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# Prospectus For Campground and Related Granger-Thye Concessions

## Coronado National Forest

July 2016



Forest Service

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## **TOC** I. Business Opportunity

### A. Introduction

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

1. Rose Canyon Campground
2. Whitetail Recreation Area
3. Showers Point Group Sites
4. Spencer Canyon Campground

The authorized officer for this business opportunity is the Forest Supervisor for the Coronado National Forest, 300 West Congress, Tucson, AZ 85701.

The current permit for this concession expired on December 31, 2015. Over the past three years, this concession has generated the following gross revenues:

**Table I.A.:** Gross revenue for the past three years

<b>Year</b>	<b>Gross Revenue</b>
<b>2015</b>	<b>\$ 368,255.00</b>
2014	\$ 373,045.00
2013	\$ 293,933.00

### B. Area Description

The Santa Catalina Ranger District forms Tucson's northern boundary and provides a dramatic backdrop and orientation point for the sprawling desert city. The Santa Catalina Mountains are a popular year-round destination for residents and tourists alike, offering developed recreation, climatic relief, and wilderness opportunities.

Sky Island Scenic Byway, locally known as Catalina Highway and/or Mt. Lemmon Highway, provides access to the Santa Catalina Mountains' beautiful vistas, campgrounds, picnic areas, trails, ski area, and the village of Summerhaven. The 25-mile route climbs from an elevation of 2,900 feet to over 9,000 feet, passing through biological diversity equivalent to a drive from Mexico to Canada. The highway, which is traveled by over one-million visitors each year, was designated a Scenic Byway in 1995 by Congress.

Spring, summer, and fall seasons usually provide a repeated and expected weather pattern. April and May are usually dry with warm days and cool nights. June is usually the driest month, often with some high winds. July begins with the monsoon season of higher humidity levels and the possibility of afternoon thunderstorms. August is usually the wettest month, accompanied with

heavy afternoon thunderstorms and severe lightning. September tends to cool off, with monsoons rains possibly through the end of the month. October begins to cool down. See Table I.B. for a seasonal weather summary.

**Table I.B.:** April to October Weather Summary

Averages	April	May	June	July	August	September	October
Average high	70	75	80	85	78	73	62
Average low	30	40	45.4	51	55	42	32
Average precipitation	1.15"	0.63"	0.36"	2.61"	3.11"	2.38"	1.66"

All Forest Service fee campgrounds listed in this prospectus are open from early May to the mid-October, but actual start dates are weather dependent and may open as early as mid-March. All campgrounds in this prospectus are subject to the heavy holiday use during the season; all campgrounds are closed during winter months.

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

The following is a description of each developed recreation site included in this prospectus (*see Appendix 2 – Maps of the Developed Recreation Sites*).

#### Rose Canyon Recreation Campground

The Rose Canyon Recreation Campground, including Rose Canyon Lake, is located approximately 24 miles from the northeast city limit edge of Tucson, Arizona. Main access to the area is via the Sky Island Scenic Byway, Catalina Highway, County Highway #833. Drive to milepost 16.0, turn south into the Rose Canyon Recreation Complex. Topography is generally comprised of steep hills covered with stands of Ponderosa pine. Average elevation is 7,200 feet; summer temperatures may range from high 40's at night to low-mid 80's during the day. From late September on, freezing nighttime temperatures are common with daytime temperatures into the high 60's.

The camping area is comprised of seven (7) loops and one large area called "The Flats" for a total of 73 single-family camping units and 1 double-family camping unit. Potable water is available in all camping loops and in several locations along the main facility road via the water tank adjacent to Loop 3. Units contain picnic tables, fire rings and/or barbecue grills, bear-proof food storage boxes, and parking spurs or parking lots. Two barrier-free units are located in "The Flats" area.

Located adjacent to the Rose Canyon Lake day use parking lot is a building modified with water and electric which was previously a camp store. On the south side of the lake day use parking lot is a 4-riser Clivus Multrum composting restroom.

On the west edge of the day use parking lot, an electronic gate provides road access to the Rose Canyon Lake barrier-free access parking lot. This area has been modified to accommodate four (4) vehicles for persons with disabilities to access Rose Canyon Lake. Rose Canyon Lake is a small 7.2 acre impoundment and is stocked with fish throughout the spring, summer and fall by Arizona Game and Fish Department (AGFD), under a special use permit. A trail travels around both sides of the lake; however, a fence prohibits crossing the impoundment. A small 0.2 mile barrier-free trail

extends from the barrier-free parking lot near Rose Canyon Lake. One regulatory information kiosk, and three animal proof trash cans (one double; two single) are distributed along the trail. The permit holder assumes responsibility for cleaning the lakeshore trail, removal of graffiti, and trash disposal. No boating or swimming is permitted in the lake.

Located at the west edge of the day use parking lot is the 150-person capacity amphitheater with electricity. The amphitheater was originally designed for use as a Forest Service interpretive facility. This facility is very popular for weddings or group gatherings. Daily reservation period of use will be permitted from 0600 hours to 1800 hours. The permit holder assumes responsibility for setting up, taking down, and cleaning the amphitheater when used.

An established reservation system group ramada picnic site is located close to the entrance of Rose Canyon. This reservable ramada has a 100-person capacity. The group site contains one four-hole vault toilet, two surfaced parking lots, and a small paved walkway providing minimal barrier-free access to the site. Other facilities include picnic tables, accessible tables, barbecue grills, and one fireplace. This ramada will continue to be offered by the permit holder as a Group Day Use Area under the National Recreation Reservation Service and be managed by the permit holder. Daily period of use will be 0600 hours to 2200 hours.

