

Use Code 141

Prospectus for Campground and Related Granger-Thye Concessions Bridger- Teton National Forest

U.S. DEPARTMENT OF AGRICULTURE
Forest Service



Forest Service

Bridger-Teton National Forest

Jackson & Blackrock Ranger Districts

May 2023

Previous edition obsolete

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“*National Quality Standards for Recreation Site Management*” (formerly Meaningful Measures)

[PDF example:](#)

https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd510324.pdf

“*Cleaning Recreation Sites*” (USDA-Forest Service)

[Link:](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf) https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf

[PDF:](http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf) http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf

“*In Depth Design and Maintenance Manual for Vault Toilets*” (USDA-Forest Service)

[PDF:](https://www.fs.usda.gov/t-d/pubs/pdfimage/91231601.pdf) <https://www.fs.usda.gov/t-d/pubs/pdfimage/91231601.pdf>

“*Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts*”

[PDF:](https://www.fs.usda.gov/t-d/pubs/pdfimage/92231308.pdf) <https://www.fs.usda.gov/t-d/pubs/pdfimage/92231308.pdf>

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit will be issued to a single entity to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Jackson and Blackrock Ranger Districts of the Bridger-Teton National Forest. This permit term will begin May 1, 2024 and will be for five years, with an additional five years that may be awarded, non-competitively, at the discretion of the Forest Service upon satisfactory completion of the original term. The permit or permits will include the following developed sites:

Ranger District	Name	Site Type	Site Operation and Maintenance
Blackrock Ranger District	Hatchet Campground	Campground	1
Blackrock Ranger District	Pacific Creek Campground and trailhead	Campground	1
Blackrock Ranger District	Sheffield Campground and trailhead	Campground	1
Blackrock Ranger District	Turpin Meadow Campground and trailhead	Campground	1
Jackson Ranger District	Hoback Campground	Campground	1
Jackson Ranger District	Kozy Campground	Campground	1
Jackson Ranger District	Crystal Creek Campground	Campground	1
Jackson Ranger District	Granite Creek Campground	Campground	1
Jackson Ranger District	Curtis Canyon Campground	Campground	1
Jackson Ranger District	Station Creek Campground	Campground	1
Jackson Ranger District	Atherton Creek Campground and Boating Site	Campground Boating Site	1(Campground) 1 boating site
Jackson Ranger District	East Table Campground	Campground	1
Jackson Ranger District	Wolf Creek Campground	Campground	1
Jackson Ranger District	Little Cottonwood Group Campground	Group Campground	1
Jackson Ranger District	East Table Group Campground	Group Campground	1
Jackson Ranger District	Station Creek Group Campground	Group Campground	1

Ranger District	Name	Site Type	Site Operation and Maintenance
Jackson Ranger District	Granite Hot Springs Pool	Swimming Site	1
Total			18

The authorized officer for this business opportunity is the Forest Supervisor for the Bridger-Teton National Forest.

Chad Hudson Forest Supervisor
 Bridger-Teton National Forest
 P.O. Box 1888
 Jackson, WY 83001

The current permit for this concession expires on April 30th 2024. Over the past three years, this concession has generated the following gross revenues:

Table 1. Three Year Average Gross Revenue

Year	Gross Revenue
2019	\$430,621.00
2020	\$485,716.00
2021	\$510,331.00
Three Year Average Gross Revenue	\$475,556.00

These total only include camping fees and day use fees, no additional amenities

Table 2. Three Year Average Gross Revenue of Each Site

Number	Site Name	Average Revenue 2019-2021
1	Atherton Creek Campground and Boating Site	\$ 51,144.33
2	Hoback campground	\$ 27,664.33
3	Kozy Campground	\$ 9,970.67
4	Crystal Creek Campground	\$ 5,983.00
5	Granite Creek Campground	\$ 30,420.67
6	Granite Creek Hot springs	\$ 205,061.00
7	Curtis Canyon	\$ 14,062.67
8	Station Creek Campground	\$ 25,700.67
9	Station Creek Group Campground	Site Data Incorporated in Station Creek Campground
10	East Table Campground	\$ 114,099.33
11	East Table Group Campground	Site Data Incorporated in East Table Campground
12	Wolf Creek Campground	\$ 17,562.67
13	Little Cottonwood Group Campground	\$ 3,897.00

