

**Prospectus for  
the Operation and Maintenance of  
Superior National Forest, Tofte Ranger District,  
Recreation Facilities**

**U.S. Department of Agriculture**

**McDougal Lake, Little Isabella River,  
and Divide Lake Campgrounds**



**April 2016**

## Table of Contents

<b>I.</b>	<b>Business Opportunity</b>	
A.	Introduction.....	4
B.	Area Description.....	4
C.	Description of Developed Recreation Sites and Facilities.....	5
	1. McDougal Lake Campground	
	2. Little Isabella River Campground	
	3. Divide Lake Campground	
D.	Government-Furnished Property.....	7
E.	Government-Furnished Supplies.....	7
F.	Utilities and Waste Management.....	7
<b>II.</b>	<b>Forest Service Concession Program and Policies</b>	
A.	National Recreation Reservation Service (NRRS).....	8
B.	Pass Discounts.....	10
C.	Camp Stamps.....	10
D.	Tribal Use.....	10
E.	Site Closures.....	11
F.	Administrative Use.....	11
G.	Applicable Forest Orders.....	11
H.	Fee Tickets and Compilation of Use and Revenue Data.....	11
I.	Customer Service Comment Cards.....	12
J.	Performance Evaluations.....	12
K.	Accessibility.....	12
L.	Camping Unit Capacity.....	12
M.	Stay Limit.....	13
N.	Fees Charged to the Public.....	13
O.	Law Enforcement.....	14
P.	Other Pertinent Information.....	14
<b>III.</b>	<b>Special Use Permit</b>	
A.	Permit Term.....	15
B.	Permit Holder Responsibilities.....	15
C.	Granger-Thye Fee Offset Agreement.....	16
D.	Insurance.....	17
<b>IV.</b>	<b>Application</b>	
A.	Instructions for Submitting Applications.....	17
B.	General Terms, Qualifications, and Reservations.....	18
C.	Application Package Requirements.....	19
D.	Evaluation of Applicants.....	23
<b>V.</b>	<b>Post-Selection Requirements</b> .....	24

## **Appendices**

- Appendix 1: Vicinity Map and Area Map
- Appendix 2: Maps of Developed Recreation Sites
- Appendix 3: Inventory of Government-Furnished Property
- Appendix 4: Applicable Forest Orders
- Appendix 5: Sample Use Report
- Appendix 6: Sample Customer Service Comment Card
- Appendix 7: Standard Performance Evaluation Form
- Appendix 8: FSM 2342.1, Exhibit 01, Law Enforcement at Concession Campgrounds
- Appendix 9: Sample Operating Outline
- Appendix 10: FS-2700-4h, Special-Use Permit for Campground and Related Granger-Thye Concessions
- Appendix 11: FS-2700-4h, Appendix B, Granger-Thye Fee Offset Agreement
- Appendix 12: Potential Government Maintenance, Reconditioning, Renovation, and Improvement Projects
- Appendix 13: Granger-Thye Indirect Cost Reimbursement Letter
- Appendix 14: FS-2700-4h, Appendix G, Granger-Thye Fee Offset Claim Certification
- Appendix 15: Sample Collection Agreement for Granger-Thye Fee Offset Work
- Appendix 16: Business Plan Requirements and Sample
- Appendix 17: FS-6500-24, Financial Statement
- Appendix 18: FS-6500-25, Request for Verification

## **VI. Optional Appendices**

- Appendix 19: National Quality Standards for Recreation Site Management  
(formerly Meaningful Measures)

## **VII. Pertinent Materials (Available Upon Request)**

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

## **I. Business Opportunity**

Proposals are solicited from qualified applicants for a special use permit to operate and maintain McDougal Lake, Little Isabella River, and Divide Lake Campgrounds.

**Applicants can apply for authorization to operate any or all of the recreation areas offered in this prospectus.**

The purpose of this offering is to continue to provide a high quality recreation experience to the visiting public. The selected permittee(s) will be required to pay a fee for the operating of Forest Service facilities on National Forest land. The fee will be based on a percentage of concessionaire's gross sales minus State and Federal taxes. In addition, the permittee will be responsible for all repairs, upkeep, and maintenance.

