

Sample Letter to the Governor

Honorable John Doe
Governor of Illinois
Springfield, Illinois 62220

Dear Governor Doe:

This letter concerns funding of your state's Client Assistance Program (CAP) for fiscal year (FY) 200__. CAP is authorized under Section 112 of the Rehabilitation Act of 1973, as amended (Act), to provide information, advocacy and legal representation to individuals seeking or receiving services from other programs established under the Act, including vocational rehabilitation (VR) programs. While the Act requires that each state and each territory receives a minimum allotment of \$100,000 and \$45,000 respectively, the CAP is a formula grant and the allotment available to your state each year may vary according to the federal appropriation level and relative population changes.

In addition, Section 112 of the Act stipulates that no state shall receive any other allotments under the Act, including funding for its VR programs, unless a CAP is designated and operating in that state. Therefore, you must complete the process described below by the specified deadline in order for the Rehabilitation Services Administration (RSA) to have sufficient time to review and approve the application prior to the beginning of the next three-year grant cycle that begins on October 1, 200__.

To apply for and request CAP funds, you must sign and/or complete the following documents:

1. State assurances for the client assistance program grants.
2. Letter to transmit the application to RSA.

These two documents along with the certification of disbarment lobbying, debarment and suspension, and maintaining a drug-free workplace signed by the CAP will constitute your application and request for federal assistance. Please submit these documents to the RSA commissioner by August 31, 200__. These documents can be addressed to the following addresses either through regular mail or overnight mail.

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Materials sent through regular mail can be addressed as follows:

**U.S. Department of Education
Office of Special Education and Rehabilitative Services
Attention: James J. Billy
400 Maryland Avenue, S.W., PCP Room 5089
Washington, DC 20202-2800**

Materials sent by overnight mail should be sent to the following address:

**U.S. Department of Education
Attention: James J. Billy
Mail Stop 2800
PCP Room 5089
7100 Old Landover Road
Landover, MD 20785-1605**

RSA must receive these documents to award your state's CAP grant to the designated agency in FY 2007. To assist with your transmittal of these documents, you may contact James J. Billy at (202) 245-7273 or by e-mail at james.billy@ed.gov.

Further action may be required in order to receive your CAP awards for fiscal years 2008 and 2009. You will be advised if any updates or revisions are required.

Sincerely,

Edward Anthony, Ph.D.
Delegated the authority to perform
the duties of the Commissioner of the
Rehabilitation Services Administration

Enclosures: state assurances for the client assistance program grants
sample form letter used to transmit the application to RSA

cc: CAP Director