Another group ramada picnic area is located just prior to the Rose Canyon Lake day use parking lot. This ramada will serve up to 50 people, contains picnic tables, barbecue grills, and parking. There is no on-site restroom facility, however, persons using this ramada use the Clivus Multrum toilet located in the lake day use parking lot. This site does not provide barrier-free access.

Access roads, interior roads, parking spurs, and parking lots are paved or chip-sealed surfaced. (*Appendix 3– Inventory of Government Furnished Property*).

### **Spencer Canyon Campground**

Spencer Canyon Campground is located approximately 29.6 miles from the northeast city limit edge of Tucson, Arizona. Main access to the area is via Sky Island Scenic Byway, also known as Catalina Highway, County Highway #833. Drive to milepost 21.6, turn south onto the Spencer Canyon Road, FSR #14. Topography is generally comprised of steep hills covered in stands of Ponderosa pine. Average elevation is 7,800 feet; summer temperatures may range from high 40's, night temperature, to low 80's daytime temperature. From mid-September, freezing night temperatures are common with day temperatures normally range in the 60's.

Spencer Canyon Campground contains three campground loops: Ponderosa, Spencer and Turkey Track. A fourth campground area is located along the main campground road and is called East Fork. There are a total of 60 single family camping units and two group units for up to 15 people. Camping units contain parking spurs, picnic tables, fire rings and/or pedestal barbecue grills. Potable water is provided to Ponderosa Loop and East Fork from a water tank located in the Ponderosa Loop. A second water tank located in the Spencer Loop serves both Spencer and Turkey Track loops. Two barrier-free units are provided in Turkey Track Loop, but meet only minimal ADA standards. Located in Turkey Track are two group use areas, each accepting small groups up to 15 people. Spencer Canyon Road, NFR #14, and some parking spurs and lots are paved or have a chip-seal surface. However, most parking spurs and parking lots are composed of gravel. (*Appendix 3*).

**Showers Point Group Site**

Approximately 27 miles from the northeast city limit edge of Tucson, Arizona. Main access to the area is by way of Sky Island Scenic Byway, also known as Catalina Highway, County Highway #833. Drive to milepost 19.0, turn south onto the Organization Ridge Road, FSR #7, travel .25 mile, turn west onto FSR #750; gated road. Topography is generally comprised of steep hills covered in stands of Ponderosa pine. Average elevation is 7,600 feet, summer temperatures range from high 40's nighttime temperatures to upper 80's in the daytime. From late September, freezing temperatures are common at night with daytime highs into the 60's.

Showers Point Group Site contains three armadas, each having a fireplace, barbecue grills, picnic tables, and limited parking availability. Potable water is provided to site through the water tank located above Ramada #3. One host unit is available with room for a trailer or RV and has electric, water, and phone hookups. Only one ramada meets minimal ADA standards.

Organization Ridge Road is an unimproved surfaced road. Showers Point Road, FSR #750, from the road gate into Showers Point Group Site is an all-weather surfaced road. (*Appendix 3*).

**Whitetail Recreation Area**

Whitetail Recreation Area is approximately 28 miles from the northeast city limit edge of Tucson, Arizona. Main access to the area is by way of Sky Island Scenic Byway, also known as Catalina Highway, County Highway #833, going north on Catalina Highway until you reach Milepost 20, turn left onto Whitetail Road. Topography is generally comprised of steep hills covered in stands of Ponderosa pine. Average elevation is 7,600 feet, summer temperatures range from high 40's nighttime temperatures to upper 80's in the daytime. From late September, freezing temperatures are common at night with daytime highs into the 60's.

Whitetail Recreation Area is a group site with five sites that can accommodate from 40 to 90 people and is available by reservation only. (*Appendix 3*).

**Characteristics of Developed Recreation Sites**

Site	Rose Lake	Showers Point	Whitetail	Spencer Canyon
<b>Communications</b>	Telephone line to Host Site.	Communications are currently operated through radios and mobile phones owned by the permit holder.	Telephone line to Host Site.	Telephone line to Host Site.
<b>Utilities</b>	Water and septic holding tank at each host site (qty 3)	Water and septic holding tank at each host site (qty 1)	Water and septic holding tank at each host site (qty 2)	Water and septic holding tank at each host site (qty 2)
<b>Drinking Water</b>	Provided by Forest Service owned transmission line.	Provided by Forest Service owned transmission line.	Provided by Forest Service owned transmission line.	Provided by Forest Service owned transmission line.
<b>Toilet/Shower Type</b>	9 1-riser, 1 2-riser, 2 4-riser, 1 4-riser Clivus Multrum Composter	1 - 6-riser Circulating	5 - 2-riser	1 - 1-riser 5 - 2-riser

