

Name
Executive Director
Name of Grantee
Address
City, State Zip Code

Dear _____:

On behalf of the Substance Abuse and Mental Health Services Administration (SAMHSA), the Center for Mental Health Services (CMHS) requests that each State protection and advocacy (P&A) system submit its annual Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program Performance Report (PPR) for Federal Fiscal Year (FFY) 2007. The reports are due January 1, 2008. The information in the annual PAIMI PPR will be aggregated for the Secretary of the Department of Health and Human Services and submitted to the President, the Congress, and the National Council on Disabilities, as mandated in the PAIMI Act and PAIMI Rules, respectively.

Each PAIMI PPR received will be reviewed and compared with the proposed program priorities/goals and objectives included in the FFY 2007 PAIMI Program Grant Application submitted in October 2006. If your agency changed any of the priorities/goals and objectives proposed in its FY 2007 PAIMI Application, please send a copy of those revisions to the attention of Karen Armstrong and LouEllen Rice at the e-mail addresses listed below ***before September 30, 2007, the last day of FFY 2007.***

You may submit the FY 2007 PPR and ACR by mail or by e-mail. When submitting by mail, please provide an original set of documents with all required signatures, certifications and assurances and two (2) copies, including any attachments. Submissions by e-mail will be accepted in either Word or WordPerfect. If the PPR and ACR are submitted by e-mail, a hard copy of the page with the original signature of the PAIMI Advisory Council Chair must be submitted by mail to the attention of Ms. LouEllen Rice.

Please send the requested information to the following addresses:

Email submissions:

Karen.Armstrong@samhsa.hhs.gov

Regular Mail:

Attn: Ms. LouEllen Rice
Grants Management Officer – Room 7- 1007
c/o SAMHSA/CMHS/DSCSD/SPSDB
1 Choke Cherry Road
Rockville, Maryland 20857

Certified Mail & Overnight Delivery

Attn: Ms. LouEllen Rice
Grants Management Officer – Room 7- 1007

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c/o SAMHSA/CMHS/DSCSD/SPSDB
1 Choke Cherry Road
Rockville, Maryland **20850**

If SAMHSA/CMHS staff have any questions or concerns about your PPR, they will contact the person listed in your FY 2007 PAIMI application as the PAIMI Program contact. If you have questions or need assistance to complete the PPR & ACR, please contact Karen Armstrong at (240) 276-1741 or Karen.Armstrong@samhsa.hhs.gov. For assistance with PPR fiscal and/or budget matters, please contact Ms. Rice at (240) 276 - 1404 or Louellen.Rice@samhsa.hhs.gov.

In closing, thank you for your continued cooperation, support, and patience, and we look forward to opportunities to partner and collaborate with you in FY 2008.

Sincerely,

Joyce T. Berry, Ph.D., J.D.
Director
Division of State and Community
Systems Development
Center for Mental Health Services

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