14	Hatchet Campground	\$12,238.33
15	Pacific Creek Campground and trailhead	\$ 5,711.33
16	Sheffield Campground and trailhead	\$ 9,736.00
17	Turpin Meadow Campground and trailhead	\$ 16,322.33

B. Area Description

Overview of the Bridger-Teton National Forest

The Bridger-Teton National Forest is located in western Wyoming. It is a land of spectacular scenery, abundant wildlife, and a great variety of outdoor recreational opportunities. It is often referred to as the “WWW” forest – Wildlife, Watersheds, and Wilderness/Wildlands. The 3.4 million acre Forest lies within the Greater Yellowstone Area and shares borders with Grand Teton and Yellowstone National Parks, the National Elk Refuge, the Shoshone National Forest, and the Caribou-Targhee National Forest. The Bridger-Teton National Forest also borders Jackson Hole, famous in the history of early explorers and fur traders. The Jackson Hole area is a major destination resort and vacation area, receiving approximately 4 million visitors or more per year.

The Jackson and Blackrock Ranger districts, totaling 1.41 million acres, are the two northern-most districts of the Bridger-Teton National Forest. These districts border Grand Teton and Yellowstone National Parks and are easily accessed from the town of Jackson, WY. Within this area you'll find several impressive mountain ranges, two Wilderness Areas (the Gros Ventre and Teton), two Wilderness Study Areas (Shoal Creek and Palisades), countless rivers highlighted by the mighty Snake River several of which became designated as Wild and Scenic Rivers in 2009, and a variety of exceptional, year-round recreational opportunities.

The Jackson Hole area usually has mild summers with daytime temperatures ranging between the 60's and 80's and lows between the 30's and 40's most nights. Spring and fall generally have temperatures about 20 degrees below summer highs and lows. Winters can be severe with temperatures normally in the 10-to-30-degree range. Over most of this area, snowfall accounts for two-thirds or more of the annual precipitation with much of the remainder falling as summer afternoon thunderstorms.

The Forest provides good habitat for a wide variety of wildlife species including elk, deer, moose, golden eagles, bald eagles, porcupine, mountain goats, big horn sheep, bison, mountain lion, bear, wolves, lynx, and several trout species.

The major recreational activities in the spring, summer, and fall are driving for pleasure, hiking, camping, picnicking, backpacking, photography, whitewater rafting, kayaking, fishing, mountain biking, horseback riding, rock climbing, viewing wildlife and fall colors, and hunting. Approximately 2,800 miles of trails weave through the Forest providing opportunities for people to connect with the land and find solitude. River recreation is a very popular activity, particularly in the Snake River Canyon. In 2009 many of the rivers on the Jackson and Blackrock Ranger districts were designated as Wild and Scenic Rivers. Many of the region's campgrounds are in the Wild and Scenic River corridor. More information is available at the following website:

<https://www.fs.usda.gov/detail/btnf/specialplaces/?cid=stelprdb5281115>

Winter recreation opportunities on the Blackrock and Jackson Ranger Districts are also abundant. Activities include skiing at two major ski resorts, cross-country and backcountry skiing, snowshoeing, snowmobiling, and heli-skiing. This prospectus also includes the operation and maintenance of the Granite Hot Springs Pool during both the winter and summer months (Refer to Table 3 of this prospectus). A popular 12-mile multi-use snowmobile/cross-country skiing/dog-sledding trail is used to access the Granite Hot Springs Pool.

Although this area is several hours from major population sources, it is a key destination vacation area for Wyoming, Idaho, Utah, national, and international travelers. As a result, the majority of the offered recreation sites are heavily used.

