

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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DATE: September 10, 2009 ACLA Letter No. 09-08

TO: All County Lead Agencies

SUBJECT: SUBSTANCE ABUSE OFFENDER TREATMENT PROGRAM (OTP)
FISCAL YEAR 2009-10 APPLICATION REVISION

REFERENCE: Title 9, California Code of Regulations; and Health and Safety Code Sections
11999.4-11999.13

This letter transmits the revised template(s) necessary for submission of Fiscal Year (FY) 2009-10 Substance Abuse Offender Treatment Program (OTP) request of funds application (formally referred to as the county plan). Initial OTP allocations are identified in ACLA 09-05, and must be used for the revised budget. Allowable expenditures for OTP have not changed. The county match is still required to be eligible for funds.

- ALL counties requesting funds must complete a revised OTP budget sheet (Attachment- Part I).
- Counties without a FY 2009-10 OTP application on file with ADP by August 1, 2009 must also complete the revised OTP application narrative (Attachment-Part II). Counties with previously submitted plans must also complete the narrative (Attachment-Part II) if the budget revision differs substantially from the original submission.
- Counties who do not wish to receive OTP funds for FY 2009-10 must complete the OTP Decline of Funds form (Attachment-Part III).
- All completed documents are due back to ADP by October 12, 2009 and can be sent via email, mail, or fax to your OTP county liaison. Counties that fail to meet the plan submission deadline may be declined funds. Please see ACLA 09-06 for contact information regarding your OTP county liaison.

Board of Supervisor (BOS) approvals for OTP already filed for FY 2009-10 meet ADP's BOS requirements. Counties with previously submitted plans and no board approval will be required to obtain board approval on the newly revised OTP documents. Delegated Board approval authority is acceptable if the letter indicates the delegated authority includes OTP.

Reimbursement of OTP funds will be contingent upon submission of required application documents, ADP approval, and submission of required BOS approval.

ADP will not require a county plan for any remaining SACPA carryover funds.



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<http://www.flexyourpower.ca.gov>

The application for the Recovery Act-Justice Assistance Grant Program will be released via a separate letter. If you have questions on submission of your county OTP application, contact your County Liaison or OCJC at (916) 445-7456 or OTP@adp.ca.gov.

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Attachments: [Part I, Revised OTP Budget Sheet](#)
[Part II, OTP Application Narrative](#)
[Part III, OTP Decline of Funds Form](#)