

Name of ED  
Title of ED  
Name of P&A  
Address  
City, State Zip

Dear Name of ED:

On behalf of the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) enclosed is a copy of the Federal Fiscal Year (FFY) 2011 Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program Performance Report (PPR), including the PAIMI Advisory Council Report (ACR). Your PAIMI Coordinator (or equivalent) and you will receive an electronic copy of these documents. The PAIMI Act mandates that each State Protection and Advocacy (P&A) system submit its annual PPR and ACR no later than January 1, 2012. SAMHSA/CMHS will develop a report for the Secretary of the U.S. Department of Health and Human Services using aggregated data from the PPR and ACR. The data will be included as an appendix to the Secretary's annual report on disabilities for the President, the Congress, and the National Council on Disabilities.

Please use the enclosed PPR and ACR approved by the Office of Management and Budget (OMB) in MM/YYYY. SAMHSA/CMHS staff will the priorities/goals and objectives listed in the PPR with those proposed in your FFY 2011 PAIMI Program grant application submitted in October 2011. Discrepancies, issues, and/or concerns about your documents will be included in your FFY 2011 Peer Review Summary Report.

Page 2 – Name of ED

Special thanks to the P&A systems that submitted comments and/or status updates following receipt of their FFY 2010 Peer Review Report Summaries - the information was helpful.

The FFY 2011 PPR and ACR may be submitted either by mail or electronically (preferred in PDF or Word format). The PAIMI Advisory Council (PAC) Chairperson must sign the ACR cover. If you submit electronic reports, please send only the ACR cover page with the original signature of the PAC Chair to Ms. Orlando. If sending the documents by mail or delivery service, , please send, one original PPR and the ACR cover sheet signed by the PAC Chairperson to the attention of Ms. Barbara Orlando, the SAMHSA Grants Management Officer. Electronic submissions expedite review of your FFY 2011 PPR and ACR. Please send an electronic copy of your FFY 2011PPR and ACR (in Word or Adobe format) to the attention of [Karen S. Armstrong, the SAMHSA/CMHS PAIMI Coordinator, at Karen.Armstrong@samhsa.hhs.gov](mailto:Karen.Armstrong@samhsa.hhs.gov).

**Regular Mail:**

Attn: Ms. Barbara Orlando, M.S.  
Grants Management Officer – Room 7- 1007  
c/o SAMHSA  
1 Choke Cherry Road  
Rockville, Maryland 20857

**Certified Mail & Overnight Delivery**

Attn: Ms. Barbara Orlando, M.S.  
Grants Management Officer – Room 7- 1007  
c/o SAMHSA/CMHS/DSCSD/SPSDB  
1 Choke Cherry Road  
Rockville, Maryland **20850**  
Phone: 240 276-1422

Page 3 - Name of ED

If SAMHSA has any questions or concerns, we will notify you. Please contact Ms. Armstrong by e-mail or phone at (240) 276-1741 if you have questions on the ***programmatic sections*** of your PPR or ACR. For assistance with the ***fiscal and/or budget sections***, contact Ms. Orlando by e-mail or phone at (240) 276 -1422.

In closing, thank you for your continued cooperation, support, and patience. We look forward to collaborating with you in FFY 2012.

Sincerely,

John M. Morrow, Ph.D..  
Acting Director  
Division of State and Community  
Systems Development  
Center for Mental Health Services

cc: Enclosures-1  
PAC Chair