agreement in a manner that achieves the City's purpose in providing the Grant Funds to the Recipient:
 - A. Recipient conducted in-person and online overdose-prevention outreach activities targeting the population identified in the Virginia Opioid Abatement Authority's Operation STOP! Award Terms and Conditions (Attachment B). Recipient completed at least four social media posts during the Term of this Contract as part of these outreach efforts.
 - B. Recipient purchased harm-reduction supplies, including naloxone and fentanyl test strips, in accordance with applicable public-health guidelines and maintained documentation of all purchases made with Grant Funds.
 - C. Recipient distributed at least one thousand naloxone kits and at least one thousand fentanyl test kits to adults at risk of opioid overdose during the Term of this Contract and maintained distribution records that included dates, quantities, and general demographic information consistent with privacy requirements.

- D. Recipient purchased and maintained sterile supplies and syringe-collection tools consistent with best practices for syringe service programs.
- E. Recipient conducted no fewer than two thousand clean syringe exchanges during the Term of this Contract and maintained documentation for all exchanges, purchases, and distributions. All activities were carried out in accordance with applicable public-health regulations and guidelines.
- F. Recipient utilized peer-support staff to connect individuals with substance-use disorders to in-service supports and made documented referrals to external treatment, recovery, and social-service providers, as appropriate.
- G. Recipient provided on-site testing for infectious diseases associated with substance use, including HIV and hepatitis C, and established linkages to appropriate care for individuals who tested positive or required follow-up.
- H. Recipient used Grant Funds for testing materials and related supplies as permitted and maintained documentation of all testing activities and referrals.

7. Contact Information.

- A. The City's point of contact for purposes of this Agreement is:

Anna Jones
Opioid Response Strategist
Office of Opioid and Substance Use Response
900 E. Broad Street, Suite 501
Richmond, Virginia 23219
(804) 987-9160
Anna.jones@rva.gov

This point of contact is responsible for monitoring the Recipient's compliance with this Agreement.

- B. The Recipient's point of contact for purposes of this Agreement is:

Karen Legato
Executive Director
Health Brigade
1010 North Thompson Street
Richmond, Virginia 23230

(804) 716-5830

klegato@healthbrigade.org

9. Either party may change the contact information set forth in this section by submitting a written statement that the party is making such a change and setting forth the contact information of the party's new point of contact to the other party's point of contact.
9. **Compliance Monitoring.**
 - A. The City's point of contact shall monitor the Recipient's compliance with this Agreement. In addition to the reports required by section 5 ("Reporting Requirements"), the Recipient shall furnish the City's point of contact with any information reasonably requested by the City's point of contact in order to enable the City's point of contact to determine whether the Recipient is meeting or has met the performance measures set forth in this Agreement.
 - B. Acceptance of the Grant Funds by the Recipient constitutes its agreement that it assumes full responsibility for the management of all aspects of the Grant Funds, the Services, and all activities funded by the Grant Funds, including ensuring proper fiscal management of and accounting for the Grant Funds.
10. **Recipient's Representations and Warranties.** The Recipient represents and warrants that the Recipient's signatory below is duly authorized by the Recipient to enter into this Agreement and thereby bind the Recipient to this Agreement's terms and conditions. This Agreement is signed when a party's signature is delivered by facsimile, email, or other electronic medium. These signatures must be treated in all respects as having the same force and effect as original signatures.
11. **Audit and Record Retention.** The Recipient shall retain all books, records, documents, and other materials related to this award for a period of five years after final payment, consistent with the requirements of the Virginia Public Records Act. The Recipient shall be subject to periodic audits of its finances and expenditures of such City monies by the City Auditor on demand and without notice. The Recipient shall provide the City full access to examine all books, records, documents, and other materials related to this Agreement, and shall comply with all reporting and auditing requirements established by the Auditor of Public Accounts. The Recipient shall also provide the City with a copy of its audited financial statements for the fiscal year covering the term of this Agreement. The Recipient acknowledges that it may be subject to additional financial and programmatic on-site monitoring, including on short notice, and agrees to cooperate fully with any such monitoring.
12. **Release, Indemnity, and Insurance.**
 - A. **Release.** The City shall not be liable for any personal injury or property damage to Recipient or its agents, contractors, employees, invitees, licensees, officers, or

volunteers irrespective of how the injury or damage is caused, and Recipient hereby releases the City from any liability, real or alleged, for any personal injury or property damage to Recipient or its agents, contractors, employees, invitees, licensees, officers, or volunteers irrespective of how the injury or damage is caused. Nothing herein shall be construed as a waiver of the sovereign immunity granted to the City by the Commonwealth of Virginia statutes and case law to the extent that it applies. This section 12(A) will survive expiration of this Agreement.

- B. **Indemnity.** Recipient shall indemnify and defend the City and its agents, contractors, employees, officers, and volunteers from and against any and all losses, liabilities, claims, damages and expenses, including court costs and reasonable attorneys' fees, caused by, resulting from, or arising out of any claim, action, or other proceeding, including any claim, action or other proceeding that is based on, arising out of, or related to (i) Recipient's breach of this Agreement, (ii) the performance of any activities under this Agreement; (iii) the conduct or actions of Recipient or its agents, contractors, employees, invitees, licensees, officers, or volunteers within or outside the scope of this Agreement, or (iv) any error, omission, negligent act or intentional act of Recipient or its agents, contractors, employees, invitees, licensees, officers, or volunteers. This section 12(B) will survive expiration of this Agreement.
 - C. **Insurance.** The Recipient shall ensure that commercial general liability insurance with a combined limit of not less than \$1,000,000 per occurrence, \$1,000,000 in auto liability, and at least \$500,000 in Worker's Compensation insuring the Recipient and any of its agents, contractors, employees, invitees, licensees, officers, or volunteers performing services on behalf of the Recipient pursuant to this Agreement, with an insurer licensed to transact insurance business in the Commonwealth of Virginia is maintained throughout the duration of this Agreement. The Recipient shall furnish the City with copies of the required additional insured endorsements and such certificates of insurance evidencing the existence of the required insurance coverage as the City may request.
- 13. **Modification.** This Agreement shall not be amended, modified, supplemented, or otherwise changed except in writing and signed by the authorized representatives of the Recipient and the City in accordance with the City's policies and procedures.
 - 14. **No Third-Party Beneficiaries.** Notwithstanding any other provision of this Agreement, the City and the Recipient hereby agree that: (i) no individual or entity shall be considered, deemed or otherwise recognized to be a third-party beneficiary of this Agreement; (ii) the provisions of this Agreement are not intended to be for the benefit of any individual or entity other than the City or the Recipient; (iii) no individual or entity shall obtain any right to make any claim against the City or the Recipient under the provisions of this Agreement; and (iv) no provision of this Agreement shall be construed or interpreted to confer third-party beneficiary status on any individual or entity. For purposes of this section, the phrase

“individual or entity” means any individual or entity, including, but not limited to, individuals, Recipients, sub-recipients, vendors, sub-vendors, assignees, licensors and sub-licensors, regardless of whether such individual or entity is named in this Agreement.

