



United States Department of Agriculture

Prospectus for an Opportunity to provide Special Uses including **Outfitting & Guiding, Recreation Events, & Other Services**

on the

Spring Mountains National Recreation Area **A year-round playground next to Las Vegas** **on the Humboldt-Toiyabe National Forest**

U.S. DEPARTMENT OF AGRICULTURE



Forest Service

Humboldt-Toiyabe National Forest

Spring Mountains NRA

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The Appendices can be found at: <https://www.fs.usda.gov/detail/htnf/news-events/?cid=FSEPRD811256>

The **Boldfaced** Appendices (*when applicable*) may be part of your application submission package.

The other Appendices are for reference only.

I. Business Opportunity

Introduction

The **Spring Mountains National Recreation Area** (*hereafter SMNRA*), part of the Humboldt-Toiyabe National Forest, has identified a need for **Outfitting and Guiding, Recreation Events, and Other Recreation Services** in the SMNRA. The authorized officer for this business opportunity is **Deborah J. MacNeill**, Area Manager. The point of contact is **Roger Haga**, the Permit Administrator. Interested parties are strongly advised to visit SMNRA lands before applying.

The objective of this offering is to provide a wide range of authorized recreation activity and recreation service opportunities that meet public demand, are of a high quality, increase the knowledge and skills of participants, promote the Leave No Trace land ethic, and meet Forest Service goals in recreation, land stewardship and resource protection. The SMNRA understands the value that an authorized permit holder can bring in terms of skills, knowledge, safety, education and meeting the mission of the Forest Service in serving the public. This Prospectus solicits the following providers:

PART 1—RECREATION ACTIVITIES (Outfitting and Guiding and/or Recreation Events) including: *Hiking and backpacking, trail running, mountain biking, saddle or pack services, climbing, winter activities, hunting, motorized opportunities, group event coordination services, education and leisure programs, hybrid events, and other activities consistent with the General Management Plan.*

PART 2—OTHER RECREATION SERVICES including: *Food service, transportation service, rental service with or without a facility, services for motorists, vendor/peddler, corral/pen/livestock area, and other uses consistent with the General Management Plan.*

The above lists of solicited uses is not exhaustive. Feel free to propose any activities that you believe serve the general needs expressed below and are consistent with the General Management Plan (*see next paragraph*). Because not every proposed use is appropriate, and not every appropriate proposed use is appropriate in every area, please contact our office prior to submitting an application if you have questions or would like clarification.

Management Plans, Areas & Stipulations: For links to the SMNRA General Management Plan (GMP) and Humboldt-Toiyabe National Forest Plans, and for the names and descriptions of the four SMNRA management areas and stipulations for each area, see *Appendix 14, Management Plans, Areas & Stipulations*.

Other Jurisdictions: This Prospectus is soliciting use on National Forest System (NFS) lands in the SMNRA. If you intend to use a combination of NFS and other adjacent lands (*such as private lands or BLM lands managed by the BLM Las Vegas or Pahrump Field Office or BLM Red Rock Canyon National Conservation Area*) and/or Federal or State highways, please show in your application that you are communicating with the appropriate entities about getting written permission and/or required permits. We can only authorize use of NFS lands. *See Appendix 1, Area Maps.*

Area Population, Access & Amenities

The Forest: At over 6.3 million acres, the **Humboldt-Toiyabe** is the largest National Forest in the contiguous United States. The Forest spans the entire state of Nevada, with an additional one million acres of land in the eastern part of California, along the Eastern Sierra Front.