### **A. Introduction**

This prospectus is being issued to solicit applications for a concession campground special use permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Tofte Ranger District, Superior National Forest. The permit will include the following developed sites:

McDougal Lake Campground  
Little Isabella River Campground  
Divide Lake Campground

The authorized officer for this business opportunity is the Tofte District Ranger.

The Forest Service reserves the right to reject any or all bids.

The current permits for these concessions will expire on 12-31-2016.

In the past three years, these concessions have generated gross revenues as shown in Table 1:

**Table 1.** Gross Revenues for All Three Campgrounds Over the Past Three Years

<b>Campground</b>	<b>2013 Gross</b>	<b>2014 Gross</b>	<b>2015 Gross</b>	<b>3-Y Ave. Gross</b>
McDougal Lake	\$ 4,330	\$ 3,550	\$ 5,602	\$ 4,494
Little Isabella River	\$ 2,712	\$ 2,569	\$ 4,370	\$ 3,217
Divide Lake	\$ 1,454	\$ 2,070	\$ 2,394	\$ 1,973
Total <sup>1</sup>	\$ 8,496	\$ 8,189	\$ 12,366	\$ 9,684

### **B. Area Description**

Three million acres of land, water, rock and trees cover the Superior National Forest. Over 695 square miles of the forest is surface water in addition to more than 1,300 miles of cold water streams and 950 warm water streams. Fish species such as walleye, northern pike, smallmouth bass, lake trout, brook trout, rainbow trout and brown trout can be found in abundance in these waters. The northern forest

---

<sup>1</sup> Total gross revenue shown for applicants that plan to bid on all campgrounds.

community thrives with its pine, fir and spruce trees and is home to numerous wildlife species including deer, moose, gray wolf and black bear.

The Superior National Forest has 23 campgrounds available to meet the various needs of our visitors and provides year-round recreational opportunities. The major season of use is from mid-May through September. Recreation activities include camping, hiking, mountain biking, picnicking, and driving for pleasure during fall colors. During the winter months, popular outdoor activities include cross country skiing, snow shoeing, snowmobiling, dogsledding, and ice fishing.

The campgrounds offered in this prospectus are accessed by driving along the beautiful north shore of Lake Superior on the North Shore Scenic Drive, one of three national scenic byways within the Superior National Forest boundary.

The Boundary Waters Canoe Area Wilderness (BWCAW), which is a part of the Superior National Forest, attracts more than 250,000 visitors per year for day and overnight use. The BWCAW is the largest designated wilderness in the eastern United States with 88 entry points, 2,000 campsites, over 1,000 lakes and 800,000 acres. All campgrounds on the Superior National Forest are within short driving distance to one of our many popular entry points.

Market area: All of these campgrounds receive the majority of their use from residents in the Duluth, Minnesota; Superior, Wisconsin; and the Minneapolis/St. Paul, MN areas along with some use by local residents.

### C. Description of Developed Recreation Sites and Facilities

The following is a description of each recreation site included in this prospectus (*see* Appendix 1 and 2, Vicinity Map and Maps of Developed Recreation Sites):

1. McDougal Lake Campground: Location: Township 60 North, Range 10 West, Section 36. It is located on the east shore of North McDougal Lake in Lake County, 10 miles west of Isabella, MN and is accessed by McDougal Lake Road (LC #704) off of Minnesota Highway 1.

McDougal Lake Campground provides easy access to a wide variety of recreational activities including hiking on a one mile hiking trail, boating with a trailer boat launch, fishing, picnicking, and swimming. Campers can utilize the drive-in sites suitable for RV's or trailers, or hike-in sites for tenting.

This campground holds 21 campsites, including 5 campsites that are available for long-term reservation, each with a fire grate or ring, picnic table, tent pad, parking spur and numbered site post. Water is provided by 1 solar pump. There are 5 vault toilets, 1 dumpster, and a recycle station spread throughout the campground to provide for easier visitor access to these conveniences. This campground also features a public picnic and swimming area.