15. **Term.** This Agreement shall commence on the Commencement Date and shall expire one year later, unless terminated earlier in accordance with the provisions of this Agreement. Should the Virginia Opioid Abatement Authority renew the award of Grant Funds for fiscal year 2027, this Agreement shall automatically renew on July 1, 2026, for an additional one-year term.
16. **Termination.**
 - A. **Without Cause.** The City may terminate this Agreement without cause by delivery of written notice to the Recipient of the City’s intent to so terminate. Such notice shall be delivered at least 60 calendar days prior to the date of termination and shall otherwise be given in accordance with the requirements of this Agreement for the delivery of notices. Upon such termination, the City shall have no further obligations under this Agreement.
 - B. **Failure to Appropriate Sufficient Funds.** Either party may terminate this Agreement if the City Council does not appropriate sufficient funds for either party to perform its obligations under this Agreement by delivery of written notice to the other party of the intent to so terminate. Such notice shall be delivered at least 45 calendar days prior to the date of termination and shall otherwise be given in accordance with the requirements of this Agreement for the delivery of notices.
17. **Conflict of Interest.** Recipient understands and agrees it must maintain a conflict of interest policy consistent with Code of Virginia §2.2-3100 *et seq.* and that such conflict of interest policy is applicable to each activity funded under this Agreement. Recipient must disclose in writing to the OAA any potential conflict of interest affecting the Grant Funds.
18. **Anti-Discrimination.** The Recipient shall comply with all applicable federal and state nondiscrimination laws, including the Federal Civil Rights Act of 1964, as amended; the Virginians with Disabilities Act; and the Americans with Disabilities Act. Where applicable, the Recipient shall also comply with the Virginia Fair Employment Contracting Act of 1975, as amended. If the Recipient is a faith-based organization, it shall not discriminate against any individual receiving goods, services, or disbursements under this Agreement on the basis of religion, religious belief, refusal to participate in a religious practice, race, age, color, gender, or national origin. Faith-based organizations shall be subject to the same requirements as other entities receiving these funds with respect to accounting for their use. If public funds are segregated into separate accounts, only the accounts and programs supported with public funds are subject to audit.
19. **Use of Electronic Signatures.** By signing this Agreement, the Recipient acknowledges and certifies the Recipient’s agreement to the acceptance and use of electronic signatures for purposes of this Agreement and any amendments or modifications thereto. The

Recipient hereby agrees that electronic signatures shall be treated the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

20. **Merger / Entire Agreement.** This Agreement, including any exhibits incorporated herein, constitutes both a complete and exclusive statement and the final written expression of all the terms of this Agreement and of the entire understanding between the Recipient and the City regarding those terms. No prior written agreements or contemporaneous or prior oral agreements between the Recipient and the City regarding this Agreement's subject matter shall be of any effect.

IN WITNESS WHEREOF, the City and the Recipient have executed this Agreement and it is effective as of the date first written above.

RECIPIENT:

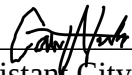
CITY:

By: _____

By: _____

Odie Donald II
Chief Administrative Officer

APPROVED AS TO FORM:

 12/3/25

Assistant City Attorney Date



Individual City/County Grant

Instructions:

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 NEW 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.

OAA awards to cities and counties have a performance period of one year. Reporting is on an annual basis and is due on September 1 following the close of the performance period. Recipients must submit yearly requests to renew and/or make any amendments to the next fiscal year's funding.

Below is a list of items to consider that will be necessary to complete the application. Additional guidance, [terms and conditions](#) for the awards, and [resources](#) can be found on OAA's website.

- Direct Distribution Information (amounts received, used for non-OAA projects, held in reserve)
- Project budget (including matching funds, requesting funds, and expenditures)
- Project objectives and projected start and completion dates
- Project performance measures (a list to performance measures can be found here)
- Contract(s)/MOU(s) with partners/contractors/subrecipients (or drafts or scopes of work)
- Supporting evidence-based documentation/web link
- Supporting evidence-informed documentation/web link
- Supporting documentation if project has received any awards or recognition
- Optional: Gold Standard Incentive application
 - If the city/county has already opted into the Gold Standard, no further action is required.
 - This can also be completed separately by going to the Grants Management section of the OAA Grants Management Portal and selecting Gold Standard Grant
- Optional: Any letters of support, articles, or other items that may assist the OAA Grants Committee in making an award decision for this project.

For any applications the OAA determines do not meet the established requirements, the OAA will assist the applicant to revise the application to facilitate compliance. For any Individual Distribution applications where the OAA Grants Committee recommends denial, the applicant will have the opportunity to present an appeal to the OAA Board of Directors before the final decision is made.



**OPIOID ABATEMENT AUTHORITY
GRANTS MANAGEMENT**

Application Name
Richmond City-2026-IDIC-New-000293

Contact Information:

Name of City or County
Richmond City

City/County
City

Address Information

Physical Address
900 E. Broad Street Richmond Virginia 23219 U.S.A

Mailing Address
900 E. Broad Street Richmond Virginia 23219 U.S.A

Contact Person for this Application

Contact Person Name	Job Title	Office Phone
Jason Alley	Policy Advisor: Opioid Response, Community Outreach and Engagement	(804) 401-5863
Cell Phone	Suffix	Email
-	-	jason.alley@rva.gov



Distribution Information:

Direct Distribution Information

Fiscal Year	Received Amount	Expended towards OAA Projects	Expended towards Non-OAA Projects	Amounts Held in Reserve
2022	\$171,803.00	\$0.00	\$0.00	\$171,803.00
2023	\$1,199,815.38	\$0.00	\$0.00	\$1,199,815.38
2024	\$1,048,535.65	\$0.00	\$583,184.27	\$465,351.38
2025	\$423,343.51	\$0.00	\$0.00	\$423,343.51
Total	\$2,843,497.54	\$0.00	\$583,184.27	\$2,260,313.27

Direct Distribution -Non OAA Project(s) Overview

Name of Project	Amount Allocated/Spent	Starting Date	Ending Date	Brief Description of Project	Does this project continue into the next year?
Policy Advisors for Opioid Response Coordination	\$272,032.98	4/22/2024	7/1/2026	This funds two full full time Policy Advisors for Opioid Response Coordination from April 22, 2024 until present.	☒
Richmond City Justice Center (jail) MAT Pilot Program	\$300,000.00	1/13/2025	1/13/2026	Funds a MAT pilot program at the Richmond City Justice Center (Richmond City Jail).	☒
Richmond Opioid Task Force support	\$734.47	7/1/2024	7/1/2025	This expense provides support for requirements of hosting the Richmond Opioid Task Force.	☒
Naloxone projects	\$2,152.98	1/7/2024	7/1/2025	Funding naloxone projects within the City of Richmond: Costs include: fifty two-dose kits of Naloxone purchased from Amazon revive training mannequin, naloxone AED co-locator kits, and naloxone training aids	☐
Prevention and				Funding to host International Overdose Awareness Day event - event was community resource	

education campaign	\$8,263.84	7/1/2024	7/1/2028	and prevention focused and refrigerator magnets with community SUD resources printed.	☐
Total	\$583,184.27				

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.

