



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



May 27, 2015

In Reply Refer To:
FWS/WSFR/CIAP

TO: Coastal Impact Assistance Program (CIAP) Grant Recipients:

The dates have been set and the topics selected for our upcoming Coastal Impact Assistance Program (CIAP) training webinars. The classes will take place on June 9–11, 2015 from 1:00 p.m. to 4:00 p.m. Eastern Daylight Time. The topic schedule remains somewhat fluid allowing plenty of time for questions, discussion and exchange of ideas. That being said, on June 9 the training staff plan to address financial management systems and allowable costs; on June 10 selected items of cost, indirect costs and time and effort will be covered; and on June 11 we will wrap up with post-award managing and monitoring and post-closeout compliance issues. We still have open spots available for any of our partners interested in participating.

The courses have been structured in such a way to offer all attendees across the time zones an opportunity to participate in real time question/answer sessions offering an exchange of ideas, best management practices, and 'what not to do' experiences. We strongly encourage you to actively engage in this CIAP forum. The webinars will eventually be archived and accessible via the internet to serve as a reference and continuing education tool.

For grantees that have not previously expressed interest in attending one or more of the webinars, please email our Fiscal Specialist, William H. Jones, at William_Jones@fws.gov by close of business on June 1, 2015 with a list of the names and email addresses of individuals interested in participating in the training. Indicate the number of telephone lines required by your agency. Please be aware that a limited number of phone lines will be available for dial in; so we encourage attendees from the same agency to dial in on a single line in order to accommodate as many participants as possible. If you have specific topics of interest, please let William know when submitting your list of attendees. We will make every effort to address your particular interests.

If you have previously responded, your spot for the webinars is reserved. The training staff at the National Conservation Training Center will email with instructions for how to link to the training as well as a pre-webinar reading assignment next week. Please contact us if you have any questions.

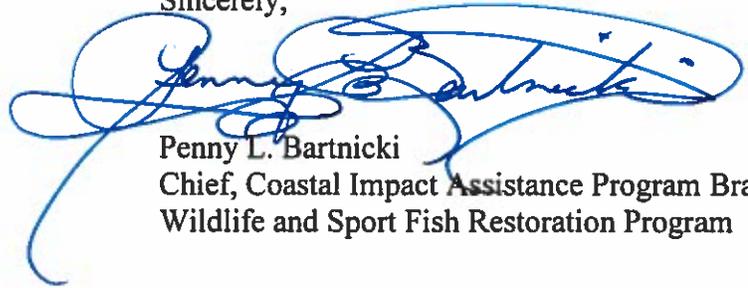
Let me take this opportunity to again remind everyone that **all** grant funded projects must be completed by December 31, 2016. This includes program administration grants. Administrative functions may continue after December 31, 2016; however costs incurred after December 31, 2016 are not reimbursable under the program. There is no alternative pool of CIAP funds to which grantees' can charge their administrative hours. In order to seek reimbursement for the costs incurred to prepare final reports for grants with a performance period end date of December

31, 2016, those final financial and performance reports must be prepared prior to the end of the performance period.

At this time, we do not anticipate an extension for projects that are not completed by December 31, 2016. In the event of a major natural disaster, Fish and Wildlife Service executive staff may decide to grant additional time to accomplish project work.

We look forward to seeing you in the virtual classroom.

Sincerely,

A handwritten signature in blue ink, appearing to read "Penny L. Bartnicki", is written over a large, stylized blue oval. The signature is fluid and cursive.

Penny L. Bartnicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program