2. Little Isabella River Campground: Location: Township 60 North, Range 9 West, Sections 25 and 26. It is located 4.5 miles west of Isabella, MN in Lake County, and is accessed by Minnesota Highway 1.

The Little Isabella Campground is located in a grove of large red and white pines on the Little Isabella River in the central area of the Superior National Forest. There is easy access

to the river which is a small stream with occasional riffles, and is stocked with brook trout. This campground is a great choice if you are looking for a quiet spot in the woods that is easy to access without the numbers of people that might be in a larger campground. This campground also features a newly constructed OHV trail that connects campers with off highway and all-terrain vehicle riding opportunities in the area.

This campground holds 11 campsites each with a fire grate or ring, picnic table, tent pad, parking spur and numbered site post. Four of these campsites provide opportunities for campers to ride their OHVs in and out of the campsites. Water is provided by 1 solar pump. There are 4 vault toilets, and small garbage cans that are scattered throughout the campground. This campground also features a public picnic area.

3. Divide Lake Campground: Location: Township 59 North, Range 7 West, Section 8. It is located 8 miles east of Isabella, MN in Lake County, and is accessed by Forest Road 172.

The Divide Lake Campground provides a north woods camping experience in a small secluded campground located near many recreational opportunities. A walk-down canoe launch provides access to Divide Lake and its stocked trout population while Divide Lake Trail provides a 2 mile hike with benches and scenic overlooks. Other nearby lakes, a boat ramp, and a fishing pier give the camper even more chances to enjoy the outdoors. Of particular interest is the fact that Forest Road 172 in this area is on the Laurentian Divide with waters on the Divide Lake side flowing to Lake Superior and those on the Tanner Lake side flowing north to Hudson’s Bay.

This campground holds 3 campsites each with a fire grate or ring, picnic table, tent pad, parking spur and numbered site post. Water is provided by 1 solar pump. There is 1 vault toilet and small garbage cans throughout the campground.

**Table 2.** Characteristics of Developed Recreation Sites

<b>Recreation Site</b>	<b>McDougal Lake Campground</b>	<b>Little Isabella River Campground</b>	<b>Divide Lake Campground</b>
<b>Communications at the site</b>	None	None	None
<b>Number of Campsites</b>	21	11	3
<b>Drinking Water</b>	1 solar pump	1 solar pump	1 hand pump
<b>Toilet Type</b>	5 Vault	4 Vault	1 Vault
<b>FS Dumpsters Available</b>	0	0	0
<b>Accessible Sites</b>	Yes	Yes	Yes
<b>2015 Fee per Campsite</b>	Single: \$15	Single: \$15	Single: \$15
<b>Operating Season Minimum</b>	Fishing opening through Labor Day	Fishing opening through Labor Day	Fishing opening through Labor Day

**At this time there is limited cell phone coverage and no internet service in these campgrounds.**

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).

E. Government-Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession, including stain for picnic tables. 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.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs.

Picnic table stain can be purchased at Ace Hardware in Duluth, MN. The stain color is “Oxford Brown” and is lot number Ace#15714.

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. The utilities include:

**Electrical:** There is no electrical service in these campgrounds.

**Telephone:** There is no telephone service in these campgrounds.

**Propane:** There is no propane in these campgrounds.

**Water:** All of the campgrounds’ water supply is provided by a pump, holding tank, and faucets in the campground. The Forest Service will maintain water systems and take monthly water samples for all campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. The water systems will be open for use on or before fishing opener and closed down for the winter season on or after October 20<sup>th</sup> of each season. Fees will no longer be charged after this date. The authorized officer will inform the permit holder of an earlier water shut down date due to weather.

**Garbage:** The permit holder is responsible for timely garbage removal. Bear resistant garbage canisters may be provided. The use of non-resistant containers will not be acceptable. Maintaining a clean campground is one of if not the primary responsibility of campground concessionaires.

**Liquid and Solid Waste Disposal:** The permit holder is responsible for pumping all vault toilets and septic systems at their expense at the developed recreation sites prior to opening

each spring. All vaults associated with these sites will be pumped by the permittee at the end of this permit.