The City of Richmond plans to continue to fund the Richmond City Justice Center's MAT pilot program for at least the next three fiscal years. Additionally the City will continue to fund both full time Policy Advisors for Opioid Response Coordination. The City plans to provide funding to CARITAS for two separate projects – a PRS training program and co-occurring disorder Behavioral Health Program that will be financially sustained within three years. Finally, for the upcoming two fiscal years, direct distribution funds will be utilized to support a comprehensive SUD program at Health Brigade in Richmond. All projects are made public through the City's legislation website as well as through City Council meetings agendas and recorded sessions. The City of Richmond's Opioid Response Coordination tab under the Office of Human Services provides updates on past, current, and future opioid abatement and remediation projects.



**OPIOID ABATEMENT AUTHORITY
GRANTS MANAGEMENT**

Application Name
Richmond City-2026-IDIC-New-000293

Gold Standard:

Does the city or county intend to apply for the OAA's city or county "Gold Standard" Incentive program?

☒ Yes ☐ No



Project Proposal:

Contact Information

Name of City or County

Richmond City

Project Name

Operation STOP! City of Richmond

Contact Person for this Application

Contact Person Name	Job Title	Office Phone
Jason Alley	Policy Advisor: Opioid Response, Community Outreach and Engagement	(804) 401-5863
Cell Phone	Suffix	Email
-	-	jason.alley@rva.gov

Which of the following criteria does the project meet?

- ☒ A new effort for the agency.
- ☐ A proposed supplement or enhancement to a project or effort that is already in place.
- ☐ A combination of enhancing an existing project/effort with new components.

Provide a brief narrative description of the proposed project.

See attached project narrative.

What is the total cost of the proposed project?

\$619,950.00

Amount of Individual Distribution Funds requested for the proposed project.

\$0.00

Amount of "Gold Standard Funds" Incentive requested for the proposed project.

\$119,950.00

Amount of any matching funds pledged toward the project:

Fund Source	Amount
Direct Distribution	\$0.00

What is the strategy for long-term sustainability once OAA funds are reduced or no longer available?

One of the primary goals of this project is to ensure individuals are referred to long-term, sustainable treatment, post overdose. By obtaining Medicaid or other insurance and connecting with stable, long term treatment, the need for funding decreases significantly. Additionally, this project will likely inform additional OAA and National Opioid Settlement Funds (NOSF) opportunities. Many of these expenses are one time expenses, however, could be evaluated for ongoing expenses funded with NOSF and OAA Funds once the project is complete.

How was the need determined and how does that need relate to abatement?

At the national level, the high risk of fatal overdose for African Americans has been well documented. In November, 2024, the O'Neill Institute at Georgetown Law's Center on Addiction and Public Policy shared a report that demonstrated from 2022-2023 there were overdose inequities between African Americans and White Americans, specifically that in 22 of the 25 states studied, overdose rates were worse for Black populations when compared to White populations. In May, 2023, Governor Youngkin's executive order 26 also highlighted this disparity in Virginia. The executive order noted at that time, Black males fatally overdosed on fentanyl 1.9 times as often as White males. Data from the RHHD has consistently demonstrated the highest risk demographic for fatal overdose in the City of Richmond are non-Hispanic Black and African American males between the ages of 35-54.

Briefly describe the organization(s), including any sub-recipients or contractors (if known) that will be involved in this project. Attach any contracts and/or memoranda of understanding/agreement. If not fully executed, a draft or a narrative describing the scope of services may suffice.

Name of Organization	Amount of Funding	Status	Description of Role	Entity Type
Trauma Healing Response Network (THRN)	\$64,950.00	Addition	Community outreach in areas of need; OUD resources for community safe zones, naloxone, test strips at community safe zones	Non-Profit
Richmond Behavioral Health Authority	\$0.00	Addition	Advisory group representative	Community Service Board
Richmond Opioid Task Force Steering Committee	\$0.00	Addition	Planning and implementation advisory partner	Others
Richmond Police Department	\$0.00	Addition	Existing Project Recover partner for high overdose areas	City/County Agency
Health Brigade (HB)	\$280,000.00	Addition	Community based organization partnering with the City of Richmond	Non-Profit
Richmond Henrico Health District (RHHD)	\$0.00	Addition	Advisory partner	Health District
Richmond City Justice Center	\$0.00	Addition	SUD screening and referral at release from incarceration	City/County Agency
Richmond Ambulance Authority	\$0.00	Addition	Referrals to clinical counseling for children post caregiver overdose	Non-Profit
TBD Recovery Housing	\$150,000.00	Addition	TBD nonprofit recovery residence/housing to be determined through request for applications	Non-Profit
TBD Child Clinical Services	\$50,000.00	Addition	TBD provider of clinical counseling services to children whose caregiver has experienced an overdose	Non-Profit
VCU program evaluation	\$25,000.00	Addition	Technical assistance to evaluate project	State Agency
TBD - nonprofit	\$50,000.00	Addition	Provision of prevention and education services to law enforcement and policy makers	Non-Profit

Describe any specific group(s) of individuals this project is designed to reach, and how many individuals are expected to participate each year.

This project is designed to reach those at highest risk of fatal overdose in the City of Richmond: non-Hispanic Black and African Americans. This project will primarily reach men, ages 34-55 in this demographic since they have the highest fatal overdose risk in the City. Comparing release and population data from the RCJC and a study done by the Virginia Department of Criminal Justice Services, approximately 1500 individuals releasing from jail will screen positive for OUD and require a referral for continuing treatment. Additionally, outreach efforts aim at reaching an additional 3000 individuals (RBHA and HB combined). Finally, it is projected that approximately 35 minors will be referred for counseling services and 70 individuals will be referred to THRN Safe Zones, for a total of 4610 individuals reached.

Does this project have components other than opioid-related abatement as defined?

☐ No, it is 100% related to opioid treatment. ☒ Yes, there are other substances involved.

If yes, what is the approximate percentage of the project that covers opioid-related abatement (i.e., 20% of the patients who seek services have opioid-related disorders)?

