



Funded by MA Department of Public Health, Bureau of Substance Addiction Services and Powered by RIZE

Municipal Opioid Abatement Funds | FY25 Annual Expenditure Report

Frequently Asked Questions (FAQ) Document

1. How have reporting requirements for municipal opioid abatement funds changed?

Prior to July 1, 2025, municipalities that received opioid abatement funds amounting to \$35,000 or more, either individually or pooled, were required to submit an annual expenditure report, and municipalities that received less than \$35,000 were strongly encouraged to do so. As of July 1, 2025, all municipalities that received opioid abatement funds, regardless of the year and/or amount, are required to submit an annual expenditure report, except for municipalities that have elected to reallocate all their opioid abatement funds to the statewide Opioid Recovery & Remediation Trust Fund (ORRF).

2. Why have the reporting requirements changed?

Per the [State-Subdivision Agreement](#), the Executive Office of Health and Human Services (EOHHS) retains the right to modify the reporting threshold for municipalities receiving opioid abatement funds. The decision to require all municipalities to submit an annual expenditure report ensures transparency and accountability in the allocation and use of the opioid abatement funds. The previous reporting threshold was determined by the payment total that municipalities received in the previous fiscal year, a figure that fluctuates depending on the payment schedule, resulting in inconsistent reporting.

3. What else has changed relative to annual expenditure reporting?

Unlike in previous years, the Massachusetts Department of Public Health's (DPH) Bureau of Substance Addiction Services (BSAS) will administer the annual expenditure report. Furthermore, the report has been modified to make it easier for municipalities to complete and provide an accurate account of how opioid abatement funds have been spent by reporting line-item expenditures.

4. When will this change go into effect?

July 1, 2025.

5. What are the dates for this reporting period?

The FY25 reporting period begins on July 1, 2024, and ends on June 30, 2025.

6. What information will municipalities be asked to report on for FY25?

The reports are prepopulated with the total funds a municipality received in FY25 and the total funds carried over from previous fiscal years. The report will automatically calculate the sum of these two figures to generate the total funds available in FY25. This figure will calculate the line-item expenditures municipalities will be asked to input on their reports. Line-item categories will include salaries, subcontracts/stipends, program facilities, program support, program supplies, and administrative costs.

7. Do all municipalities collect this type of data regardless of this report?

Yes. All municipalities are required by law to report financial data each fiscal year, which includes specific appropriations, the expenditures therefrom, and the purpose for which monies have been spent.

8. Who from my municipality should complete this report?

This report should be completed by the municipal department responsible for preparing and maintaining all financial and accounting records. Ordinarily, this would be the Auditing Department. However, this report should be completed in collaboration with the municipal staff responsible for overseeing the programmatic aspects of the opioid abatement activities.

9. Are municipalities required to submit an expenditure report if that hasn't expended any of their funds?

Yes. All municipalities are required to submit an FY25 annual expenditure report, regardless of the amount they received and expended.

10. Are municipalities required to report expenditures made in FY23 and FY24?

No. Municipalities that received less than \$35,000 in FY23 and/or FY24 and did not submit an expenditure report will not be required to report expenditures made during those fiscal years.

11. What are the reporting requirements for Opioid Abatement Collaboratives (OACs)?

The lead municipality (city/town) is responsible for completing the expenditure report on behalf of the OAC and its participating municipalities. Participating municipalities only need to submit a report on the funds they received that were not pooled. In some instances, an external organization may file the annual report on behalf of the OAC.

12. When will municipalities be able to access the online reporting system?

Municipalities will receive a "welcome" email on August 18, 2025, containing an individual link to their report.

13. What should I do if my municipality has not received a “welcome” email?

If you do not receive the individual link to your municipality’s report on August 18, 2025, please send the name of the city/town, and the name, title, and phone number of the fiscal point of contact and the programmatic point of contact to DPH-MunicipalOpioid-SettlementWork@mass.gov.

14. Can a municipality start its report and return later to complete it?

Yes. Any progress that’s been made when completing the report will be saved.

15. Who should I contact if there is a discrepancy between the total funds dispersed amounts pre-populated on the report compared to our municipal records?

Discrepancies involving the Fiscal Year Disbursement figure must be reported directly to the [Attorney General’s Office](#).

16. Where can I find information on the opioid abatement payments my municipality has received?

This information is available and can be accessed on the [Payment Lookup Tool](#).

17. When is the FY25 Annual Expenditure Report due?

The FY25 annual expenditure report is due November 1, 2025.

18. Will municipalities be able to amend a submitted report?

Yes. Municipalities can amend their reports after they’ve been submitted until November 1, 2025.

19. Will municipalities be able to download a copy of their report?

Yes. Municipalities will be able to download a copy of their reports.

20. Are the FY25 Annual Expenditure Reports public records?

Yes. All annual expenditure reports are public records, and the data that municipalities submit on their reports will be reported on a public-facing municipal expenditure dashboard.

21. What resources and support will be available to municipalities?

BSAS is hosting a [webinar](#) on August 18, 2025, at 1 pm that will inform municipalities about the updates to the annual expenditure report and provide details about the data that will be collected. Furthermore, attendees will learn about the resources available to municipalities, which include a reporting guidance document containing examples of completed reports and demonstrative videos. These demonstrative videos show the different reporting scenarios and instructions on scheduling a one-on-one meeting through Microsoft Bookings to receive hands-on support when completing the report.

22. Who should I contact if I have questions about annual expenditure reporting?

Any questions about the annual expenditure report should be emailed to DPH-MunicipalOpioid-SettlementWork@mass.gov.