

[SAMPLE]

Dear PAAT Program Director:

This letter invites you to apply for your grant award for the Protection and Advocacy for Assistive Technology (PAAT) program, as required by Section 5 of the Assistive Technology Act of 1998, as amended, and the general requirements for all written requests for funding, pursuant to the Education Department General Administrative Regulations (34 CFR Part 76). This package consists of the PAAT Assurances and the Certification Regarding Lobbying (Form ED 80-0013). When submitted, these materials will constitute your request for PAAT funds for fiscal year (FY) [XXXX], and all subsequent fiscal years, until such time as the Protection and Advocacy system in your State may be redesignated.

To receive PAAT program funds, please do the following:

1. provide all requested information;
2. sign and date the forms as indicated; and
3. submit the original and one copy of the entire application package to the Commissioner of RSA.

To ensure timely review and approval, please submit your application to RSA no later than [month/day/year], so that RSA can distribute the FY [XXXX] PAAT funds as soon as they become available. As these materials contain no confidential information, these application materials will become part of RSA's public records once submitted and approved in accordance with the regulations promulgated under the Paperwork Reduction Act (5 CFR 1320.8(b)(3)(v)).

We appreciate your commitment to serving individuals with disabilities and meeting the goals of the PAAT program. Please do not hesitate to contact RSA if you have any questions.

Sincerely,

Lynnae M. Ruttledge
Commissioner

Enclosures