Recreation sites being offered in this prospectus include a hot springs pool, campgrounds, and their associated facilities. These recreation sites are distributed along major State Highways and Forest Service roads. The majority of these sites are located within 60 minutes of Jackson, WY in Teton County.

Recreation sites vary in elevation from 5,800 feet (riparian/cottonwood) to over 8,200 feet (in primarily Lodgepole Pine, Engelmann Spruce, or Douglas Fir).

Future Planning

The Forest program and Granger-Thye fee offset program supports projects within campgrounds and other facilities. Possible projects include reconstruction of roads, water systems, toilets, or other features in campgrounds as needed. The Forest Service will provide advance notification of projects affecting facilities under permit as soon as practical. A hazard tree removal and weed treatment program is expected to continue.

For general information on the Bridger-Teton National Forest and the sites included in the prospectus, refer to the forest webpage at <https://www.fs.usda.gov/btnf/>.

C. Description of Developed Recreation Sites and Facilities

The description of each developed recreation site included in this prospectus is found in Appendix 20 Description of Developed Recreation Sites and Facilities. Please use descriptions in Appendix 20 together with the maps of developed sites in Appendix 2 and Appendix 3, Inventory of Government-Furnished Property.

D. Government Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (see Appendix 3 of the prospectus). Included in this inventory are a description, the quantity, and the estimated replacement cost of the applicable property.

E. Government Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Forms to report use and revenue.

- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- Title VI signs.

Forms necessary to report use and revenue can be found in the Appendices Section of the prospectus. Specifically, *see Appendix 5 Sample Use Report*.

Publications necessary to maintain programmatic consistency are listed below, along with a URL address where they can be viewed and downloaded.

- “[Cleaning Recreation Sites](https://www.fs.usda.gov/t-d/php/library_card.php?p_num=9523%201206)”
(Found at: https://www.fs.usda.gov/t-d/php/library_card.php?p_num=9523%201206)
- “[In-Depth Design and Maintenance Manual for Vault Toilets](http://www.fs.usda.gov/eng/php/library_card.php?p_num=9123%201601)”
(Found at: http://www.fs.usda.gov/eng/php/library_card.php?p_num=9123%201601)
- “[Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts](http://www.fs.usda.gov/t-d/php/library_card.php?p_num=9223%201308)”
(Found at: http://www.fs.usda.gov/t-d/php/library_card.php?p_num=9223%201308)

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities are listed below in Table 3.

Table 3. Utilities

Service	Contact
Electrical	Lower Valley Energy https://www.lvenergy.com/
Westbank Sanitation	Westbank Sanitation https://www.westbanksanitation.com/
Garbage	Teton Trash Removal http://www.tetontrashremoval.com/
Liquid & Solid Waste Disposal	Macy's Septic http://macysservices.com/

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B.

In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

A. Recreation.gov

The Bridger-Teton National Forest participates in Recreation.gov, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, permits, tours, tickets, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow

occupancy of any site that is unreserved and charge on site for that use). Recreation.gov is part of the Recreation One-Stop Program, which is managed by the Washington Office Recreation, Heritage, and Volunteer Resources staff. The Forest Service contacts and program managers for Recreation.gov are listed below. Applicants should not contact the Recreation.gov contractor directly.

Table 4. Rec.gov contacts

Name	Location	Contact
Lorie Price	Region 4 Regional Office 324 25 th Street Ogden, UT 84401	Phone: (801) 625-5785 Email: lorie.price@usda.gov
Susan Valente	Forest Service Contracting Officer's Technical Representative (COTR) PO Box 10 Granby, CO 80446	Phone: (303) 621-4170 Email: susan.valente@usda.gov

Recreation.gov is the only authorized reservation system for Forest Service-developed recreation sites, including but not limited to campgrounds, cabins, and group use areas. Applicants may recommend adding sites to or deleting sites from Recreation.gov or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under Recreation.gov, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in Recreation.gov, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

Reservation windows vary by type of site and are as follows:

- Individual campsites: from 6 months to 0-4 days prior to arrival date, depending on location.
 - Group use areas: from 12 months to 0- 4 days prior to arrival date, depending on location.
2. When Recreation.gov is utilized, the permit holder is responsible for on-site administration and will be required to:
 - Obtain daily arrival reports (DARs) each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
 - Develop a system for posting reservations at the sites so other visitors know which units are reserved.
 - Post and hold reserved sites for 26 hours past the posted check-in time.
 - Ensure that the party with the reservation is the party using the site.
 - Resolve any disputes over the use of reserved sites by drop-in campers.