Site	Rose Lake	Showers Point	Whitetail	Spencer Canyon
Toilet Vault Capacity	1000 gallons	1000 gallons	1000 gallons	1000 gallons
Forest Service Trash Bins	11 Double, Bear Proof	4 Double, Bear proof	2 Single, Bear Proof 10 Double, Bear Proof	9 Double , Bear Proof
Trash Bin Type	Three 20-cubic yard bins supplied by permit holder	One 20-cubic yard supplied by permit holder	One 20-cubic yard supplied by permit holder	One 20-cubic yard supplied by permit holder
Elevation	7200 feet	7600 feet	7600 feet	7800 feet
Number of Camping Units	77 units 2 Tent Pads Accessible	5 sites	14 Tent Pads 5 Tent Pads Accessible	68 units
2013 Fee Per Camping Unit	\$18.00 per day single family per site	\$75.00 per night 25 persons each site	\$100.00 per day Up to 40 persons	\$18.00 single \$32.00 double
2014 Fee Per Camping Unit	\$20.00 single family per day	\$75.00 per night 25 persons each site	\$100.00 per day Up to 40 persons	\$20.00 single. \$34.00 double
Minimum Operating Season	April 15 – October 15	April 30 – October 15	April 30 – October 15	April 15 – October 15
Accessibility	18 Double, Bear Proof 2 Single Bear Proof		2 Double, Bear Proof	9 Double, Bear Proof
Three-Year Average Gross Revenue (2012-2014)	\$203,227.00	\$10,665.00	\$39,208.00	\$27,459.00

## D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (*Appendix 3 – Inventory of Government-Furnished Property*). Included in this inventory are a description, the quantity, and the estimated replacement cost of the applicable property. The following stipulations will apply to all government-furnished property:

1. Replacement of any existing property will be in-kind and approved by the Forest Service prior to purchase and/or replacing (see *Appendix 20 – Developed Recreation Site Maintenance & Replacement* for approved manufacturers and sources).
2. All signs will meet the Coronado National Forest's Sign Plan, (*Appendix 21 – Coronado National Forest Sign Plan*). Non-standard signs will not be accepted.
3. Graffiti will be removed from any surface. Painting over graffiti will not be accepted. (*Appendix 24 – Protocols for Removing Graffiti*)
  - a. On porous surfaces, graffiti will be removed with a sandblaster or other similar system.
  - b. On non-porous surfaces, graffiti will be chemically removed.

## E. 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 include:

## Water

### Water System Operations and Testing

#### Permit Holder Responsibility\*:

- Responsible for maintaining public water systems within the administrative areas of the permit, from the meter leading into the site.
- Read and record weekly, each recreation facility water meter. Abnormal use or meter indicated leaks must be reported to the permit administrator within 24 hours.
- Will monitor and record water use which will be provided to the Forest Service on a weekly basis.
- Will maintain a file on all maintenance performed which will be provided to the Forest Service or Water System Manager monthly, and/or upon request.
- Any loss of water or breakage from the water tank meter into the recreation sites will be the responsibility of the permit holder.
  - Approved frost-free hydrants will be used at all hydrant locations to reduce the possibility of breakage and subsequent water leaks (*See Appendix 20 – Developed Recreation Site Maintenance & Replacement*).
- Permit holder will **diligently and constantly** monitor public use of water to ensure that it is utilized for drinking water only.
- Permit holder will post “Drinking Use Only” signs at all hydrants and/or potable water sources.
- In the event there is a disruption in the water service, the permit holder will notify the National Recreation Reservation System (NRRS) and Forest Service water system manager as soon as possible, as well as place signs at the entrance to the site where the water system is closed.
- In the event there is a disruption in water service, the appropriate protocols for repair, chlorine shocking, and flushing of the system will be completed. (*Appendix 22 – Repairing and Disinfecting Water Lines*).

#### Forest Service Responsibility\*:

- Forest Service will provide potable water to the administrative areas’ water tanks listed within this prospectus.
- Start-up and shut-down of the administrative water system.

\*The water system feeding into the sites which are part of this prospectus is complex and is the sole source of water to other users below, including a homeowner’s association and Forest Service administrative sites. Therefore, the Forest Service certified water manager will maintain the source system; however, the permit holder will be responsible for paying that portion of the manager’s salary, system supplies and other ancillary costs as they pertain to the treatment and maintenance related to the prospectus sites. ***This cost will be no more than 8% of the previous year’s gross receipts.***

Water on Mt. Lemmon will be considered by the permit holder to be a limited resource. The water system on Mt. Lemmon is not an all-weather system and is susceptible to sub-freezing temperatures. Potable water will be provided to the permit administrative areas approximately between April 15

through October 15. Dates outside of the normal operating season must be negotiated with the permit administrator. If concessionaire requires water service for hosts before the April 15<sup>th</sup> date, notice should be given to permit administrator two weeks prior to hosts arrival.

An additional fee will be assessed to the permit holder for neglect, willful or wrongful use of water. This includes the accidental dumping of gallons of water through leaky pipes, lines, etc. Fee to be assessed to permit holder will be \$ 0.05 per gallon.