The Spring Mountains National Recreation Area (SMNRA) is an **ecological island** between the Mojave and Great Basin deserts. The isolation, physical diversity, and cooler, less arid conditions create a mountain escape approximately 40 minutes northwest of downtown Las Vegas. Better known to locals as **Mount Charleston**, the SMNRA encompasses 316,000 acres of diverse habitat, including pinyon, juniper, ponderosa pine, aspen, and bristlecone forests, ridges and peaks above timberline, hard limestone cliffs, seasonal waterfalls, and numerous springs. Over 50 plant and animal species in the Spring Mountains are found nowhere else on Earth. The SMNRA is also home to Southern Nevada's tallest mountain – 11,916 foot Charleston Peak. Rising almost 10,000 feet above downtown Las Vegas, Charleston Peak is the most topographically prominent peak in Nevada. *See Appendix 1, Area Maps.*

Most SMNRA visitors reside in the fast-growing Las Vegas metro area (*2.3 million residents*) who drive up to **escape the summer heat or enjoy the winter snow**. Because Las Vegas is one of the world's top tourist destinations, the SMNRA also attracts a growing number of Las Vegas' 40-50 million annual domestic and international visitors.

Two canyons attract a majority of SMNRA visitation. **Lee Canyon** contains a ski area that is a popular winter recreation destination, and the ski area has a proposal under Forest Service review to develop year-round recreation opportunities. Closer to Las Vegas, **Kyle Canyon** has a restaurant/cabin operation, a hotel/resort, the residential village of Mt. Charleston, and a Forest Service Visitor Center (*below*). Both canyons offer scenic drives into the high country and contain numerous developed recreation sites including picnic grounds, campgrounds, group sites, and trailheads. The canyons are reached from US Highway 95 on the east side of the range via **Kyle Canyon Highway (SH 157)** and **Lee Canyon Highway (SH 156)**. These two canyons are bridged via **Deer Creek Highway (SH 158)**. SH 160 is the primary route on the west side, connecting Las Vegas, Mountain Springs, and Pahrump and joining US 95 at the northwest end of the SMNRA. The communities of Cold Creek and Pahrump connect via a four-wheel-drive route over Wheeler Pass, the SMNRA's only major crossing. Much of the south, west, and north sides of the SMNRA are flanked by lands managed by the BLM Las Vegas and Pahrump Field Offices. The east side of the SMNRA borders BLM's Red Rock Canyon National Conservation Area, which buffers the SMNRA from metro Las Vegas.

Visitor Center in Kyle Canyon: The Humboldt-Toiyabe National Forest was privileged to work closely with the Nuwuvi (*Southern Paiute*) Nation, the Silent Heroes of the Cold War, and other key partners to envision, design, and complete the **Spring Mountains Visitor Gateway**. The complex now includes a sustainable **Visitor Center**, an educational research building, two amphitheaters, group picnic sites, and over 40 miles of new trails. The site is capable of hosting many kinds of special uses and events including shuttles, vending, and rentals, and festivals for up to approximately 500 people. There is also an adjacent large supplemental dirt parking area with toilets and trailheads across the highway.

Offering, Part 1: Recreation Activities

To apply to provide **OUTFITTING AND GUIDING and/or RECREATION EVENTS in the SMNRA in any of the following categories**, read the descriptions below and see Table 1 to distinguish between **Outfitting and Guiding** and **Recreation Events**. See also Section II (*Application Types & Fees*). Finally, see *Appendix 14, Management Plans, Areas & Stipulations*, for capacity constraints or other restrictions. Other clarifications or restrictions are shown below.

- **Hiking & Backpacking** – *Include but are not limited to day and multi-day use of trailed and off-trail travel (such as peak bagging) throughout the SMNRA, and camping in appropriate backcountry locations inside and outside of Wilderness. For shuttle services, see Offering, Part 2: Other Recreation Services.*
- **Trail Running** – *Includes recreational and competitive trail runs throughout the SMNRA.*
- **Mountain Biking** – *Includes but is not limited to travel using gravel- and cyclo-cross bikes (such as Gravel Fondo events), or mountain bikes and fat bikes (on designated NFS trails that allow mountain biking, or on designated motorized routes found on the Motor Vehicle Use Map), for uses such as racing, pleasure riding and bikepacking. For eBikes, see motorized opportunities (below). For mountain bike shuttle services, see Offering, Part 2: Other Recreation Services. Some of the mountain-bike friendly trails include Shady Hollow, Step Ladder, Showgirl, Bristlecone, Pinyon Pines Loop, Rocky Gorge Loop, Blue Tree Loop, and Acastus.*
- **Saddle or Pack Services** – *Include but are not limited to activities associated with Horses, Mules, or Llamas, such as Trail rides and Pack trips, or (in the case of hunting), Game retrieval. Because of the expense of stock ownership and transport, and the skills needed, guided services are often the only opportunity to experience them. The use of certified weed-free feed is required, beginning 48 hours before entry onto NFS lands. See also Offering, Part 2: Other Recreation Services, for the availability of operating a temporary/portable corral, pen and livestock area in conjunction with renting livestock. Some of the horse-friendly trails include Shady Hollow, Step Ladder, Eagle's Nest, North Loop, South Loop, Echo, Bristlecone (Scout Canyon portion), Bonanza, Mud Springs Loop, Pinyon Pines Loop, Rocky Gorge Loop and Blue Tree Loop. The GMP requires permits for groups with 15 or more pack or saddle stock, and that they stay on approved trails, and remove all hay and fecal material (0.131).*