- Verify that visitors hold a valid federal pass (listed below) before giving the discount on fees for those passes (*see* section II.B). Do not discount fees if a visitor cannot present a valid pass.
 - ◆ Golden Age or Golden Access Passport.
 - ◆ America the Beautiful–The National Parks and Federal Recreational Lands Senior Pass or Access Pass.
 - ◆ Other passes as required by the authorized officer and described in this prospectus, such as local area passes.
- Develop inventory data for sites being added to Recreation.gov, and update data for sites including fees charged the public and temporary site closures. Submit data updates to Recreation.gov at least annually.
- Communicate to Recreation.gov any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through Recreation.gov. Refund policies can be found at [Recreation.gov](https://www.recreation.gov/rules-reservation-policies) (<https://www.recreation.gov/rules-reservation-policies>).

Because reservations can be made up to a year in advance for group sites and up to 6 months in advance for family sites, Recreation.gov is currently accepting reservations for the upcoming operating season. Fees received by Recreation.gov will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made. If funds are distributed prematurely for dates outside the permit term, a bill for collection will to be issued to the permit holder.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under REA at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

The permit holder will not be required to offer discounts on camping to holders of the Annual or Volunteer Pass.

The following is a list of sites covered by this prospectus where the 50 percent discount for passes applies:

Ranger District	Name
Blackrock Ranger District	Hatchet Campground
Blackrock Ranger District	Pacific Creek Campground and trailhead
Blackrock Ranger District	Sheffield Campground and trailhead
Blackrock Ranger District	Turpin Meadow Campground and trailhead
Jackson Ranger District	Hoback Campground
Jackson Ranger District	Kozy Campground
Jackson Ranger District	Crystal Creek Campground
Jackson Ranger District	Granite Creek Campground
Jackson Ranger District	Curtis Canyon Campground
Jackson Ranger District	Station Creek Campground
Jackson Ranger District	Atherton Creek Campground and Boating Site
Jackson Ranger District	East Table Campground
Jackson Ranger District	Wolf Creek Campground

Standard Amenity Recreation Fee Sites Under REA [Reserved]. The Forest Service is proposing a revision to FSM 2344.3 to address treatment of standard amenity recreation fee sites in the concession program. The agency reserves the right to amend a special use permit issued under this prospectus to be consistent with any change in that directive.

The following is a list of sites covered by this prospectus where this applies:

Ranger District	Name
Jackson Ranger District	Granite Creek Hot springs

C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

D. Site Closure

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

There is an expected closure for Curtis Canyon campground in 2024. The level of the closure will be determined by the Forest service staff as the project timeline is more clearly developed.

E. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Sample orders related to the offering are identified in Appendix 4. Additional applicable forest orders may be issued in the future.

G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days paid for.
- If a pass is used, the pass number.
- The number of people in the group.
- The number of vehicles and their license plate numbers.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue.

- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (see Appendix 6 of the prospectus).

I. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (see Appendix 7 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

J. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. In 2004, the Architectural and Transportation Barriers Compliance Board (Access Board) issued revised accessibility guidelines for buildings and facilities subject to the ABA and the Americans with Disabilities Act (ADA). These new guidelines are called the ADA/ABA Accessibility Guidelines. In 2006, the Forest Service issued the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement (see section III.C) must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's [website](https://www.fs.usda.gov/recreation/programs/accessibility/) at (<https://www.fs.usda.gov/recreation/programs/accessibility/>). Questions regarding ADA/ABA Accessibility Guidelines may be referred to the [Access Board](http://www.access-board.gov) at www.access-board.gov. Questions regarding the FSORAG may be referred to the accessibility coordinator for the local National Forest.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit

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A single-family camping unit may accommodate one vehicle. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home.