### **Grey Water**

Arizona Statutes R18-9-711. Type 1 Reclaimed Water General Permit for Gray Water A. A Type 1 Reclaimed Water General Permit allows private residential direct reuse of gray water for a flow of less than 400 gallons per day if all the following conditions are met:

1. Human contact with gray water and soil irrigated by graywater is avoided;
2. Gray water originating from the residence is used and contained within the property boundary for household gardening, composting, lawn watering, or landscape irrigation;
3. Surface application of gray water is not used for irrigation of food plants, except for citrus and nut trees;
4. The gray water does not contain hazardous chemicals derived from activities such as cleaning car parts, washing greasy or oily rags, or disposing of waste solutions from home photo labs or similar hobbyist or home occupational activities;
5. The application of gray water is managed to minimize standing water on the surface;
6. The gray water system is constructed so that if blockage, plugging, or backup of the system occurs, gray water can be directed into the sewage collection system or on-site wastewater treatment and disposal system, as applicable. The gray water system may include a means of filtration to reduce plugging and extend system lifetime;
7. Any gray water storage tank is covered to restrict access and to eliminate habitat for mosquitoes or other vectors;
8. The gray water system is sited outside of a floodway;
9. The gray water system is operated to maintain a minimum vertical separation distance of at least five feet from the point of gray water application to the top of the seasonally high groundwater table;
10. For residences using an on-site wastewater treatment facility for black water treatment and disposal, the use of a gray water system does not change the design, capacity, or reserve area requirements for the on-site wastewater treatment facility at the residence, and ensures that the facility can handle the combined black water and gray water flow if the gray water system fails or is not fully used;
11. Any pressure piping used in a gray water system that may be susceptible to cross connection with a potable water system clearly indicates that the piping does not carry potable water;

12. Gray water applied by surface irrigation does not contain water used to wash diapers or similarly soiled or infectious garments unless the gray water is disinfected before irrigation; and

13. Surface irrigation by gray water is only by flood or drip irrigation.

B. Prohibitions. The following are prohibited:

1. Gray water use for purposes other than irrigation, and
2. Spray irrigation.

### Sewage

No sewage systems exist within the scope of this prospectus. However, all host units contain an in-ground holding tank which may be utilized by the permit holder for black water refuse, with the exception of Showers Point Host Site. Tanks, if used, will be the responsibility of the permit holder to pump when they become 2/3 full. The following companies can perform this service and there are other qualified companies that the permit holder is free to contract with:

Company	Location	Contact
Busy D Pumping	Tucson, AZ	Phone: (520) 751-7765
Curtis Plumbing	Tucson, AZ	Phone: (520) 323-7697
Cummings Plumbing Inc	Tucson, AZ	Phone: (520) 293-6900
ASAP Pump Co	Tucson, AZ	Phone: (520) 889-9145

### Electrical

Company	Location	Contact
TRICO Electric Cooperative	8600 West Tangerine Rd, Marana, AZ 85658	Phone: (520) 744-2944

### Telephone

There is telephone service available for both campground host sites in Burnt Rancheria Campground and the host site at the entrance to Laguna Campground.

Company	Location	Contact
Tucson Electric Power	88 East Broadway Blvd, Tucson, AZ 85701	Phone: (520) 623-7711

### Garbage

The permit holder will be responsible for garbage removal at all sites. The current provider:

Company	Location	Contact
AZ Hometown Hauling	4771 E Los Reales Rd Tucson, AZ 85756	Phone: (520) 574-0550

### Liquid and Solid Waste Disposal

The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites.

Company	Location	Contact
Busy D Plumbing	Tucson, AZ	Phone: (520) 751-7765

Company	Location	Contact
Curtis Plumbing	Tucson, AZ	Phone: (520) 323-7697
Cummings Plumbing Inc	Tucson, AZ	Phone: (520) 293-6900
ASAP Plumb Co	Tucson, AZ	Phone: (520) 889-9145

**F. 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.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs.

**TOC 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. National Recreation Reservation Service (NRRS)**

The Coronado 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 and reservation 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 NRSS that is unreserved and charge on site for that use).

The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020.

**Contact information for the NRRS follows:**

Name	Location	Contact
<b>Sharon Cuevas</b>	<b>Southwestern Region (3) NRRS Coordinator</b> 333 Broadway Southeast Albuquerque, NM 87102	<b>Phone:</b> (505) 842-3443 <b>Facsimile:</b> (505) 842-3800 <b>Email:</b> <a href="mailto:scuevas@fs.fed.us">scuevas@fs.fed.us</a>
<b>John Cameron</b>	<b>Forest Service Contracting Officer's Technical Representative</b> 325 John Knox Road, Suite F-100 Tallahassee, FL 32303	<b>Phone:</b> (805) 523-8589 <b>Facsimile:</b> (805) 523-8505 <b>Email:</b> <a href="mailto:jhcameron@fs.fed.us">jhcameron@fs.fed.us</a>
<b>ReserveAmerican Inc.</b>	2480 Meadowvale Blvd. Suite 120 Mississauga, Ontario L5N 8M6 (Canada)	<b>Inventory Help Desk</b> <b>Phone:</b> (877-345-6777  <b>Customer Service:</b> <b>Phone:</b> (888) 448-1474 <b>Facsimile:</b> (888) 742-5520 <b>Email:</b> <a href="mailto:nrrs-inventory@reseveamerica.com">nrrs-inventory@reseveamerica.com</a>

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 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 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: from 180 to 2 days prior to arrival date.  
Group use areas: from 240 to 2 days prior to arrival date.
2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:
  - Have their own point-of-contact (POC) for the NRRS.

- 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 the DARs.
- Develop a system for posting reservations at each reserved site so other visitors know which sites are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the reserved party is indeed the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in visitors.
- Verify that visitors hold a valid Golden Age or Golden Access Passport or the National Parks and Federal Recreational Lands Pass (the America the Beautiful Pass or Interagency Pass) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, 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 to the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve, or deny, customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at:  
<http://www.recreation.gov/marketing.do?goto=/acm/resPolicies.htm>

Because reservations can be made up to a 240 days in advance for group sites and up to 180 days in advance for individual sites, the NRRS is currently accepting reservations for the 2017 operating season. Fees received by the NRRS for reservations after December 31, 2016, 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 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, Volunteer Pass or Military Pass.

