

County Match Requirements

All of the provisions and definitions in this letter applicable to expenditure of OTP funds apply equally to eligible county matching funds.

Counties may use the following fund sources to meet the matching fund requirements:

1. County general funds expended for OTP purposes
2. Client fees (However, county reliance on client fees is a negative factor in the evaluation of county applications for OTP funds.)

Funds from the following sources are not eligible to meet the OTP match requirement:

1. State agencies including any federal money received through any state agency
2. Substance Abuse Treatment Trust Fund
3. Substance Abuse Treatment and Testing Accountability Programs
4. Federal Substance Abuse Prevention and Treatment Block Grant

Eligible county matching funds may be used for all or part of a staff position dedicated to OTP-related treatment and additional services. Eligible county matching funds may also be used for all or part of a probation officer position dedicated exclusively to OTP services or activities, if the work is directly tied to engaging and retaining offenders in treatment. Staff costs allocated to SACPA and OTP must be documented for audit purposes.

Eligible county matching funds may not be used for county administrative activities (as defined above).

County Responsibilities

Determination of allowable and allocable costs under OTP shall be made utilizing the guidelines contained in SACPA, Health and Safety Code Division 10.10, and in cost principles published by the federal Office of Management and Budget (OMB). The county shall follow OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." Public and private contractors shall follow OMB Circular A-122, "Cost Principles for Non-Profit Organizations." Both OMB circulars are available from the Executive Office of the President, Office of Management and Budget, Washington, D.C. 20503.

The county shall monitor and document activities to ensure that the use of OTP funds complies with the requirements stated in this letter.

The county must also monitor to ensure that OTP funds are not used to supplant funds from any existing fund source or mechanism currently used to provide drug treatment services in the county.

All County Lead Agencies

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Submission and Reimbursement of Invoices

ADP will reimburse county OTP expenditures at a ratio of nine dollars (\$9) for every one dollar (\$1) of eligible county matching funds. The amount reimbursed shall not exceed the county's OTP allocation.

Each county must provide ADP with quarterly invoices detailing actual expenditures of OTP and matching funds. ADP will reimburse the county for up to 90 percent of approved expenditures, up to the amount allocated to the county.

The first quarterly invoice shall be submitted by February 28, 2007, for the period ending January 31, 2007, and quarterly thereafter. If ADP determines based on submitted invoices that a county is not spending the allocated amount of OTP funds, funds may be re-allocated to other counties.

If you have questions, contact your SACPA county liaison or the Office of Criminal Justice Collaboration at (916) 445-7456 or SACPA@adp.ca.gov.

Sincerely,

[Original Signed By]

MILLICENT GOMES

Deputy Director

Office of Criminal Justice Collaboration