Group Site Capacity

The capacity established for group sites is as follows:

Table 5. Group Site Capacity

Facility / Site Name	Amount of Sites	People	Vehicles
Little Cottonwood Group Campground	1	40	12
Station Creek Group Campground	2	30 per site	12
East Table Group Site	1	30	12

Day Use Site Capacity

The capacity established for day use sites is as follows:

Table 6. Day Use Capacity

Facility / Site Name	Amount of Sites	People	Vehicles
Granite Creek Hot springs	1	100	35

L. Stay Limit

Campers at developed sites are limited to 14 days at one location on the Bridger-Teton National Forest within developed campgrounds. At the end of the 14 days, the person(s) or group must move a minimum of five (5) air miles radius from the original campsite for a period of not less than seven (7) days before reoccupying the original location

M. Fees Charged to the Public

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under REA. All recreation fees must be specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification.

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailheads.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.

- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

Forest Service Manual (FSM) 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds. See Appendix 8 of the prospectus.

O. Other Pertinent Information

Resource Concerns

There are sites outside of this Prospectus offering which contain Whitebark Pine/*Pinus albicaulis*, a species listed as Threatened under the Endangered Species Act (ESA). The permit holder will be expected to report any findings of Whitebark Pine within their operating area to the Forest Service. Additional measures for species protection may be required and will be coordinated between the Forest Service and the holder. For more information on this listing, see the [federal register](#). ([Federal Register pp. 77407-77424](#))

Hazard Tree Removal

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed **1%** per year. The annual operating plan will address appropriate disposal of hazard trees and slash.

Butane and Propane Installations

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

Minimum Operating Season

See Appendix 20 for the minimum operating season requirements.

Operations and Maintenance

This section identifies general information related to the operation and maintenance of the developed sites in this prospectus. For specifics, see Appendix 9: Sample Annual Operating Plan.

Appendix 9 describes the minimum requirements of the holder's Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met. Also, refer to Appendix 19: National Quality Standards for Recreation Site.

Year-End Reports and Inspections

Turn in year-end reports required by the FS. Complete a final inspection of the campground with the FS (if available) and document all future maintenance needs. All reports required by the Forest will be submitted to the Forest Service no later than 30 day after operating season.

Tribal Use of Campgrounds

The permit holder should be aware that the Forest is actively working with area tribes to facilitate access to their ancestral lands. As this work progresses, agreements may emerge that would allow tribal members free access to campground sites to pursue existing reserved treaty rights such as hunting, fishing, and gathering. While we anticipate such use to be sporadic, the concessionaire would be required to honor free tribal use campground passes at all campgrounds in accordance with the agreement between the Forest Service and the tribes. Additionally, concessionaires would be required to document the number of free tribal use passes and the number of days each permit is used by Tribal Members, and report this use at the close of the season to the Forest Service so that adjustments can be made if tribal use results in a substantial loss of revenue.

III. Special Use Permit

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

A. Permit Term

The permit term will be for up to **5 years**, with an option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit, which is contained in Appendix 10 of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder, but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

Permit Holder-Furnished Supplies and Equipment

The permit holder will be required to provide all vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit.

Holder-Furnished Vehicles

The permit holder may not use all-terrain vehicles, motorcycles, or motorbicycles in the campgrounds. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated roads or trails while driving between sites or loops.

Holder Maintenance, Reconditioning, or Renovation (MRR)

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause V.D.1(d)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.H.1). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D and V.F). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. See Appendix 14 of the prospectus and FS-2700-4h, clause V.D.1(e).