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

- Rose Canyon Complex
- Whitetail Recreation Campground
- Showers Point Site
- Spencer Canyon Campground

Standard Amenity Recreation Fee Sites Under the Recreation Enhancement Act (REA). 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.

- Rose Canyon Complex
- Whitetail Recreation Campground
- Showers Point Group Site
- Spencer Canyon Campground

### **C. Camp Stamps**

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

### **D. 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.

### **E. Administrative Use**

If the Forest Service requires the permit holder to provide a service for/to the Agency, the permit holder will be compensated for that service. If the Forest Service requires the permit holder to provide a service/facility/site for/to the Agency in lieu of serving the general public, the permit holder will be compensated at the same rate that is charged to the general public. For example, administrative use may be needed to accommodate a fire crew at one of the group campsites; the permit holder will be compensated for the daily rate of the campsite.

The Forest Service may not procure use of the concession/concessionaire for a third party.

### **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 – Applicable Forest Orders*. Additional applicable forest orders may be issued in the future.

**Order Number 03-05-15-350**, Pursuant to 16 USC 551 and Title 36 CFR 261.50(a), the

following acts prohibited within all National Forest System lands as described in this . Camping with the Coronado National Forest for more than 14 days within any 60 day period, 36 CFR 261.58(a).

**Order Number 03-05-05-16-008**, Pursuant to 16 USC 551 and Title 36 CFR 261.58(k), the following acts are prohibited within the area described in this order (Rose Canyon Lake). Entering in or being in a body of water.

## 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 – 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 – Sample Customer Service Comment Card*).

## 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 – Standard Performance Evaluation*

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

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:

Campground	Site	Capacity	Parking
Rose Lake	Grp Ramada # 1	Up to 120 persons	20 spaces
Showers Point Grp Sites	Grp Ramada # 2	Up to 50 persons	12 spaces
Whitetail	Site # 1	Up to 40 persons	8 spaces

Campground	Site	Capacity	Parking
	Site # 2	Up to 60 persons	10 spaces
	Site # 3	Up to 45 persons	8 spaces
	Site # 4	Up to 45 persons	8 spaces
	Site # 5	Up to 90 persons	17 spaces

### Day Use Site Capacity

Campground	Sites
Rose Lake	77 sites
Spencer	68 sites

## L. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit during any consecutive 60 day period. Order Number 03-05-15-350. (*Appendix 4 – Applicable Forest Orders*).

## 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 the developed recreation site. The permit holder must honor the proposed pricing through the first full operating season. Thereafter, the permit holder may propose price adjustments with justification and these will be reviewed by the Forest Service.

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 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 – Law Enforcement at Concession Campgrounds*).

The sites offered in this prospectus are in the jurisdiction of the Pima County Sheriff's Office, who are in an agreement with the Forest Service to act as the first line for any emergency response. The permit holder will report all emergencies via the 911 system, and notify the Forest Service as soon as possible, or within 24 hours after the event.

## **O. Optional Pertinent Information**

### **Emergency Response**

The permit holder shall be prepared, and should describe how they will be prepared, to respond to any emergencies (medical, law enforcement, facility breakdown, fire, flood, etc.) that might occur in and around the facilities covered under the permit. The permit holder will prepare and submit for review by the Forest Service, any site warnings, non-standard signs, or other notifications to the public. Applicants will report personal and/or vehicular accidents within 24 hours to the Forest Service in writing.

### **Communication Systems**

The holder is required to provide a means of communication (e.g., two way radios, cellular phones, etc.) between all employees, the Forest Service, the National Recreation Reservation System, and emergency response agencies. Applicants should describe how they will ensure complete, timely, and accurate communication between all affected interests. Applicants should also describe who will be the holder's on site representative(s) and how that person will communicate with the Forest Service.

### **Customer Service**

The mission of the Forest Service is "Caring for the Land and Serving People". Permit holders who operate on National Forest System lands on behalf of the Forest Service are expected to assist in achieving this mission. Customer service is central to the concession operation. The permit holder will need to develop and implement methods and mechanisms for responding to customers' needs in a helpful and professional manner. The permit holder will provide timely and courteous responses to inquiries regarding developed recreation sites,

and will provide information to visitors in regards to their stay on the Coronado National Forest.

### **Permit Area Boundary**

The permit area boundary for each recreation site is shown in Appendix 2. In the instances of water recreation sites, permit area boundaries may fluctuate based on water levels. In the instances of non-water recreation sites, permit area boundaries are utilized to help guide or delineate the extension of the permit holder's responsibilities. The permit holder shall make a reasonable determination of the boundaries for the purposes of hazard tree identification and removal, camping areas, and maintenance and clean-up.

The permit area boundary for each recreation site may be adjusted at the sole discretion of the Forest Service through a permit amendment.

### **Condition of Trees**

The pine, oak, and other conifer stands within the campgrounds are mature to over-mature. During the past few years, the trees have experienced heavy damage from wind, snow, dwarf mistletoe, and sudden limb drop. Big oaks that look healthy on the exterior may contain rotten cores and can drop a heavy limb without any warning.

### **Site Hazards and Hazard Tree Removal**

Forest Service Manual (FSM) 2332.11 requires that, "Consistent with preserving the recreation resource, remove trees or tree limbs identified as hazardous at developed recreation sites."