The majority of this project will focus on opioid-related abatement, however the outreach program will have a focus on the dangers of illicit fentanyl mixed with cocaine and other street drugs, therefore, approximately 90% of this project will focus on opioid only abatement.

Provide a budget narrative for the funding strategy of this project

The City plans to utilize Health Brigade as the community based organization (CBO) as they are one of two CHRs in Richmond and the only CHR with multiple years of experience. Health Brigade would receive \$280,000 to create and implement a digital and nondigital outreach campaign and to bolster outreach efforts at this targeted population. Additionally, these funds will support additional harm reduction supplies such as naloxone and fentanyl test strips. The City is requesting \$50,000 to subgrant to an eligible non-profit for additional prevention and education services such as those identified to provide education to law enforcement and policy makers. The City's Opioid Response Team will submit a Request for Funding (RFF) highlighting the need for this service, the amount to be awarded, and a general overview of the services to be provided. The City is requesting \$150,000 to grant to eligible certified recovery residences to pay for "bed fees," at these residences. Recovery residence bed space is approximately \$150.00 per person per week, on average. The City's Opioid Response Team will submit a Request for Funding highlighting the service, the amount to be awarded, and a general overview of the services to be provided. Preference will be given to certified recovery residences that have a history of providing recovery housing to residences who are non-Hispanic Black and African Americans. The City is requesting \$50,000 to grant to an eligible nonprofit to provide clinical, trauma informed counseling services for youth whose caregiver has experienced a fatal or nonfatal overdose. This estimates the potential to serve approximately The Trauma Healing Response Network will receive \$64,950 to strengthen referral processes from RPD to the Community Safe Zones as well as placing OUD-specific resources at these safe zones. \$38,250 of this \$64,950 has been budgeted for naloxone to be made available to overdose victims and those impacted by overdose.

Budget - Personnel Expenditures:

New Salaried Staff

Position Type/Description	FY 2026				FY 2027				FY 2028				FY 2029				FY 2030			
	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total
Total Salaried Staff	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00

New Hourly/Wage/Part-Time Staff

Position Type/Description	FY 2026				FY 2027				FY 2028				FY 2029				FY 2030			
	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total	# of FTEs	Salary	Benefits	Total
Total Wage/Part-Time Staff	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00	0	N/A	N/A	\$0.00

Grand Total

	FY 2026		FY 2027		FY 2028		FY 2029		FY 2030	
	# of Staff	Grand Total	# of Staff	Grand Total	# of Staff	Grand Total	# of Staff	Grand Total	# of Staff	Grand Total
Grand Total	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

Budget - Operating and Capital Expenditures:

New Operating Expenses

Item Description	FY 2026			FY 2027			FY 2028			FY 2029			FY 2030		
	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total
Trauma informed counseling services for children	200	\$250.00	\$50,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Recovery residence bed space purchase	1	\$150,000.00	\$150,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Health Brigade outreach program	1	\$280,000.00	\$280,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Operation STOP City of Richmond program evaluation	1	\$25,000.00	\$25,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Community safe zone support/resources	1	\$64,950.00	\$64,950.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Nondigital and print marketing	1	\$50,000.00	\$50,000.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Operating Expenses	205	N/A	\$619,950.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00

New Capital Expenses

Item Description	FY 2026			FY 2027			FY 2028			FY 2029			FY 2030		
	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total	# of Units	Cost per Unit	Total
Total Capital Expenses	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00	0	N/A	\$0.00

Grand Total

	FY 2026		FY 2027		FY 2028		FY 2029		FY 2030	
	# of Units	Grand Total	# of Units	Grand Total	# of Units	Grand Total	# of Units	Grand Total	# of Units	Grand Total
Grand Total	205	\$619,950.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

Budget Overview:

Non-OAA Matching Funds

Non-OAA Matching Funds	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
Direct Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-OAA Funding Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

OAA Requested Funding Sources

OAA Requested Funding Sources	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
Individual Distribution (IDIC)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gold Standard Distribution	\$119,950.00	\$0.00	\$0.00	\$0.00	\$0.00
Unrestricted -Support Individual Distribution	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total OAA Funding Sources	\$619,950.00	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Grand Total

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
Revenue Grand Total	\$619,950.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses

Expenses	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
Operating (including contracts)	\$619,950.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$619,950.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Requested Amount from the OAA

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Requested Amount	Proposed Amount	Proposed Amount	Proposed Amount	Proposed Amount
Total Requested Amount from the OAA	\$619,950.00	\$0.00	\$0.00	\$0.00	\$0.00



Performance Measurement:

Prevention/Education/Awareness Efforts

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. adults from the general public participating in prevention/education programming	100	0	0	0	0
No. of law enforcement officers participating in prevention/education programming	100	0	0	0	0
No. of key officials / policy makers participating in prevention/education programming	100	0	0	0	0

Efforts Directed Toward Children with Substance Use Disorders

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of children (up to age 18) connected to professional mental health care	35	0	0	0	0

Efforts Directed Toward Individuals with SUD who are Criminal Justice Involved

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of individuals receiving SUD screening while incarcerated	4000	0	0	0	0
No. of individuals incarcerated provided with an SUD-specific release plan	1500	0	0	0	0

Harm Reduction Efforts

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of people engaged during harm prevention outreach efforts	3000	0	0	0	0
No. of Naloxone kits distributed to at-risk individuals	1000	0	0	0	0
No. of Fentanyl test kits distributed to at-risk individuals	1000	0	0	0	0
No. of clean syringe exchanges conducted	2000	0	0	0	0

Performance Measures Notes



Objectives:

Objective

Objective	Proposed Start Date	Proposed Completion Date
Objective 1: Identify City of Richmond residents at the highest risk of overdose and specifically those who may be difficult to reach using traditional outreach and education methods by utilizing existing databases and partnerships.	7/1/2025	6/30/2026
Objective 2: Develop and implement a targeted outreach and communications strategy for individuals identified as highest risk of overdose.	7/1/2025	6/30/2026
Objective 3: Expand existing harm reduction efforts including naloxone and fentanyl test strip distribution and syringe exchange with emphasis on the identified high risk population.	7/1/2025	6/30/2026
Objective 4: Expand treatment and recovery support services including referrals to MAT and discharge planning for high risk populations releasing from the Richmond City Justice Center.	7/1/2025	6/30/2026

Provide any additional information regarding the objectives entered (optional).

The proposed scope of work for recovery housing and child clinical counseling are included in this application as draft attachments.



Reference Information:

Is your Project Evidence based?

☒ Yes ☐ No

Do you have a weblink or do you want to upload a file?

☒ Weblink ☐ File Upload

Weblink

<https://www.sciencedirect.com/science/article/pii/S0740547219301394>

Is your Project Evidence Informed?

☐ Yes ☒ No

Is your project certified/credentialed by a State or Federal Agency, or other organization?