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (see Appendix 11 of the prospectus and FS-2700-4h, Appendix B). Alternatively, a multi-year fee GT fee offset

agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

Either the holder or the Forest Service may perform GT fee offset work. This determination will be made annually. When the holder performs GT fee offset work, if it includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (see Appendix 13 of the prospectus).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix H, Granger-Thye Fee Offset Certification Form (see Appendix 14 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims.

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (see FS-2700-4h, clause V.D.3, and Appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **\$500,000** for injury or death to one person per occurrence; **\$1,000,000** for injury or death to more than one person per occurrence; and **\$25,000** for third-party property damage per occurrence, or in the minimum amount of **\$1,000,000** as a combined single limit per occurrence. Insurance policies must name the USDA Forest Service as an additional insured (see Appendix 10 of the prospectus and FS-2400-4h, clause III.K).

IV. Application

A. Instructions for Submitting Applications

Applicants must submit a written application for all developed recreation sites offered in this prospectus.

Applicants are strongly encouraged to visit the sites at least once before submitting an application (see Appendices 1 and 2, vicinity and area maps and maps of developed recreation sites).

Forest Led Facility Tour

A facility tour led by the Forest is scheduled for June 16, 2023. Interested parties must RSVP to Linda Merigliano at linda.merigliano@usda.gov by **June 2, 2023**.

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

All applications must be submitted to;

Table 7. Application submittals

Addressee	Title	Attention	Address
POC	Bridger- Teton Prospectus Application	Linda Merigliano	PO Box 1888 Jackson, WY 83001

Applications must be received by **close of business (4:30 p.m.) on July 31st, 2023.**

Applicants must submit **one hard copy and one electronic copy** of their application to the Forest Service contact listed above. The electronic copy must be provided on a flash drive. The electronic copy must be prepared in a Microsoft Office program or PDF that allows for copying and pasting of text and must separately address each evaluation criterion listed in the prospectus.

Applications will not be returned to applicants.

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number, and email address.

Corporations also must include:

- Evidence of incorporation and good standing.
- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact **Linda Merigliano** at **307-739-5428** or linda.merigliano@usda.gov regarding any questions related to this prospectus. The deadline to submit questions regarding the prospectus is **July 10th 2023.**

B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply. Except for members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

The Forest Service is proposing a revision to FSM 2344.3 to address how passes and passports are honored in the concession program. The agency reserves the right to amend the special use permit consistent with any change to that directive. In addition, the Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

The information contained in applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

C. Application Package Requirements

Applications must be in writing and must include or address the following:

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (see section IV.C.2).
- Financial resources.
- Proposed Fees charged to the public.
- Proposed Fee to the government.
- Fees
 - Initial processing fee of \$300 made payable to the USDA Forest Service.
 - SBDC business plan review fee of \$300 made payable to Wyoming SBDC Network in the form of a cashier's check or money order.

1. Proposed Annual Operating Plan (Including Required and Optional Services)

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (see Appendix 9, Minimum Content of the Proposed Annual Operating Plan) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the Minimum Content of the Proposed Annual Operating Plan in Appendix 9 of the prospectus.

Operating Season

See Appendix 20 for dates of minimum operating season.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 9 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

Uniforms and Vehicle Identification

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations

(vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 16 of the prospectus. This part of the application package must be a separate document. The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (e.g., campgrounds, beaches, and marinas). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans. Alternatively, applicants who have already received a review of their business plan from an SBDC or the Forest Service for the current fiscal year may submit a copy of the review report.

SBDC Review

All business plans will be independently reviewed by an SBDC. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Along with a business plan, applicants also must submit a money order, or cashier's check in the amount of **\$300.00 made payable to the Wyoming SBDC Network**. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment.

Performance Evaluations

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

References

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references will be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources.

3. Financial Resources

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (see Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number.

Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D)(1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements compiled by a CPA using the forecast method.

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be unredacted and in their original form, including footnotes.

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (see Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to USDA Forest Service, Albuquerque Service Center, Attention: Forest Service Auditor, ASC-B&F, 101 B Sun Ave NE, Albuquerque, NM 87109.