The permit holder shall take all measures necessary to protect the health and safety of all persons affected by the concession activity. More specifically, the permit holder is solely responsible for identifying, correcting, and reporting all safety hazards to the authorized officer. The permit holder will conduct pre-season inspections of each of the developed recreation site to identify existing and potential hazards, including hazard trees. Tree hazards include dead or dying trees, dead parts of live trees, or unstable live trees (due to structural defects or other factors) that are within striking distance of people or property (a target). Hazard trees have the potential to cause property damage, personal injury or fatality in the event of a failure.

The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. Only those trees that may hit a target are expected to be monitored and/or removed as a hazard. Those trees outside of the target area (i.e., are within range of a campsite, building, etc.) do not require monitoring or removal.

After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash should not grossly exceed approximately *three percent (3%) of the previous year's gross revenue*. The Annual Operating Plan will address appropriate disposal of hazard trees and slash.

It is the responsibility of the permit holder to make sure that the person performing the hazard tree analysis is properly trained and/or licensed; a licensed professional tree service company may be used. The Forest Service will help identify when and where this training will be provided.

As safety hazards are identified, the permit holder shall take the following steps:

- Inform those who are in immediate danger.
- Take necessary actions to protect the public and employees, at least temporarily.
- Immediately report the hazard to the Forest Service, even if there is no immediate danger to the public.
- The permit holder will close sites and immediately notify the Forest Service of any hazards in the area that the permit holder is not able to remedy.
- If possible, remove the hazard and document the removal.

The permit holder will not be responsible for hazard tree removal necessitated by atypical situations, such as a major blow down or a large insect infestation

Trees must be kept free of nails, rope, wire, unsafe branches, and other hazards that might endanger users or damage the trees. Rocks, logs, sticks, or other similar natural or man-made objects that create a safety hazard or an unsightly condition must be removed from the recreation site immediately to a location approved by the Forest Service.

#### **Use of Fee Sites by Non-Paying Guests**

Incidental individual recreational use of restrooms, trash cans, potable water facilities, and/or ramadas in fee sites by non-paying visitors, such as hikers, bikers, sight seers, and the casual passerby will be allowed at no charge. Walk-through users, drive-through users, and day-hikers shall not be charged to reasonably fill their carryable water containers, use the restrooms, dispose of their micro trash, or rest shortly under a ramada. The applicant should consider this in their bid process/application.

#### **Concession Administered Pass**

This prospectus/bid package does not require that an annual pass be sold and administered by the permit holder.

Applicants should provide detailed information regarding how, or if, they will provide the use of an annual pass at some or all of the day-use sites; the applicant should provide detailed information in regards to the permit holder's responsibility for administering, maintaining, and financial accountability for the pass.

#### **Interpretive Services**

This prospectus/bid package requires that the permit holder provide interpretive services to campground visitors and sometimes members of the general public.

Interpretive services enhance a visitor's recreation experiences and appreciation of natural and cultural resources. Interpreters educate, entertain, exhibit, inform, and communicate with people by provoking thought. Acceptable interpretive services subject include local history, archaeology, natural and cultural resources, wildlife, astrology, etc. Interpretive services can attract visitors to campgrounds and encourage repeat visits.

Applicants should provide detailed information regarding how they will provide interpretive services to campers and members of the general public, the location of proposed programs, and the frequency of proposed programs. Any interpretive service programs will be

reviewed and approved by the Forest Service before implementation. Permit holders may charge for interpretive program materials (pamphlets, brochures, etc.) provided directly to visitors.

### **Site Protection, Erosion Control, Wind Damage, and Fire Prevention**

The permit holder has an affirmative duty to protect from damage the land, property, and other interests of the United States. Examples include, but are not limited to: fire suppression, erosion and wind damage to the environment and to Government-owned improvements covered by this permit, damage or contamination of the environment, and/or damage of roads and trails (*Appendix 10, Special Use Permit for Campground and Related Granger-Thye Concessions, clauses II.G, III.E, F, G, and V*).

### **Vandalism**

The holder shall take reasonable measures to prevent and discourage vandalism and disorderly conduct. Contact the appropriate law enforcement office when necessary.

### **Fire Prevention**

The applicant must include a fire prevention plan in the application that addresses, as a minimum:

- How the applicant will prevent wildfires and structural fires
- Reporting procedures and emergency response (evacuation plan), should a fire occur
- Training and experience of employees, relative to fire
- Prevention/suppression
- Fire prevention/suppression tools and equipment that will be on-site

**The allowing or disallowing of Forest-implemented Fire Restrictions is only authorized by a signed Order from the Forest Supervisor or designated Acting.**

### **Disease**

Applicants should describe how they will manage diseases in the permit area. Northern Arizona has been identified as an area for potential Hantavirus, plague, and West Nile virus occurrences.

### **Herbicides, Pesticides, and Noxious Weeds**

Herbicides and pesticides may not be used to control undesirable vegetation, aquatic plants, insects, rodents, trash fish, and other pests and weeds, without prior written approval from the Forest Service. A request for approval of planned uses of pesticides shall be submitted annually by the permit holder along with the annual operating plan. Only those materials registered by the U.S. Environmental Protection Agency for the specific purpose planned shall be considered for use on National Forest System lands.

