



After June 30, 2007, ADP will review county expenditures to determine that funds will be fully expended. If ADP finds that a county is not reasonably expected to expend the allocated amount of OTP funds, funds may be re-allocated to other counties.

Counties must submit the OTP Quarterly Data Report with the invoice. Payment will not be released until the original invoice, electronic copy of invoice, and the Quarterly Data Report is received. Copies of the OTP invoice and instructions are attached. An All County Lead Agency letter about the Quarterly Data Report will be issued later this month.

ADP will use county OTP invoices as the basis for required audits of county expenditures. Counties must ensure they have back-up documentation for each line item on the invoice, including county matching funds. For expenditures allocated between OTP and other programs, counties must document the basis on which the allocation of costs (e.g., salaries, benefits, etc.) is made.

The OTP invoice, with the Quarterly Data Report, should be mailed to the following:

Department of Alcohol and Drug Programs  
Office of Criminal Justice Collaboration, Fifth Floor  
Attn: *(name of county liaison)*  
1700 K Street  
Sacramento, CA 95814

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](mailto:SACPA@adp.ca.gov).

Sincerely,

[Original Signed By]

MILLICENT GOMES  
Deputy Director  
Office of Criminal Justice Collaboration

[Attachment A: OTP Invoice Form A](#)  
[Attachment B: OTP Itemized Invoice Form B](#)  
[Attachment C: OTP Invoice Instructions](#)