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Assessment Invitation – Refuge Partner Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

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 [refuge name] National Wildlife Refuge and around [name of city/area].

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 Urban Wildlife Conservation 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. Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to contact me or the national program coordinator, Angelina Yost angelina_yost@fws.gov.

Thank you for your time and consideration,
[sender's name and contact information]

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to understand and improve our relationships with partners. Your response is voluntary and we will not share the results publicly. 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. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires 10/31/2021.

Estimated Burden Statement: We estimate the survey will take you 30 minutes to complete, including time to read instructions, gather information, and complete and submit the survey. 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: PRB/JAO-1N, Falls Church, VA 22041-3803.

Assessment Invitation – Urban Bird Treaty Program Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

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 [city].

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 Urban Bird Treaty 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. Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to contact me or the national program coordinator, Roxanne Bogart roxanne_bogart@fws.gov.

Thank you for your time and consideration,
[sender's name and contact information]

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to understand and improve our relationships with partners. Your response is voluntary and we will not share the results publicly. 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. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires 10/31/2021.

Estimated Burden Statement: We estimate the survey will take you 30 minutes to complete, including time to read instructions, gather information, and complete and submit the survey. 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: PRB/JAO-1N, Falls Church, VA 22041-3803.

Assessment Invitation – Urban Partnership Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

Urban Wildlife Refuge Partnerships bring communities, partners, and the U.S. Fish and Wildlife Service together to promote conservation. The U.S. Fish and Wildlife Service knows that diverse partners are critical to the success of the [Partnership name].

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 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. Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to contact me or the national program coordinator, Angelina Yost angelina_yost@fws.gov.

Thank you for your time and consideration,
[sender's name and contact information]

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Assessment Reminder – Refuge Partner Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

We want you to know that you are a valued and appreciated partner for the Urban Wildlife Conservation Program at [refuge]. Recently, we sent you a Partner Assessment because we want your honest and critical feedback on your experience working with us. The information collected will help us understand what is going well and what could be improved.

You may not have had a chance to complete the assessment yet, so we wanted to send a reminder and the link again. The assessment should take about 30 minutes to complete.

Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to email me or the national program coordinator, Angelina Yost angelina_yost@fws.gov.

[Closing line],

[sender's name and contact information]

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to understand and improve our relationships with partners. Your response is voluntary and we will not share the results publicly. 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. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires 10/31/2021.

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Assessment Reminder – Urban Bird Treaty Program Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

We want you to know that you are a valued and appreciated partner for the Urban Bird Treaty Program [in/at] [Refuge or city/area]. Recently, we sent you a Partner Assessment because we want your honest and critical feedback on your experience working with us. The information collected will help us understand what is going well and what could be improved.

You may not have had a chance to complete the assessment yet, so we wanted to send a reminder and the link again. The assessment should take about 30 minutes to complete.

Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to email me or the national program coordinator, Roxanne Bogart roxanne_bogart@fws.gov.

[Closing line],

[sender's name and contact information]

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to understand and improve our relationships with partners. Your response is voluntary and we will not share the results publicly. 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. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires 10/31/2021.

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Assessment Reminder – Urban Partnership Version

OMB Control Number 1090-0011

Expires: 10/31/2021

[Greeting],

We want you to know that you are a valued and appreciated partner for the Urban Wildlife Refuge Partnership program in [city/area]. Recently, we sent you a Partner Assessment because we want your honest and critical feedback on your experience working with us. The information collected will help us understand what is going well and what could be improved.

You may not have had a chance to complete the assessment yet, so we wanted to send a reminder and the link again. The assessment should take about 30 minutes to complete.

Use the following URL to access your assessment: [assessment link]

This link cannot be shared. You will be prompted to enter your email address and you must use: [email]

Please complete your assessment by [date]. If you have any questions, feel free to email me or the national program coordinator, Angelina Yost angelina_yost@fws.gov.

[Closing line],

[sender's name and contact information]

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to understand and improve our relationships with partners. Your response is voluntary and we will not share the results publicly. 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. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0011, which expires 10/31/2021.

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