The permit holder has the duty to prevent the infestation and/or spread of known noxious weeds in the permit area. This duty includes exhibiting the ability to identify common noxious weeds in the area; performing timely treatment by mechanical or approved chemical means; and performing timely and successful re-vegetation of disturbed areas where noxious-weed development can be expected.

## **Pest Control**

Applicants should describe how they will control pests in the permit area. All pest control will be coordinated with the Forest Service.

## **Wildlife**

Campgrounds attract wildlife through the presence of food, trash, and other strong odors, such as personal toiletry items, that are typically kept at individual camp sites. In order to prevent wildlife encounter problems, campers must keep these items secured (enclosed) within hard sided vehicles or hard sided camping units when they are not physically present at their campsite and during night time sleeping hours. Campground hosts shall inform campers of this need and that, for example, trash bags hanging in trees, coolers or grills left out, or combustible odorous trash items left in a fire ring will attract wildlife. Bear-proof trash cans are provided and placed throughout all of the sites, and bear-proof food storage containers are in the Rose Canyon Complex. It is the responsibility of the permit holder to assure no food or garbage is left to sit outside of the bear-proof containers. (*See Appendix 23 – FSM2700 Supplemental*).

## **Predator and Nuisance Wildlife**

Southern Arizona has an abundance of wildlife. Applicants should describe how they will manage for medium to large size predators (coyote, mountain lion, bear) and small nuisance animals that may cause health concerns (rabid squirrels or foxes, recurring raccoons or skunks). The Arizona Game and Fish Department (Region V, Tucson; 555 N. Greasewood Road, Tucson, AZ 85745; 520-628-5376) must be notified when predatory/dangerous animals are observed, or have had interactions with the public, in or near developed recreation areas/facilities. (*See Appendix 23*).

## **Archeological Resources**

In general, any significant ground disturbing activity will need to be reviewed and approved by the Forest Heritage Program Leader, as well as the State Historic Preservation Office prior to initiating activity. All ground disturbing activities must be coordinated with the authorized officer prior to beginning work.

## **Resource Concerns**

Resource concerns and specific mitigation measures (if necessary) will be discussed and the permit holder's input will be reviewed as part of the environmental analysis. Resources potentially affected by these recreation sites and facilities could be wildlife, endangered species, archaeological resources or riparian areas.

## **Recycling**

Recycling of all materials is encouraged. Holder supplied recycling receptacles will be subject to approval by the Forest Service. The holder will be responsible for emptying recycled materials from the receptacles and removing them from the campground to an approved recycling facility. Any proceeds from the sale of recycled materials may be retained by the permit holder.

**Signs and Posters**

Signs or other advertising posted on National Forest system lands must meet standards found in the Coronado National Forest's Sign Plan (*Appendix 21*), and be approved by the authorized officer as to location, design, size, color, and content. All signs must be of professional quality and maintained in a good condition (neat, clean, not faded or torn, etc.). Signs, posters, and signboards shall contain current information and shall be neat, clean, and free of old nails and staples. Handwritten signs or posters are not allowed. Posted information should be coordinated with the Forest Service.

The permit holder will be required to have a sign posted at the entrance of all sites, stating that the site is run under a permit from the U.S. Forest Service and include the name of the holder.

**Marketing**

The permit holder shall accurately represent the services provided to the public within the permit area in all advertisements, signs, brochures, and any other materials. The public shall be made aware that "XYZ Company is a permitted concessionaire on the Coronado National Forest", or something to the above mentioned effect.

**Permit Holder's Employee Housing**

The Forest Service does not provide separate housing for permit holder's employees. The recreation site host is allowed to occupy the host's site(s) at each of the individual recreation sites, if allocated.

The permit holder is responsible for all utilities associated with the managers' camp and each host site. Any area used as a managers' camp, campground host site, or employee housing area will be kept orderly and presentable at all times. The Forest Service will inspect the managers' camps, campground host sites, or employee housing areas at any time and will give proper instruction as to the appearance and upkeep of the areas.

Area managers, campground hosts, and their immediate family may reside with them at the respective recreation area. The number of hosts at each recreation area will not exceed approximately one host per 25 camp units. Host sites will be signed to notify the public of their locations. Trailers, tents, and/or other essential equipment will be allowed in the campground hosts' designated camp unit. Personal items must be kept to a minimum.

**Green Initiatives**

The Forest Service and the Coronado National Forest are dedicated to reducing the ecological footprint of the recreation sites on the Santa Catalina Ranger District. The permit holder may propose to implement recycling, green purchasing, fuel economy, or other green efforts (i.e. water conservation, energy conservation) in the campgrounds. If such programs are offered, the permit holder will describe the efforts that will take place in the campgrounds to facilitate the goal of a reduced ecological footprint in the campgrounds. Below are some websites for information on recycling, green purchasing and reducing fuel consumption. The Forest Service will approve any Green Initiatives proposed by the permit holder.

