

Hendrickson, Katharine

From: Kalfin, Alex <Alex.Kalfin@MyFWC.com>
Sent: Monday, September 25, 2017 4:35 PM
Subject: Habitat Management Assistance Funding

Good Afternoon,

I am writing to inform you that your project has been chosen to receive funding through the Gopher Tortoise Habitat Management Assistance Funding (HMAF) program for the 2017-18 fiscal year.

A purchase order request for the reimbursement is being created through MyFloridaMarketPlace, and should be completed over the next few weeks. Once all HMAF purchase orders for the 2017-18 fiscal year have been finalized, I will hold a short conference call with the managers of approved projects to explain exactly what is expected during the project period. The call will detail when projects may begin, some frequently asked questions, as well as the correct procedure for submitting invoices and final reports (templates will be provided). **All invoices and final reports are to be submitted by 5:00 p.m. Friday, May 18, 2018, regardless of completion of the project as described in the application. It is important that you do not begin work on this project until the purchase order has been finalized.**

A date for the conference call will be scheduled to coincide with the start date for all projects (purchase order date), and project managers will be notified of the conference call date as soon as possible. Congratulations on the approval of your project! If you have any questions, please feel free to contact me.

Thank you,

Alex Kalfin

Gopher Tortoise Local Government Coordinator
Gopher Tortoise Conservation Program
Florida Fish and Wildlife Conservation Commission
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**Florida Fish and Wildlife
Conservation Commission**

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