- **Climbing** – *Includes but is not limited to Bouldering, Adventure hikes with scrambling, Rock and cliff climbing, Ice climbing, Rappelling, Canyoneering, Caving, and Summer and Winter Mountaineering.* Climbers are drawn to SMNRA’s **hard limestone cliffs, peak faces, and canyons** for their forested high-country settings, cooler summer temperatures, and ability to climb when wet (*unlike the sandstone routes at Red Rock Canyon NCA, for example*).
 - Appropriate Licenses and/or Certifications are required for Guided Climbing and Mountaineering.
- **Winter Activities** – *Include but are not limited to Sledding and tubing, Snowshoeing, X-country skiing, Backcountry skiing, Fat biking, Ice Climbing, Winter Mountaineering, and more.* Fat eBiking is covered under motorized opportunities. *A 12-inch base of snow is recommended for most winter activities and is required in certain locations.*
 - Appropriate Licenses and/or Certifications are required for Guided Ice Climbing, Guided Winter Mountaineering, and Guided Backcountry Skiing, etc.
- **Hunting** – One of the objectives of the GMP is to recognize hunting and trapping as legitimate uses of the SMNRA, and, because animals know no boundaries, to allow, for example, outfitters with permits to guide hunts in the rest of GMU 262 the ability to guide in the SMNRA. There are a variety of guided hunting activities available in the SMNRA including nontraditional game such as *Black-tailed jackrabbit and Coyote (no tag required)*, upland game birds (*such as Chukar and Quail*), and limited numbers of big game (*including Nelson Bighorn, Mule Deer, Rocky Mountain Elk, and Cougar*). Guiding nontraditional game hunts is a way to expand the season considerably and possibly justify a year-round presence in the SMNRA. Another is to combine it with year-round horseback rides.
 - Appropriate Licenses are required for Guided Hunting.
- **Motorized Opportunities** – *Include but are not limited to full-sized 2-wheel drive and 4-wheel drive vehicles, UTVs, ATVs, Motorcycles, Mopeds and Scooters, and eBikes.* Guided motorized tours (*vehicle and driver provided, or lead vehicle in caravan provided, often with instruction, maps and interpretation*) or Outfitting (*renting on or delivery to/pickup from NFS lands*) offer visitors the opportunity to experience the backcountry and high country through specialty vehicles on primitive roads. The expense of owning and transporting specialty equipment is high, and there are special skills, abilities and transportation requirements (*such as tow vehicles and trailers*) to participate in these modes of travel in the absence of such services. For maximum group sizes and vehicle and tour limits (*and a caveat*) for outfitter/guide vehicle tours in non-Wilderness areas, see *Appendix 14, Management Plans, Areas & Stipulations*.
 - **Four Wheel Drive** – Commercial 4wd tours are popular in nearby recreation areas. Opening the SMNRA to similar tours and rental services improves public access to southern Nevada’s highest mountain range.
 - **UTV/ATV** – Sit-in four-wheelers with roofs (UTVs) and sit-on four-wheelers with handlebars (ATVs) are popular ways to access designated motorized routes in the backcountry, both in guided or rental settings.
 - **Motorcycle/Moped/Scooter** – *Includes but is not limited to off-road-only (dirt), on/off-road (enduro), and on-road (moped/scooter) travel.* Enduros are popular with international tourists and have the advantage of allowing larger loop routes combining paved highways and primitive backcountry roads. For larger loops, consider permits with multiple agencies.
 - **eBike** – Whether in the form of road bikes, full-suspension mountain bikes, or fat bikes, eBikes (*bicycles with electric assist motors*) can make longer and/or more technical routes easier.
 - **RV Rentals and/or “Glamping”** – Perhaps you build or distribute “glamping” rigs, and/or aspire to operate a “glamping” operation whereby you deliver and pick up RVs or other camping rigs for overnight, weekend or longer use in campgrounds, group site areas, or remote, dispersed camping locations. Renters might either drive to or are shuttled to the sites, which are already set up, cleaned, and ready to use.
 - **Potential locations for motorized tours** – *Include but are not limited to NFS-based spur and loop routes and also using US Highway 95, or State Highway 160 and the Developed Canyons (SH 156, 157, and 158), and/or out of Pahrump and BLM lands into west-side canyons (Clark/Wallace/Carpenter) and/or over Wheeler Pass to Cold Creek, or out of Mountain Springs including Lovell Canyon/Lovell Summit/Rocky Gap, or the Mt. Stirling/Wheeler Peak/Horseshutem Springs/Crystal Spring/Rainbow Springs/Wood Canyon Springs areas, or the Potosi Peak/Cottonwood Pass areas, or Cold Creek/Willow*