**Recycling:** <http://www.recyclearizona.net/>

**Green Purchasing:** <http://www.greenseal.org/> <http://www.epa.gov/epp/>

**Fuel Economy:** <http://www.fueleconomy.gov/>  
<http://www.fueleconomy.gov/feg/drive.shtml/>  
<http://www.epa.gov/Environment-Health-and-Safety/Energy-Efficiency-and-Recycling/Conserving-energy-and-resources/fuel-saving-tips-for-drivers.asp>.  
[Recycling/Conserving-energy-and-resources/fuel-saving-tips-for-drivers.aspx](http://www.epa.gov/Environment-Health-and-Safety/Energy-Efficiency-and-Recycling/Conserving-energy-and-resources/fuel-saving-tips-for-drivers.aspx)

### **Campground Amphitheaters**

There is one amphitheater included in this prospectus located at Rose Lake Campground. The amphitheaters will be used for interpretive programs, which are usually put on by the Forest Service. Occasionally, camping groups request to use the amphitheater or the seating within; the use of the amphitheater will be at the discretion of the permit holder or campground host(s). Of course, the permit holder and/or the campground host(s) shall consider any reasonable request to use the amphitheater, as long as there is not a scheduling conflict. Like the developed recreation sites, the amphitheater is to be fully maintained by the permit holder.

### **Other Forest Uses**

The opportunity for other authorized activities at developed recreation sites exists. Prior to the authorization of these activities the potential permit holder will work out the details with the concessionaire prior to a permit being issued. This use will not conflict with the permit holder's permitted activities

## **TOC 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 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.

Unless approved by the Authorized Officer, all vehicles must adhere to the most current Motor Vehicle Use Map (MVUM).

### **Holder Maintenance, Reconditioning, or Renovation (MRR)**

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause IV.E.1(a), (c)). 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.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 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 – Granger-Thye Fee Offset Agreement and Appendix 10 - FS-2700-4h*). 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.

The holder must perform GT fee offset work. When that work includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the GT 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 – Indirect Cost Reimbursement Letter*).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (see *Appendix 14 – Granger-Thye Fee Offset Certification*). 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.

## 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:

- **\$300,000.00** for injury or death to one person per occurrence;
- **\$500,000.00** for injury or death to more than one person per occurrence;
- **\$25,000.00** for third-party property damage per occurrence, or in the minimum amount of
- **\$300,000.00** as a combined single limit per occurrence.

Insurance policies must name the United States as an additional insured (see *Appendix 10, FS-2400-4h, clause III.I*).

### Property Insurance

Property insurance will be required for the Coronado National Forest in the amount of \$1,730,000.00 for functional replacement of the insured property (see *Appendix 3 - Inventory of Government-Furnished Property*).

## E. Bonding

The permit holder will provide a performance bond in the amount of: **to be determined when necessary**. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts,

or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

**TOC** **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*).

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.

Applicants must submit four (4) copies of their application package and supporting documents. *No electronic submissions will be accepted and will not be evaluated.*

**All applications must be submitted to:**

Addressee	Title	Attention	Address
Kerwin Dewberry	Forest Supervisor	Paul Simpson	Coronado National Forest Santa Catalina RD 5700 N. Sabino Canyon Rd Tucson, AZ 85750

**Applications must be received by close of business (4:30 p.m., MST) on Thursday, September 1, 2016**

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.

### **Information Meeting and Site Tour**

of all recreation sites included in this prospectus has been scheduled for:

**Thursday, August 4, 2016**

Details of the field tour will be provided to interested parties  
by Friday, July 22, 2016.

Attendance is optional, but is highly recommended to familiarize applicants with facilities and to answer questions regarding the proposal, application, or permitting processes.

Applicants should contact Paul Simpson at (520) 749-7736 or

Email: [pasimpson@fs.fed.us](mailto:pasimpson@fs.fed.us)

regarding any questions related to this prospectus.

## **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.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

### **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 – Sample 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 sample annual operating plan in Appendix 9 of the prospectus.

#### **Operating Season**

The minimum operating season is April 15 through October 15.

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 operating season is:

**Opening:** mid-April **Closing:** mid-October

### **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.

### **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*) 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*) 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: 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, Sample 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 \$8840.00 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**

Year	Gross Revenue
2014	\$ 373,045.00
2013	\$ 293,933.00
<b>2012</b>	<b>\$ 256,204.00</b>
Total	\$ 923,182.00

Total gross revenue ÷ 3 = average gross revenue

\$923,182.00 ÷ 3 = \$307,727.00

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. The current 30-year Treasury bond rate is 2.63% percent.

\$307,727.00 x 0.0263 = \$8,093.00 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 Other Evaluation Criteria**

Applicants should discuss how they will maintain any current services offered, or provide any new or additional/optional services such as:

- Concessionaire sales (firewood, ice, camping supplies, fishing supplies, snacks, etc.)
- Interpretive programs to the public at the campgrounds on a regular basis
- Recycling program at some/all of the sites listed in this prospectus

## **7. 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 **\$200.00** 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.

### **Business Plan Evaluations**

With the business plans, applicants must submit a bank draft, money order, or cashier's check in the amount of **\$200, made payable to El Camino College Foundation**. Applicants submitting a current fiscal year review by the Forest Service or an SBDC need not enclose payment.

## **D. Evaluation of Applications**

A Forest Service evaluation panel will evaluate each application utilizing the 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 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.

Note: It is strongly recommended applicants organize their application package in order of the above-listed evaluation criteria. This will ensure the evaluators will be able to find and rate all of the applicant's information.

## **TOC 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 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.

## TOC

**Pertinent Materials** (Available via Internet Download)**“Cleaning Recreation Sites”** (USDA – Forest Service)Link: <http://www.fs.fed.us/eng/pubs/html/95231206/95231206.htm>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 Toilet”** (USDA – Forest Service) PDF: <http://www.fs.fed.us/t-d/pubs/pdfimage/91231601.pdf>

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.

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### **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.

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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.