**Recycling:** The permit holder is required to recycle items that are deposited at the recycle station in the campground.

## **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 concessions. All applications must be consistent with these requirements.

### **A. National Recreation Reservation Service (NRRS)**

The Superior National Forest participates in the NRRS, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, 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 in the NRRS that is unreserved and charge on site for that use). The current NRRS contractor is Reserve America, P.O. Box 462, Ballston Spa, NY 12020; [www.recreation.gov](http://www.recreation.gov). Contact information for the NRRS follows.

NRRS Coordinator:

John Cameron  
Forest Service Contracting Officer's Technical Representative  
Telephone: (850) 523-8589  
Email: [jhcameron@fs.fed.us](mailto:jhcameron@fs.fed.us)

NRRS Reservations:

P.O. Box 462  
Ballston Spa, NY 12020

Reservation Line:  
Toll Free: 1-877-444-6777  
International: 1-518-885-3639  
TDD: 1-877-833-6777

Customer Service Line:  
Toll Free: 1-888-448-1474  
March 1 – October 31: 10:00 AM EST - 10:00 PM EST  
November 1 – February 28: 10:00 AM EST - 10:00 PM EST  
\*Please note NRRS offices are closed on Thanksgiving, Christmas and New Year's Day.

Website: [www.recreation.gov](http://www.recreation.gov)

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location 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 the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in the NRRS, 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: up to six months prior to arrival date.
2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:
  - Obtain daily arrival reports (DARs) from the NRRS contractor 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 24 hours.
  - 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 Golden Age or Golden Access Passport or the National Parks and Federal Recreational Lands Pass (Federal Recreational Lands Pass) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 801-6814, before giving the discount on fees for those passes (see section II.B).
  - Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
  - Communicate to the NRRS and Superior National Forest personnel any emergency closures or other relevant operational changes as they occur.
  - Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at:  
<http://www.recreation.gov/marketing.do?goto=/nrrsreservationpolicies.html>

Because reservations can be made up to six months in advance for individual sites, the NRRS will begin accepting reservations for the 2017 operating season beginning November 2016. Fees received by the NRRS for reservations before permit issuance, 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.

## 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 America the Beautiful, the National Parks and Federal Recreation Lands Pass, 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 or free use 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: McDougal Lake, Little Isabella River, and Divide Lake Campgrounds.

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.

## C. Camp Stamps

The Forest Service offers camp stamps for sale to the public at a price discounted from their face value; for example, \$10 in camp stamps can be purchased for a discounted price of \$8.50. The permittee will honor camp stamps presented by customers at their face value, but will be reimbursed for these camp stamps at their discounted value.

## D. Tribal Use

Tribal members from the Fond Du Lac Band of Lake Superior Chippewa, Bois Forte Band of Chippewa, and the Grand Portage Band of Lake Superior Chippewa, have signed a Memorandum of Understanding (MOU) with the Superior National Forest that will allow members to camp at campgrounds without paying a camping fee as per the Recreation Enhancement Act of 2004, PL 108-447, and the National Campground Prospectus.

Tribal use will be honored without fee at any available non-reservable campsite or any vacant reservable campsite unless a reservation has been made for that campsite through the NRRS. If there is an available campsite, the host or concessionaire will allow tribal members to relocate to a new site if and/or when reservable campsites become occupied by a reservationist.

Band members will follow all applicable rules and regulations. This includes the maximum length of stay requirement (14 days), the camping party size limits (9 people) and the allowance of vehicles as posted at the campground.

The Forest Service will request from the concessionaire the number of campsites and nights occupied by tribal members to be included in their use report (see Appendix 5 of the prospectus for a sample use report).

#### E. Site Closures

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.

#### F. 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.

#### G. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Forest Order No. R909-04-02 identifies the occupancy and use restrictions for the Superior National Forest (see Appendix 4). Future revisions to the current forest orders may be issued in the future.

#### H. 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.

Fee tickets must be a #6 ¾ remittance envelope with perforation (4 ¼" X 6 ½"). Design and information presented on tickets must be approved prior to ordering.