Creek/Bonanza, or Harris Springs, or any of the cherry stem routes into Wilderness. If you are considering a larger-than-SMNRA footprint, contact the appropriate agencies for their requirements.

- **Formats for motorized tours** – *Include but are not limited to sightseeing, skills development, interpretive, photo safaris, access to high-country trails and camps, and more. For **shuttle** services, see Offering, Part 2: Other Recreation Services.*
- **Group Event Coordination Services** – *Include but are not limited to Weddings, Family reunions, School outings, Meetings, Corporate retreats, Professional workshops, etc. With 2.3 million local residents and 40-50 million annual visitors, the Las Vegas area is a popular destination for many kinds of events and gatherings. A Group Event Coordination Services permit authorizes the holder to produce a wide range of large and small group events on the SMNRA at approved sites (to coordinate transportation, activities and instruction, catering, entertainment, tenting, staging, lighting, sound, tables and chairs, photography and videography, sanitation, etc.).*
 - **Large weddings** might be hosted at the Visitor Center or at any of the reservable group sites (*such as in portions of Foxtail Group Picnic Area, Cathedral Rock Picnic Area, Spring Mountains Visitor Gateway Group Picnic Sites, or others*), or in smaller or more intimate locations.
 - **Larger-footprint venues** that can accommodate large tents or exhibitor areas include the Visitor Center (*which has a convenient overflow site at the adjacent Cliff Rose Trailhead*), Foxtail Group Picnic Area, and Sawmill Trailhead, etc.
 - **Events needing “reserved space”** can reserve space at Picnic Areas or Campgrounds at the following developed recreation areas (*with fees for day use or camping*) through the two methods below. Midweek and shoulder seasons offer more availability than summer weekends. Inquire for more info.
 1. **Day-use reservations made through a permit at a developed recreation area that is not on recreation.gov** (*for up to the 75 individual day use sites at Cathedral Rock Picnic Area, or up to the 25 day use sites at Kyle Picnic Area, or up to the 83 sites for day use at Old Mill Picnic Area*). Fees for these uses will be paid in the permit. Inquire for more info.
 2. **Reservations made through recreation.gov** – up to 6 months in advance (*for up to the 2 group sites at Cathedral Rock Picnic Area, or up to the 7 group sites for day use at Foxtail Group Picnic Area, or up to the 2 group picnic Sites at the Spring Mountains Visitor Gateway, or up to all 6 sites at Mahogany Grove Group Campground*). See recreation.gov for seasons, prices and availability, and to reserve/pay online. To inquire about customized block reservation options at McWilliams, Fletcher View or Hilltop Campgrounds, contact the permit administrator.
 - If you seek **on-mountain, indoor meeting space**, consider inquiring at the Visitor Center (*for its educational research building*), Lee Canyon (*ski area, above McWilliams Campground*), the Retreat on Charleston Peak (*adjacent to the Visitor Center*), Mt. Charleston Lodge (and Cabins) (*adjacent to Cathedral Rock Picnic Area*), or Camp Lee Canyon (*below McWilliams Campground*).
- **Education and Leisure Programs** – *Include but are not limited to School day trips, Natural history, Cultural heritage, Yoga, Astronomical star parties, Wilderness first responder, Avalanche rescue, Survival skills, Photography or videography workshops, Drawing and painting, Wildlife, etc. The Visitor Center is a good choice of venue or basecamp for many of these programs.*
- **Hybrid Events** – *Include but are not limited to Camps, Festivals, Demo, Multisport, Jamborees, Heritage, etc.*
 - **Camps** – Often geared for youth or enthusiast groups, camps typically include one or more kinds of age- or skill-based development activities offered by outfitter/guides (*such as mountain biking, horseback riding, ropes courses, zip lines, rock climbing, etc.*), with camping and meals.
 - **Festivals** – Some of the many formats for festivals include music (*such as bluegrass*), any of the outdoor sports lifestyles (*featuring one or a suite of outdoor sports*), cultural (*such as a sustainability fair or craft fair*), or epic distance events (*such as 24-hour races*).