☐ Yes ☒ No

Has your project received any award(s) and/or recognition?

☐ Yes ☒ No

Is your project working with an organization with an established record of success?

☒ Yes ☐ No

Do you have a weblink or do you want to upload a file?

☒ Weblink ☐ File Upload

Weblink

<https://rvamag.com/community/richmonds-unsung-hero-health-brigade-fights-for-survival.html>

Do you have any additional supporting document?

☒ Yes ☐ No

Do you have a weblink or do you want to upload a file?

☐ Weblink ☒ File Upload

File Upload

Operation STOP Timeline OAA
COR STOP Brief Narrative attachment
City of Richmond-HB LOI - Operation STOP (FY26)
COR.OAA RFF STOP child counseling
COR.OAA RFF STOP recovery housing



**OPIOID ABATEMENT AUTHORITY
GRANTS MANAGEMENT**

Application Name
Richmond City-2026-IDIC-New-000293

Signature:

☒ I swear or affirm that all information contained in and attached to this application is true to the best of my knowledge and that I agree that any awards resulting from this application will follow the OAA's established terms and conditions.

Contact Person for this Application

Contact Person Name

Richmond City Admin

Job Title

Administrator

Office Phone

-

Cell Phone

-

Suffix

-

Email

noreply+richmondcity@voaa.us



VIRGINIA OPIOID ABATEMENT AUTHORITY OPERATION STOP! GRANT TERMS & CONDITIONS

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | info@voaa.us | www.voaa.us

1. Acceptance of Award

By accepting this **Operation STOP!** grant award, the Recipient acknowledges and agrees to be fully responsible for the administration, execution, and oversight of all grant-funded activities. This includes, but is not limited to:

- Ensuring proper fiscal management and accounting of all grant funds; and
- Complying with all terms, conditions, and assurances set forth in the grant application and this award, including any subsequent modifications approved by the Opioid Abatement Authority (OAA).

2. Use of Funds

The Recipient shall utilize **Operation STOP!** grant funds solely for the implementation of activities described in the approved grant application, subject to modifications made by the OAA through this award or subsequent amendments.

All expenditures must align with the approved budget and any approved amendments. Use of funds must comply with the *Code of Virginia* [§ 2.2-2370](#), OAA policies, and OAA-issued guidance.

3. Program Purpose and Compliance

The Recipient must:

- Ensure alignment with the **Operation STOP!** program objective, which focuses on the immediate implementation of short-term education and prevention strategies to reduce overdoses and overdose deaths, while supporting long-term opioid abatement strategy development as defined below and contained in the city or county's approved **Operation STOP!** application.
 - Objective 1: Identify residents at the highest risk of overdose, and specifically those who may be difficult to reach using traditional outreach and education methods.
 - This objective should also include the inclusion of existing resources in the community to assist with identifying residents who are at the highest risk of overdose.
 - Objective 2: Develop and implement a targeted outreach and communications strategy for high-risk individuals.
 - This outreach program should specifically focus on educating individuals about the risks of fentanyl being mixed into stimulants such as cocaine and methamphetamine and providing connections to various community resources. The outreach program should also include stigma reduction efforts specific to the identified individuals.
 - Objective 3: Implement or expand harm reduction efforts targeting the identified high-risk population. Examples of harm reduction efforts include:
 - Mobile outreach
 - Distribution of educational materials
 - Distribution of naloxone, fentanyl test strips, xylazine test strips
 - Connections to healthcare services including Hepatitis C and HIV testing
 - Objective 4: Implement or expand treatment and/or recovery support services for this high-risk population, potentially including:
 - Access to treatment and recovery support organizations
 - Medications for opioid use disorders, including mobile services
 - Assistance with transportation, job and skill training, and recovery housing
 - Support for justice-involved individuals transitioning back into the community
- Remain in compliance with both these **Operation STOP!** Grant Terms and Conditions and the broader *Virginia Opioid Abatement Authority Terms and Conditions for Individual Distributions to Cities and Counties*.
- Confirm that the primary mission of the Recipient, any subrecipients, and any third-party contributors does not conflict with the mission of the OAA as defined in *Code of Virginia* [§ 2.2-2366](#).

4. Data Usage and Collaboration

The Recipient agrees to:

- Utilize relevant data in the implementation of the **Operation STOP!** project.
- Partner with at least one community-based organization with a demonstrated record of successfully engaging and serving populations identified as being at highest risk of overdose, as indicated in the approved application and project documents.
- Share pertinent data from the project with Virginia 2-1-1 and 9-8-8. Documentation of this data sharing must be submitted as an attachment to the required project Annual Report (due approximately October 1, 2026).

5. Reporting and Participation Requirements

The Recipient must:

- Participate in all **Operation STOP!** Learning Collaborative meetings coordinated by the OAA and Virginia Commonwealth University (VCU). Attendance should include sharing project updates, challenges, and strategies used to overcome barriers, for the benefit of the wider cohort of awardees.
- Subscribe to and routinely review the [Virginia Opioid Abatement Authority News Update](http://www.voaa.us) newsletter, which serves as the primary channel for communicating deadlines, requirements, and grant-related announcements. Links to subscribe and to view previous editions of the newsletter are available at the bottom of OAA's homepage (www.voaa.us).

6. Performance Period and Carryforward

This **Operation STOP!** grant award is issued for a one-year performance period covering Fiscal Year 2026 (July 1, 2025 – June 30, 2026).

- The Recipient must submit an annual report by approximately October 1, 2026, following the end of the performance period.
- A one-time renewal application may be submitted to renew/extend the project's performance period into Fiscal Year 2027 (July 1, 2026 – June 30, 2027) and carryforward any unexpended grant fund balances if necessary or desired. Like all renewals, this request is subject to OAA approval.

7. Operation **STOP!** Advisory Groups

The OAA *recommends* the recipient form an advisory group for the awarded **Operation STOP!** grant project. The advisory group composition should include:

- Representative(s) from the partnering community-based organization(s).
- Individuals with lived experience of opioid use disorder.
- Local faith-based organization(s).
- Local Health Department/District representative.
- Emergency medical services (EMS) providers serving the community.
- Business community representative (e.g., chamber of commerce, or local private business).
- Representative from local post-secondary institutions who could provide technical assistance.

8. Signature

As the duly authorized representative of the **Operation STOP!** grant recipient, I swear or affirm that the implementation of this grant award will be compliant with the terms and conditions listed in this document in addition to the established *Opioid Abatement Authority Terms and Conditions for Individual Distributions to Cities and Counties*.

