

## INITIAL CONTACT EMAIL – Partner Assessment

OMB Control Number 1090-0011

Expires: 08/31/2018

[Insert greeting],

***Intro for National Wildlife Refuge partners (delete this line):***

The U.S. Fish and Wildlife Service knows that partners are critical to the success of the Urban Wildlife Conservation Program. Many individuals, groups, organizations, and institutions contribute to the efforts at [insert name] National Wildlife Refuge and around [insert name of city/area].

***Intro for Urban Bird Treaty partners (delete this line):***

The Urban Bird Treaty Program brings together city partners to conserve birds and connect urban residents to nature through bird appreciation and conservation. Partners are essential to the program's success and many individuals, groups, organizations, and institutions contribute to the efforts in [insert name of city].

***Intro for Urban Wildlife Refuge Partnerships (delete this line):***

The U.S. Fish and Wildlife Service knows that partners are critical to the success of Urban Wildlife Refuge Partnerships. Many individuals, groups, organizations, and institutions contribute to the [insert name of partnership] efforts.

Periodic review is important to maintain strong relationships, and to ensure that our work with partners stays on track. We are asking you to complete the attached Partner Assessment, providing honest and critical feedback on your experience working with the U.S. Fish and Wildlife Service on the [insert Urban Wildlife Conservation Program, Urban Bird Treaty Program, or Urban Wildlife Refuge Partnership program]. Your input will provide Service personnel with valuable information about what is going well and what could be improved in the relationship and the program. We hope it is a catalyst for conversations to address any concerns, build trust, and increase understanding of shared goals and commitment to reaching them.

The assessment should take about 30 minutes to complete. Please return your completed assessment as an attachment via email to [insert local U.S. Fish and Wildlife Service contact information] or [surveyadmin\\_nrpc@fws.gov](mailto:surveyadmin_nrpc@fws.gov) by [insert date]. If you have any questions, feel free to reach out at any time to your local contact or the national program coordinator, [insert national program contact information].

Thank you for your time and consideration,

[local U.S. Fish and Wildlife Service contact information]

**Paperwork Reduction Act Statement:** We estimate it will take you 30 minutes to complete the assessment, including time to read instructions, gather information, complete, and submit the assessment. We will use the information to identify what is going well and what could be improved in the partnership and program. Your response is voluntary. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041-3803. Please do not send your survey to this address.