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

- The total number of units and nights used by Tribal members

In addition, year-end use reports must include:

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

#### I. 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).

#### J. 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.

#### K. 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 recreations 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 at <http://www.fs.fed.us/recreation/programs/accessibility>. Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at [222.access-board.gov](http://222.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.

#### L. Camping Unit Capacity

The policy of the Forest Service is a maximum of nine people per site.

### Number of Vehicles Per Camping Unit

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.

### Additional Vehicle Examples:

Motor home	No extra charge
Motor home towing a boat trailer	No extra charge
Motor home towing a car	No extra charge
Motor home with driven vehicle	Charge for extra vehicle
Single car/truck	No extra charge
Car/truck towing camp trailer	No extra charge
Car/truck towing camp trailer with driven car	Charge for extra vehicle
Car/truck towing boat trailer	No extra charge
Car/truck towing camp trailer and driven car towing boat trailer	Charge for extra vehicle
Truck with camper	No extra charge
Truck with camper and towing boat trailer	No extra charge
Two cars or trucks	Charge for extra vehicle
Two motorcycles	No extra charge
3-4 motorcycles	Charge for one extra vehicle

### M. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit. Unless agreed upon by the permit administrator, the 14-day limit may be extended at less popular sites for administrative purposes such as research.

### N. 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 trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving, walking, boating, horseback riding, hiking or biking 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 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 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 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.

#### O. 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).

#### P. Other Pertinent Information

##### **Hazard Tree**

The Forest Service will schedule a pre-season inspection of the campgrounds, with or without the permittee, to identify existing and potential hazards, including hazard trees. The permittee will be required to remove hazard trees and slash 30 days from the date of inspection. The permit holder will be responsible for monitoring and identifying hazard trees during the operating season and removing upon approval from an authorized officer. 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.

##### **Bear Activity**

In the event of any nuisance or aggressive bear activity in the campgrounds, the concessionaire will immediately notify the Tofte Ranger District Front Desk and complete a "Bear Incident Report". The concessionaire will notify the Tofte Ranger District Front Desk, Forest Service Law

Enforcement, and Minnesota Department of Natural Resources (MN DNR) of any aggressive bear activity immediately becoming aware of the incident. Contact information for each party will be provided in the permit operating plan. If bear problems persist, additional corrective actions may be required by the US Forest Service as outlined in the Superior National Forest Bear Action Plan which is available upon request.

### **End of Season**

At the end of the indicated operating season, the concessionaire will post a sign indicating that fees are no longer charged for the remainder of the season.

### **Volunteers**

The Forest Service may assign volunteers to any campground. The permit holder will be required to work with the volunteer(s) as determined by the authorized officer.

## **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.

The Special Use permit may not be transferred or reassigned. Subleasing is not permitted, although sub-contracting of maintenance services may be allowed.

### **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 motor bicycles 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, Renovation (MRR)**

Maintenance, reconditioning, and renovation are defined in the permits (FS-2700-4h, clause IV.E.1(a),(c)). Holder MRR is defined as maintenance, reconditioning, or renovating 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.E.1(d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). 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 12 and Appendix 10, clause IV.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). Alternatively, a multi-year GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12.

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 rater or accounting procedures and supporting documentation to determine an indirect cost rate (see Appendix 13).

The holder's claims for GT fee offset must be documented using Granger-Thye Fee Offset Certification Form (see Appendix 14). 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 CWF2 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 Appendix 10, Clause IV.E. 3 and Appendix 11). 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 \$100,000 for injury or death to one person per occurrence; \$300,000 for injury or death to more than one person per occurrence; and \$100,000 for third-party property damage per occurrence, or in the minimum amount of \$300,000 as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (see Appendix 10, clause III.I).

#### **IV. Application**

##### **A. Instructions for Submitting Applications**

Applicants must submit a written application for any or 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 map and maps of developed recreation sites). A field visit day including potential applicants and Forest Service staff may be requested to answer any questions on site.

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 applicants must be submitted to: Tofte District Ranger, Tofte Ranger District, P.O. Box 2159, Tofte, MN 55615

**Applications must be received by close of business (4:30 p.m.) on Friday, December 2, 2016.**

Applicants must submit 2 copies of their application package and supporting documents.