- **Demo Events** – Often hosted by retailers, manufacturers, or online forums, demo events allow consumers to preview and operate new products in their intended settings, such as camping gear, mountain bikes, off-road vehicles, campers, etc. Demo events are also a way to conduct product research, or test the market for the viability of a future rental or outfitting and guiding operation, because of the feedback received.
- **Multisport** – Multisport events typically combine several *related* activities such as mountain biathlons (*such as mountain biking and trail running, or snowshoeing and cross-country skiing*), but might instead combine *disparate* activities or locations under survivor, bootcamp, or other banners.
- **Jamborees** – Whether for *off-road* enthusiasts such as 4-wheelers, or *camping* communities such as youth scout groups, Jamborees offer celebrations with challenging and fun activities in outdoor settings.
- **Heritage** – Heritage-based event examples include Roundup Riders (*equestrian-themed events celebrating western heritage and trail rides*), Mountain Man Rendezvous (*pioneer-themed events with period dress, crafts, archery and black powder shooting, etc.*), and Renaissance Fairs, to name a few.
- **Other Activities consistent with the GMP** – The above list of activities, while indicative of requested uses, is not exhaustive. *Feel free to propose any activities that you feel would benefit visitors and are consistent with the GMP.* Not every proposed use is appropriate, and not every appropriate proposed use is appropriate in every area. Please contact our office if you desire feedback or clarification.
- **Excluded Activities** – *Heli-skiing* is excluded from this offering.

Offering, Part 2: Other Recreation Services

To apply to provide **OTHER RECREATION SERVICES** in the SMNRA in any of the following categories, read the descriptions below, and see Section II (*Application Types & Fees*). See also *Appendix 14, Management Plans, Areas & Stipulations, for any capacity constraints or other restrictions.*