City or County Name:	Date:
Printed Name:	Signature:
Title:	



VIRGINIA OPIOID ABATEMENT AUTHORITY

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

July 07, 2025

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Chesapeake City
Council

Richmond City

Jason Alley

Policy Advisor: Opioid Response, Community Outreach and Engagement

900 E. Broad Street

Richmond Virginia 23219

jason.alley@rva.gov

Dear Jason Alley

As Chairman of the Virginia Opioid Abatement Authority (OAA) I am pleased to inform you that Richmond City has been awarded an Individual Distribution and "Gold Standard" Incentive grant in the amount of \$619,950.00 to support its Operation STOP! City of Richmond project.

The OAA Board of Directors has invested considerable time and effort to ensure that Virginia allocates its share of the national opioid settlements in a manner that saves lives, restores families, and safeguards communities. This is a major challenge and will require a strengthening of partnerships between community-based organizations, local governments, state agencies, and many other stakeholders. Efforts such as Richmond City Operation STOP! City of Richmond have the potential to exemplify how we can work together to turn the tide of the opioid crisis in Virginia.

Details about the award being offered by the OAA are attached to this letter. We look forward to receiving your acceptance and to working together on this important mission.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd", is placed below the word "Sincerely,".

Senator Todd Pillion, Chairman

Virginia Opioid Abatement Authority Board of Director



VIRGINIA OPIOID ABATEMENT AUTHORITY

AWARD ACCEPTANCE PACKAGE

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

July 07, 2025

Richmond City
Jason Alley
Policy Advisor: Opioid Response, Community Outreach and Engagement
900 E. Broad Street
Richmond Virginia 23219
jason.alley@rva.gov

RE: Individual Distribution (IDIC) – Operation STOP! City of Richmond

This letter confirms that on June 05, 2025, the Virginia Opioid Abatement Authority's (OAA) Grants Committee voted to award \$619,950.00 as an Individual Distribution and "Gold Standard" Incentive grant to Richmond City for fiscal year 2026 for the Operation STOP! City of Richmond project. The performance period for fiscal year 2026 is July 1, 2025, through June 30, 2026. The award will be transmitted in a lump sum.

Attached to this Award Acceptance Package are the financial details, contingencies, terms and conditions, the approved performance measures, and a signature page accepting all contents and terms of the award.

An annual report will be due by September 1 following the end of the performance period regarding the performance measures, objectives, and use of the funds.

To accept this award, this package must be signed and returned to the OAA along with any contingency items listed. The OAA will be in touch if any additional information is needed to transmit the award. This grant number is IDIC760401-0A04.

The OAA will gladly assist you in any way we can to assure your plans are successful.

Thanks and Regards,

A handwritten signature in black ink, appearing to be "CL", representing Cecil "Charlie" Lintecum.

Cecil "Charlie" Lintecum
Director of Operations
804-500-1811
clintecum@voaa.us
www.voaa.us



VIRGINIA OPIOID ABATEMENT AUTHORITY

FINANCIAL DETAILS

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

July 07, 2025

Financial Details

Grant Type	FY 2026
Individual Distribution (IDIC)	\$0.00
Gold Standard Distribution	\$119,950.00
Unrestricted -Support Individual Distribution	\$500,000.00
Total	\$619,950.00



VIRGINIA OPIOID ABATEMENT AUTHORITY

CONTINGENCIES AND SIGNATURE

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

July 07, 2025

Contingencies and Signature

On behalf of the Richmond City and as the recipient of this award, I am cognizant of and agree to the terms and conditions as fully set out in the document entitled *Virginia Opioid Abatement Authority Grant Award Terms and Conditions for Individual Distributions to Cities and Counties*. More specifically, I acknowledge my obligations under said document with respect to the "Use of Funds" in Section 2, to refrain from "False Statements" as described in Section 10, not to misuse the award and thus incur a debt as described in Section 11 and agree to use the award only for the purposes described in my application as set out in Section 20. Should the Opioid Abatement Authority ("OAA") determine that I have incurred a debt pursuant to Section 11, the OAA in its discretion will require the debt: (1) to be paid promptly, (2) to be paid according to a mutually agreeable arrangement, or (3) to be collected by taking any action available by law.

Further, Richmond City also understand and acknowledge that the following conditions must be met as part of accepting this award before the OAA will transmit the funds:

- Documentation of a signed Memorandum of Understanding (MOU) between the fiscal agent and subrecipient
- The fiscal agent agrees to share any relevant data collected from this project with Virginia 2-1-1 and 9-8-8 once gathered and whenever updated. Evidence of the data sharing will be an attachment to this project's OAA annual report.

The fiscal agent agrees attend and participate in the OAA and VCU Learning Collaborative for Operation STOP! Grant Awardees meetings including providing project updates and sharing how any barriers were overcome and other information that may be pertinent to the other Operation STOP! awardees.

The fiscal agent agrees to ensure the project remains in compliance with OAA's Grant Award Terms and Conditions for Individual Distributions to Cities and Counties and OAA's Operation STOP! Terms and Conditions.

The fiscal agent acknowledges that it will ensure appropriate staff and/or partners are subscribed and regularly reviewing the contents of OAA's primary form of broad communication for applicants and awardees, the "Virginia Opioid Abatement Authority News Update" newsletter where OAA publishes pertinent information and requirements including dues dates, instructions, guidance, etc. that all applicants and awardees are required to follow.

The fiscal agent agrees to submit a copy of the finalized Request for Proposal before OAA will transfer awarded funds.

As the duly authorized representative of the recipient, I hereby accept this award and agree to the terms and conditions of this award, all items contained in and attached to the application resulting in this award, all other information contained herein, and all other provisions of local, state, and federal law that pertain to this award.



VIRGINIA OPIOID ABATEMENT AUTHORITY

PERFORMANCE MEASUREMENT

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

July 07, 2025

Performance Measurement

Prevention/Education/Awareness Efforts

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. adults from the general public participating in prevention/education programming	100	0	0	0	0
No. of law enforcement officers participating in prevention/education programming	100	0	0	0	0
No. of key officials / policy makers participating in prevention/education programming	100	0	0	0	0

Efforts Directed Toward Children with Substance Use Disorders

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of children (up to age 18) connected to professional mental health care	35	0	0	0	0

Efforts Directed Toward Individuals with SUD who are Criminal Justice Involved

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of individuals receiving SUD screening while incarcerated	4000	0	0	0	0
No. of individuals incarcerated provided with an SUD-specific release plan	1500	0	0	0	0

Harm Reduction Efforts

Position Type/Description	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
No. of people engaged during harm prevention outreach efforts	3000	0	0	0	0
No. of Naloxone kits distributed to at-risk individuals	1000	0	0	0	0
No. of Fentanyl test kits distributed to at-risk individuals	1000	0	0	0	0
No. of clean syringe exchanges conducted	2000	0	0	0	0

Performance Measures Notes



VIRGINIA OPIOID ABATEMENT AUTHORITY

TERMS AND CONDITIONS FOR INDIVIDUAL DISTRIBUTIONS TO CITIES AND COUNTIES

701 E. Franklin St, Ste 803, Richmond, VA 23219 | info@voaa.us | www.voaa.us

Acceptance of this grant award by the recipient constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised, and evaluated in accordance with established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.