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 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 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 certificate of good standing under the laws of the state where the entity is located.

The Forest Service cannot ensure a profitable operation to the successful bidder. Each bidder is encouraged to make an economic appraisal of the opportunity offered by this prospectus.

**Applicants should contact the following Forest Service staff regarding any questions related to this prospectus:**

**Christy Tampio, Realty Specialist: (218) 663-8080 or [christinatampio@fs.fed.us](mailto:christinatampio@fs.fed.us)**

**Jon Benson, Recreation Specialist: (218) 663-8085 or [jabenson@fs.fed.us](mailto:jabenson@fs.fed.us)**

**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 (see Appendix 9)
- A business plan, business experience, references
- Financial resources
- Fees charged to the public
- Fee to the government

#### **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 outline (see Appendix 9) 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 details, see the sample annual operating outline in Appendix 9.

### **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. The minimum peak operating season is from Minnesota fishing opener (typically two weeks prior to Memorial Day weekend), through October 1. Reduced services may begin after September 20<sup>th</sup>. The applicant must specify opening and closing dates. Please keep in mind, fees can no longer be charged after October 20<sup>th</sup> when the water systems are closed for the season. The authorized officer will inform the permit holder of an earlier water shut down date due to weather.

### **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. 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.

### **Uniform 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 Small Business Development Center (SBDC) if they need assistance in completing their business plan. A listing of SBDC locations can be found at [www.sba.gov](http://www.sba.gov).

### **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 (see Appendix 7).

### **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) 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 application 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) 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 (ASC) 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 ASC, Attention: Forest Service Auditor.

**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, Sample Annual Operating Outline, 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.

**Sundries:** Applicants should describe any goods proposed for a fee and the cost per unit for such goods. These goods may include, but are not limited to items such as firewood, ice, soda, fishing tackle, and groceries.

**5. Fee to the Government**

The Government is obligated to obtain fair market value for the use of its land and improvements.

**Minimum Fee Calculation**

The minimum fee is the concession’s average gross revenue minus taxes for the past three years multiplied by the current 30-year Treasury bond rate. Current rate is 2.70 percent.

Campground	Gross Revenue				Minimum Fee
	2013	2014	2015	Average (sum/3)	
McDougal Lake Campground	\$ 4,330	\$ 3,550	\$ 5,602	\$ 4,494	\$ 121.34
Little Isabella River Campground	\$ 2,712	\$ 2,569	\$ 4,370	\$ 3,217	\$ 86.86
Divide Lake Campground	\$ 1,454	\$ 2,070	\$ 2,394	\$ 1,973	\$ 53.27
Total <sup>2</sup>	\$ 8,496	\$ 8,189	\$ 12,366	\$ 9,684	\$ 261.47

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.

---

<sup>2</sup> Totals shown for applicants that plan to bid on all campgrounds.

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.

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).

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.

#### 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:**

- 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 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 make a recommendation to the authorized officer as to which applicant offers the best value to the Government. 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 Financial Ability Determination (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.

#### E. 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 (not applicable in this case).
- Required deposits and advance payments (see Appendix 10, clause IV.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.
- An irrevocable letter of credit.

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.

According to the Paperwork Reduction Act of 1995, no persons are 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.

This information is needed by the Forest Service to evaluate requests to use National Forest System lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement stems from the Organic Act of 1897 and the Federal Land Policy and Management Act of 1976, which authorize the Secretary of Agriculture to promulgate regulations for managing National Forest System lands. These statutes, along with the Granger-Thye Act, authorize the Secretary of Agriculture to issue authorizations for the use and occupancy of National Forest System lands. The Secretary of Agriculture's regulations at 36 CFR Part 251, Subpart B, establish procedures for issuing those authorizations.

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.

Public reporting burden for collection of information, if requested, is estimated to average 1 hour per response for annual financial information; 1 hour per response to prepare or update operating and maintenance plans; 1 hour per response for inspection reports; and 1 hour for each request that may include such items as reports, logs, facility and user information, and other similar information requests. These estimates include 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, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (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 (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.