- **Food Service** – There is potential for two kinds of food services on the SMNRA, both of which require appropriate Southern Nevada Health District or other food Catering & Remote Service Site Permits, licenses and/or cards:
 - **Basic food service** (*including but not limited to a food truck or trailer, or an ice cream or coffee truck, etc.*) based at the Visitor Center, and/or circuit riding to developed picnic grounds, campgrounds, trailheads or other locations. Possible menu items include bottled water and other beverages, coffee and hot chocolate, box lunches, fruit, snacks, supplies for s'mores, camp dinner and breakfast foods, etc.
 - **Catering service** for serving simple to complex meals on NFS sites, prepared off-site or on-site, and presented in cookout, buffet, or other settings, potentially with transported tables and chairs, tents, campfires, etc., and potentially in concert with an authorized Group Event Coordination Services provider handling entertainment, sound, staging, lighting, transport, lodging, etc.
- **Transportation Service** – *Includes but is not limited to regularly-scheduled or on-demand services including truck, van or bus shuttles, with racks or trailers for bicycles, horses, OHVs, etc., providing, for example:*
 - **On-Forest Delivery and/or Pickup of Equipment** such as four-wheel-drive vehicles, motorcycles, eBikes, mountain bikes, snowshoes, skis, horses, etc. (*See Rental Service; the next major bullet.*)
 - **A Mountain Bike and/or Hiker Shuttle** connecting places such as the Visitor Center with Robber's Roost Trailhead (*to ride Telephone Canyon Road and the Shady Hollow and Step Ladder Trails*) and Juniper Trailhead (*Showgirl Trail*), possibly with alternate trips to Fletcher Canyon Trailhead for hikers, and Fletcher View Campground (*to bike the Acastus Trail*). This shuttle might run on weekends, holidays, or weekday afternoons for Las Vegas residents and tourists looking to escape the afternoon heat.
 - **A Hiker and/or Snowplay Shuttle** extending the above route to shuttle hikers between the North Loop and Trail Canyon Trailheads (*which typically needs a car shuttle*), or to connect the Visitor Center and Upper Kyle Trailheads (*Mary Jane, Cathedral Rock/South Loop*), or in winter, connect the Visitor Center with snowplay opportunities farther up Kyle canyon, with a turnaround at The Mt. Charleston Lodge.

- Extending farther still, there is the potential to **shuttle hikers and mountain bikers** between the Visitor Center and Lee Canyon’s Sawmill area trails, or Lower and Upper Bristlecone Trailheads, or even as far as the Bonanza Trailhead above Cold Creek (*the 12.4 mile Bonanza through hike requires a car shuttle*).
- **Rental Service with (or without) a Facility** – There is potential to park a van or truck or keep a container at the Visitor Center to house gear that is rented on site to use there or elsewhere (*for example bicycles and helmets, or snowshoes and poles*). With a mobile operation such as a van, truck or toy hauler, it might be possible to rent gear and equipment, and/or deliver horses or rental vehicles (*such as UTVs or ATVs*) to trailheads. Rentals might be conducted at the Visitor Center, in the Lee Canyon Guard Station (*next to Old Mill Picnic Area*), or in other settings under a portable EZ-UP shelter (*with or without sidewalls*) or mobile office (*such as an RV*). *See Corral, Pen & Livestock Area (below), for a potential site for staging horses during the day when rental operations are open.*
- **Services for Motorists (fixed or mobile)** – While there are no service stations in the SMNRA, many motorist needs could be met at Forest Service Trailheads, Campgrounds, and Picnic Areas (*Forest Service permit required*), and possibly along Kyle Canyon Highway, Deer Creek Highway, and Lee Canyon Highway (*check with NDOT*), such as:
 - **Motorist assistance** (*such as year round or seasonal towing and recovery of disabled, stuck or plowed-in vehicles, flat tires, snow and ice removal, snow chain sales and installation/removal, and assistance with starts, overheating, battery charging, wiper blades, empty gas tanks, map sales, etc.*).
 - A **charging station** for electric vehicles (*at the Visitor Center, etc.*).
- **Vendor/Peddler** – For the sales of merchandise and other services on the SMNRA. Examples include:
 - An **ATM** for cash withdrawals, etc. (*at the Visitor Center, etc.*).
 - Boothed outdoor sales events, such as a **Farmer’s Market** (*at the Visitor Center, etc.*).
 - Provision of goods for campers, such as **firewood or propane**, etc. (*available centrally and/or delivered*).
- **Corral, Pen & Livestock Area** – Operate a temporary portable corral, pen and livestock area at or near the Blue Tree site at Sawmill Trailhead in lower Lee Canyon connected with renting horses, with potential deliveries to other horse-friendly trailheads on the SMNRA. Previously, there was a permitted operation in Kyle Canyon. Site maintenance would include removal of all hay and fecal material (0.131).
- **Still Photography and/or Commercial Filming** – There are 3 options here and this is a bit complicated.