By signing the Statement of Grant Award/Acceptance, the recipient agrees to:

- Use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by the Opioid Abatement Authority (OAA);
- Adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- Comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

1. Definitions

- a. Definitions are contained in the [OAA's Glossary of Terms](#) available on the OAA website.

2. Use of Funds

- a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with *Code of Virginia §2.2-2370*, any OAA regulations, and guidance issued by the OAA regarding the foregoing.
 - i. The recipient's primary mission, the primary mission of sub-recipients, and/or the primary mission of other agencies funding a portion of the proposed program will not conflict with the OAA's mission as it is defined in *Code of Virginia §2.2-2366*.
- b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
- c. Direct Costs
 - i. A direct cost is any cost that can be specifically identified with the proposed project that can be directly attributed to the project and/or the project's measurable activities.
 - ii. Direct costs include but are not limited to salaries, travel, equipment, and supplies directly connected to the project.
 1. An example of direct costs would be paying an employee to manage an Opioid Use Disorder Treatment Program.
 - iii. In accordance with *Code of Virginia §2.2-2370 (A) (4)*, recipient may NOT use funds provided under this award to cover indirect costs
 1. An example of indirect costs would be allocating a percentage of time of an existing (fully funded) procurement officer to issue a request for proposals (RFP) for this project.
 2. Including costs for something that is funded and already exists is considered indirect costs and supplanting, both of which are not allowed.
- d. Administrative costs that are new to the recipient for the purposes of government oversight and management of an abatement program to include managing and monitoring of expenses, collecting data, and making reports are considered allowable direct costs.
 - i. New costs are defined as hiring an employee or contractor or increasing the hours of an employee or contractor to meet the oversight and management needs.
 - ii. Utilizing abatement funds for a current employee's costs is considered supplanting and not allowed per *Code of Virginia §2.2-2370*.

- e. Utilizing abatement funds for a current employee's costs is considered supplanting and not allowed per *Code of Virginia* §2.2-2370.
- f. Cities and counties have the option of creating a reserve fund that includes some portion of their direct distribution to help fund projects in future years when settlement payments are lower. If the city or county elects to implement this option, they will:
 - i. Ensure those future projects meet the terms of the settlement(s)
 - ii. Separately account for the direct distribution, the OAA distribution, and the reserved amount
 - iii. Publicly publish the projected financial strategy for this reserve fund
 - iv. If the city or county is participating in the OAA's Incentive program, the reserved funds may only be used in accordance with the "Gold Standard" as described in the [OAA's Incentive Policy](#).

3. Period of Performance

There will be an annual grant process that governs the award of the OAA distribution to cities and counties on a rolling two-year basis (current and upcoming fiscal year).

- a. Between January 19, 2023, and May 5, 2023, the OAA will accept grant applications from cities and counties for distribution requests for FY2023 and FY2024.
- b. Subsequently, between approximately October 1 and April 1 of each year, the OAA will accept grant applications from cities and counties for distributions that amend the current fiscal year and request the next fiscal year's distribution.
- c. Reporting will be on a yearly basis.
- d. Beginning in FY2025, the OAA will require cities and counties to repay any unencumbered balances to the OAA by September 1 of the following fiscal year, unless a carryover request is submitted meeting the following conditions:
 - i. The carry-over was planned and submitted as part of the approved project budget, or
 - ii. The city or county is making reasonable and measurable progress to implement its project(s) as described in the approved proposal
 - 1. The "project timeline" workbook will be used to document reasonable and measurable progress
 - iii. And the city or county remains in compliance with the terms and conditions of the OAA.
- e. After the first two fiscal years (FY2023 & FY2024), if a city or county does not apply for all of its Individual Distribution, or if the application is not approved, the Individual Distribution will remain available for award to the city or county upon the receipt and approval of an application, until the end of the following fiscal year's application period. For example, if a city or county has funding allocated for FY2025, the city or county has until April 1, 2025, to submit a proposal for the use of those funds.

4. Reporting

The recipient agrees to comply with any reporting obligations established by the OAA for this award. By accepting the award, the recipient agrees to submit a yearly financial and performance report throughout the grant period, as well as final reports to close the grant. No current awards will be considered for renewal if the recipient is not in compliance with the OAA's requirements at the time of renewal. For good cause, submitted in writing by the recipient, OAA may waive this provision. For all reporting questions and to submit reports, email to info@voaa.us.

- a. Reporting will include financial expenditures as well as programmatic performance measures on a yearly basis. Reporting frequency may increase in future awards.
 - i. Financial reports are due by September 1st of each year for the preceding fiscal year. Reports are due even if no expenditures occurred during the year. If the due date falls on a weekend or non-business day, the report is due on the next business day.
 - ii. Performance reports that include the performance measures agreed upon in the award are due by September 1st of each year for the preceding fiscal year. This report will also include a narrative of the progress the program has made during the period.
- b. Each year during the application period, the recipient will have the opportunity to amend the current fiscal year's funding and request the next fiscal year's funding. If a city or county needs to request an off-cycle amendment, those requests will be handled on a case-by-case basis.
- c. The recipient will also include reporting on expenditures and programmatic performance measures for spending related to the recipient's direct distribution of the settlement in accordance with *Code of Virginia* §2.2-2370 (A) (5)
- d. The recipient has up to 90 days from the end of the award period to liquidate any unpaid obligations and submit a final report. The end of the award period occurs when funding is no longer available or the recipient elects to sunset the

project. The liquidation period allows projects time to receive final invoices and make final payments. No new obligations may be incurred during this period.

- e. The method for reporting may change during a grant cycle and include an online software platform.

5. Maintenance of and Access to Records; Audits

- a. The recipient hereby agrees to retain all books, records, and other documents relative to this award for five (5) years after final payment, or until final payment period is audited by the Commonwealth of Virginia, whichever is sooner.
- b. The recipient hereby agrees to also retain all books, records, and other documents relative to this award in accordance with the Virginia Public Records Act *Code of Virginia §42.1-76* et seq.
- c. The OAA, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- d. The recipient hereby agrees to comply with all reporting and auditing requirements related to these funds as set forth by the Auditor of Public Accounts.
- e. The recipient agrees to forward a copy to the OAA of the recipient's audited financial statements for the fiscal year that covers the grant award period.

6. Cost Sharing

Cost sharing or matching funds are not required to be provided by the recipient unless they are specified by the recipient as part of the application.

7. Conflicts of Interest

Recipient understands and agrees it must maintain a conflict of interest policy consistent with *Code of Virginia §2.2-3100* et seq. and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to the OAA, any potential conflict of interest affecting the awarded funds.

