



PROCESS FOR RECOGNIZING NEW FISH HABITAT PARTNERSHIPS

National Fish Habitat Board

Approved March 4, 2010 at Memphis, Tennessee

The process described below supplements the *Policies and Guidance for Fish Habitat Partnerships* (revised October 2008). For more information, visit www.fishhabitat.org or email partner@fishhabitat.org.

1. The National Fish Habitat Board's (Board) Fish Habitat Partnership (FHP) liaison will proactively maintain contact with Candidate FHPs to monitor their progress in meeting the requirements for recognition by the Board.
2. When a Candidate FHP wishes to seek recognition by the Board, the Candidate will notify the FHP liaison to request time on the agenda of the next scheduled Board meeting.
3. A completed application and supporting materials must be submitted to the FHP liaison no later than 60 days prior to the Board meeting.
4. Upon receipt, the application and supporting materials will be posted online, and notice of the application will be sent to members of the Board and the appropriate regional association of fish and wildlife agencies.
5. The FHP liaison will work with other Board staff to review the application for completeness and quality, and consult with the applicant FHP to revise as needed.
6. The Board staff will send a recommendation to the Board 15 days prior to the Board meeting.
7. The applicant will give a presentation at the Board meeting. Preparation of the presentation must be coordinated with the FHP liaison to ensure appropriate length and content.
8. The Board will take action to recognize the applicant or to defer a decision until a later meeting.
9. If the Board has approved a new FHP by November 1 in any year, the Board recommends that the FHP be eligible for project funding from the U.S. Fish and Wildlife Service in that fiscal year.