First, if you are *not* applying for one of the Recreation Activities or Other Recreation Services in this Prospectus and you are simply seeking a permit for commercial photography or filming for one client or project, contact us separately (*there is no Application Fee for that*).

Second, if you want to add a professional filming or photography *component* to your proposed Recreation Activity (*such as summit photos or horseback riding photos or race photos*) or Other Recreation Services application within this offering (*such as filming at a proposed music festival*), add the Application for Photography and/or Commercial Filming (*Appendix 07*) to your submission package; we can authorize exclusive film, radio, or television coverage in the parent permit if selected. In this case, the film or broadcast company becomes a sublessee of the permittee (FSM 2721.81). There is no additional Application Fee to add a filming component to a larger, non-filming permit, but there are applicable Commercial Use Fees as indicated in Appendix 07.

Third, if you are seeking to obtain a commercial still photography or filming permit **for multiple clients and/or multiple sites** on the SMNRA (*such as to shoot multiple weddings or elopements at multiple developed recreation sites throughout the year*), add the Application for Photography and/or Commercial Filming (*Appendix 07*) to your submission package.
- **Other Uses consistent with the GMP** – The above list of “Other Recreation Services” is indicative of requested uses, but is not exhaustive. *Feel free to propose any use that you feel would benefit visitors and is consistent with the GMP.* Not every proposed use is appropriate, and not every appropriate proposed use is appropriate in every area. Please contact our office prior to submitting an application if you have questions or would like clarification.

II. Application Types & Fees

Three Types of Applications & Key Definitions

Which application do I fill out for my package? The application you submit depends on **how** your proposed use is **configured** (see the *Activities and Uses* listed in *Offering, Parts 1 & 2* above). The 3 use types are: **Outfitting and Guiding, Recreation Events** and **Other Recreation Services**. If you have more than one type of proposal (such as an *Outfitter/Guide proposal* and a *proposal for a Recreation Event*), then **submit all of the appropriate application forms** (such as the *SF-299* and *FS-2700-3c*) for each use type, **but pay only the highest application fee**, per below. **DO NOT PAY MULTIPLE APPLICATION FEES**. One fee covers all of your applications. The two scenarios below illustrate. Please contact our office if you have questions or need clarification.

- SCENARIO 1—If you are proposing one or more **Outfitting and Guiding** and/or one or more **Other Recreation Services** (with or without *Recreation Events*), **include one \$250.00 application fee** with your application(s).
- SCENARIO 2—If you are proposing **Recreation Events only** (with no *Outfitting and Guiding* or *Other Recreation Services*), **include one \$100.00 application fee only** with your application(s).

1. **OUTFITTING AND GUIDING** Application # SF-299 **\$250 Application Fee**

This designation includes all **commercial outfitting** operations involving services for accommodating guests, transporting persons, and providing equipment, supplies, and materials. It also includes **commercial guiding** activities wherein the guide furnishes personal services or serves as a leader or teacher. *The SF-299 is a standard form not specifically for Outfitting and Guiding but it suffices in this Prospectus as the Outfitting and Guiding application within your overall package submission. Other examples include guided hunting, horseback riding, hiking, climbing, backcountry skiing, or mountaineering, motorized tours, etc., potentially with shuttles, and/or the rental and/or delivery/pickup of horses, mountain bikes, OHVs, etc. The main idea is a seasonal or year-round operation with customers paying for expertise, services, and/or equipment.* Outfitting and guiding is not always commercial (in the company or corporate sense), it can also be conducted by educational, rehabilitation, interpretive and outdoor organizations and institutions, in both for-profit and non-profit settings. (See also *Appendix 3, Definitions*.)

Outfitting is defined as renting on or delivery to/pickup on National Forest System (NFS) lands for pecuniary remuneration or other gain any saddle or pack animal, vehicle, boat, camping gear, or similar supplies or equipment. The term “outfitter” includes the holder’s employees and agents.