8. Compliance with Applicable Law and Regulations

- a. Anti-Discrimination

By submitting their proposals, recipients certify to OAA that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans with Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia, §2.2-4343.1 (E)*).

In every contract over \$10,000 the provisions in i. and ii. below apply:

- i. During the performance of this award, the recipient agrees as follows:
 - 1. The recipient will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or disability or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the recipient. The recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2. The recipient, in all solicitations or advertisements for employees placed by or on behalf of the recipient, will state that such recipient is an equal opportunity employer.
 - 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 - 4. The requirements of these provisions i. and ii. are a material part of the award. If the recipient violates one of these provisions, the OAA may terminate the affected part of this award for breach, or at its option, the whole award.
 - 5. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the recipient, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race,

sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this award.

6. The recipient will include the provisions of i. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ii. The recipient will include the provisions of i. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

b. Contractor/Subcontractor Participation in E-Verify

In compliance with *Code of Virginia §2.2-4308.2*, registration and use of federal employment eligibility verification program is required as set forth below:

- i. For purposes of this section, “E-Verify program” means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, § 403(a), as amended, operated by the U.S. Department of Homeland Security, or a successor work authorization program designated by the U.S. Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603).
- ii. Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract.
- iii. Any such employer who fails to comply with the provisions of subsection B shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer’s registration and participation in the E-Verify program.

c. Ethics in Public Contracting

By submitting their proposals, recipients certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other recipient, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this proposal any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

d. Immigration Reform and Control Act of 1986

By submitting their proposals, recipients certify that they do not and will not during their performance of this award employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

e. Debarment Status

By submitting their proposals, recipients certify that they will not contract with organizations currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this award, nor are they an agent of any person or entity that is currently so debarred.

9. Remedial Actions

In the event of recipient’s noncompliance with these terms and conditions, other applicable laws, regulations, and/or settlements, OAA may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies.

10. False Statements

Recipient understands that making false statements or claims in connection with this award is a violation of *Code of Virginia §18.2-498.4* and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in state awards or contracts, and/ or any other remedy available by law.

11. Debts Owed the Opioid Abatement Fund

- a. Any funds paid to recipient (1) in excess of the amount to which recipient is finally determined to be authorized to retain under the terms of this award; or (2) that are determined by the OAA to have been misused; and have not been repaid by recipient shall constitute a debt to the Opioid Abatement Fund.

- b. Any debts determined to be owed the Opioid Abatement Fund must be paid promptly by the recipient. A debt is delinquent if it has not been paid by the date specified in OAA's initial written determination for payment, unless other satisfactory arrangements have been made. The OAA will take any actions available to it to collect such a debt.

12. Disclaimer

- a. The Commonwealth of Virginia expressly disclaims any and all responsibility or liability to recipient or third persons for the actions of recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by the recipient does not in any way establish an agency relationship between the Commonwealth and the recipient.

13. Protections for Whistleblowers

- a. Recipients shall comply with [Chapter 30.1](#) The Fraud and Abuse Whistleblower Protection Act (*Code of Virginia §2.2-3009* et seq.)
- b. No governmental agency may threaten or otherwise discriminate or retaliate against a citizen whistle bower because the whistle bower is requested or subpoenaed by an appropriate authority to participate in an investigation, hearing, or inquiry by an appropriate authority or in a court action
- c. No employer may discharge, threaten, or otherwise discriminate or retaliate against a whistle bower whether acting on his own or through a person acting on his behalf or under his direction.
- d. No employer may discharge, threaten, or otherwise discriminate or retaliate against a whistle bower, in whole or in part, because the whistle bower is requested or subpoenaed by an appropriate authority to participate in an investigation, hearing, or inquiry by an appropriate authority or in a court action
- e. An employer shall post notices and use other appropriate means to notify employees and keep them informed of the protection and obligations set forth in the provisions of Chapter 30.1.

14. Requirement to Report Potentially Duplicative Funding.

If the recipient currently has other active awards, or if the recipient receives any other award of during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify OAA in writing of the potential duplication, and, if so requested by OAA, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

15. Additional Monitoring Requirements

The recipient understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring in accordance with *Code of Virginia §2.2-2370 (A) (5)*.

16. Travel Policy

Recipients may follow their own established travel rates if they have an established travel policy. The OAA reserves the right to determine the reasonableness of an organization's travel policy. If the recipient does not have an established policy, then they must adhere to state travel policy. Refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

17. Award Amendments

Once a proposal has been approved by the OAA, amendments will be handled as follows:

- a. At all times regardless of any amendment the city or county must remain in compliance with the OAA's terms and conditions.
- b. A city or county may appropriate additional revenue that it receives for any approved project. In this event the OAA shall be notified of the change using forms approved by the OAA.
- c. A city or county may reduce its appropriated amount for a project without increasing the appropriation to another approved project. The OAA shall be notified of the change on forms approved by the OAA.
- d. A city or county may initiate line-item budget transfers within a project without approval from the OAA.

- e. A city or county may transfer funds between approved projects as long as the total amount appropriated for all of its OAA-approved projects does not change.
- f. If a city or county would like to propose a new project, it has two options:
 - i. Submit the new proposed project as part of the annual budget cycle; or
 - ii. Request special consideration outside the normal grant cycle on forms approved by the OAA.

18. Delegation of Responsibility

Any delegation of responsibility for carrying out grant-funded activities to any entity must be pursuant to a written memorandum of understanding or contract by which the implementing organization agrees to comply with all applicable grant terms, conditions, and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions, and assurances of the grant award.

19. Performance and Obligation Periods

OAA awards to cities and counties shall have a performance period of two years (the current and following fiscal years). Recipients must submit yearly requests that amend the current year (if necessary) and apply for the next fiscal year's funding. Carryover of funds from FY2023 to FY2024 and FY2024 to FY2025 will be automatic. In subsequent years, carryover requests will need approval from the OAA or remaining balances will be repaid to the OAA. Reporting will be on a yearly basis for this first award cycle, due September 1, 2023, on forms prescribed by the OAA. Grant funds, including state and city or county match, may be expended and/or obligated during the grant award period of performance. Recipients may only charge to the award allowable costs incurred during this grant award period.

20. Limitation on the Use of Funds to Approved Activities

The recipient agrees that grant funds will be used only for the purposes described in the recipient's application, unless OAA determines that any of these activities are out of scope or unallowable. The recipient must not undertake any work or activities that are not described in the recipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, from OAA.

21. Procurement

Recipients are responsible for ensuring that any procurement using OAA funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Virginia Public Procurement Act *Code of Virginia* [§2.2-4300](#) et seq. as well as any procurement policies and procedures established by the applicant.