4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the **first three years of operation, including fees for required and optional services** (see Appendix 9, Minimum Content of the Proposed Annual Operating Plan for a list of required and optional services). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

The Forest Service reserves the right to regulate the rates charged to the public.

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$17,452.91 per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

Table 8. Minimum Fee Calculation

Year	Gross Revenue
2019	\$430,621.00

Year	Gross Revenue
2020	\$485,716.00
2021	\$510,331.00
Grand Total	\$1,426,668.00
Average = Grand Total ÷ 3	\$1,426,668.00 ÷ 3 = \$475,556.00
Three Year Average Gross Revenue	\$475,556.00

Total gross revenue ÷ 3 = average gross revenue

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 3.67 percent.

$\$475,556.00 \times 0.0367 = \$17,452.91$ minimum annual fee

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

Applicants must propose the fee to the Government as a percentage of the concession’s adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

Optional Consolidated Land Use Fee Payment. Applicants may propose a consolidated fee payment for up to 5 years during the initial permit term or extension of the term to finance a GT fee offset project. The consolidated land use fee payment will be determined by multiplying the average annual gross revenue of the offering for the past 3 years (adjusted, if applicable, based on expansion or contraction of the concession) by the number of years the land use fee payments will be consolidated, and multiplying the product by the percentage of gross revenue proposed by the applicant. If the Forest Service will perform the GT fee offset work using a collection agreement, the entire consolidated land use fee payment must be made when the first land use fee payment otherwise would have been due. If the holder will perform the GT fee offset work, the holder must commence that work within the first 6 months of the consolidated fee period and must complete the work within 18 months of the beginning of the consolidated fee period. The consolidated land use fee payment will not be reconciled based on actual gross revenues.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder’s expense in accordance with a GT fee offset agreement (see section III of the prospectus).

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of \$300 to cover

the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier’s check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant’s financial ability.

D. Evaluation of Applications

A Forest Service evaluation panel will evaluate each application utilizing the non-fixed weight method.

The following evaluation criteria are listed in descending order of importance and apply to the package offered:

- **Proposed annual operating plan (including required and optional services)**
- **Business plan (business experience, and references)**
- **Financial resources**
- **Fees charged to the public**
- **Fee to the Government**

The following are the qualitative factors for each criterion.

Color	Definition
Blue	Exceeds – The application exceeds all minimum requirements. The application is very comprehensive, in-depth, clear, and uniformly outstanding in quality. The application demonstrates an exceptional understanding of goals and objectives of the prospectus. One or more major strengths exist. No major weaknesses exist. Consistently high-quality performance can be expected.
Green	Acceptable - The application easily meets all minimum requirements. The application generally is of high quality and demonstrates a strong understanding of the goals and objectives of the prospectus. Strengths significantly outweigh weaknesses. Weaknesses are minor and easily addressed. Satisfactory performance can be expected.
Yellow	Marginal - The application barely meets all minimum requirements. The application is of fair quality and demonstrates a fair understanding of the goals and objectives of the prospectus. Strengths marginally outweigh or are marginally outweighed by weaknesses. Weaknesses may be major and may be difficult to address. Marginal performance can be expected if weaknesses are not addressed.
Red	Unacceptable - The application fails to meet most or all minimum requirements. The application is of poor quality and fails to demonstrate an understanding of the goals and objectives of the prospectus. Weaknesses significantly outweigh strengths. Weaknesses are major and difficult to address. Consistently unsatisfactory performance can be expected.

The Forest Service will consider only the applicant’s written application package and any past performance information obtained by the Forest Service. During the evaluation process, the

evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will provide a summary of applicants to the authorized officer. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

The Forest Service will conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued. If the Forest Service rescinds the prospectus, application fees will be returned.

V. Post-Selection Requirements

Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (see Appendix 10 of the prospectus and FS-2700-4h, clause V.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant.
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

Burden and Non-Discrimination Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 10 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status,

religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free at (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer. The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.