Guiding is defined as providing services or assistance (such as *supervision, protection, education, training, packing, touring, subsistence, transporting people, or interpretation*) for pecuniary remuneration or other gain to individuals or groups on NFS lands. The term “guides” includes holder employees and agents.

For **Outfitting and Guiding** proposals, include an **Application Fee** of \$250.00 with your application. **Operating Fees** are discussed in *Section V, Number 5*.

2. **OTHER RECREATION SERVICES** Application # SF-299 **\$250 Application Fee**

This designation includes special uses sought in this Prospectus (*other than Outfitting and Guiding, or Recreation Events*), including but not limited to **food service, transportation service, rental service with or without a facility, services for motorists, vendor/peddler, corral/pen/livestock area, and other uses consistent with the GMP. The main idea is a seasonal or year-round operation with customers paying for your expertise, services, and/or equipment. Fees are the same as for Outfitting and Guiding, above. (See also Appendix 2, Special Use Brochure.)**

3. **RECREATION EVENTS** Application # FS-2700-3c **\$100 Application Fee**

Recreation Events are defined as commercial activities requiring temporary, authorized use of NFS land. *Examples of recreation events include but are not limited to animal, human, or vehicle races, jamborees, rendezvous, rodeos, adventure games, fairs, youth treks, or 4wd rallies, adventure or survival games, or concerts or music festivals with an entry fee, or free-to-the-public demo events for 4wd or OHV vehicles, eBikes, mountain bikes, etc., where there is a motivation or attempt to sell product or services before, during, or as a result of the event. The main idea is paid or*

commercial events. A permit is required for these types of events regardless of the number of people involved. Recreation Event permittees are required to furnish appropriate law enforcement, crowd control, safety, and sanitation. Concession stands, vendors, etc., can be included in the parent permit. *(See also Appendix 6, Recreation Event FAQs.)*

Put all similar/repetitive Recreation Events on a single application *(such as the same proposed running race repeating on 3 different dates)*. **Put different Recreation Events on separate applications** *(such as a proposed mountain bike race on one trail system, and another proposed mountain bike race on another trail system)*.

For proposals with one or more **Recreation Events** only *(with no proposed Outfitting and Guiding or Other Recreation Services)*, include an **Application Fee** of \$100.00 with your application. **Operating Fees** are discussed in *Section V, Number 5*.

Table 1. Some examples to illustrate the difference between Outfitting and Guiding, and Recreation Events.

ACTIVITY	OUTFITTING AND GUIDING EXAMPLES Use Application # FS-299 \$250 Application Fee	RECREATION EVENT EXAMPLES Use Application # FS-2700-3c \$100 Application Fee
Hiking & Backpacking	Guided day hikes. Guided overnight backpacking trips.	-----
Trail Running	A trail running camp with shuttles to hosted runs, plus instruction, meals, and lodging, held on one or more consecutive days.	A running race or fun run. A series of races or fun runs.
Mountain Biking	Guided or shuttled day riding, rentals, or guided or supported bike packing trips, or a skills camp.	A mountain bike race or fun ride. A series of mountain bike races or fun rides, including night rides.
Saddle & Pack Services	Guided horseback trips, overnight pack trips, horse rentals, delivery of rental horses to remote trailheads, horseback riding instruction.	A supported equestrian event.
Climbing	Guided climbing, guided adventure hikes with scrambling, guided mountaineering, or instructional and skills camps.	Bouldering, climbing, or mountaineering contests.
Winter Activities	Guided backcountry skiing. Guided winter mountaineering.	A supported backcountry ski event. A supported snowshoeing event. A supported winter mountaineering event. Avalanche rescue courses.
Hunting	Guided no-tag hunting (<i>coyote, rabbit</i>) (the guide needs a permit, the hunter doesn't). Guided tagged hunting (<i>big game, or upland game birds</i>) (both the guide and hunter need authorizations). Game retrieval.	Hunter safety courses.
Motorized Activities	4-wheel drive tours. RV, ATV or UTV rentals (<i>with on-Forest delivery and/or pickup</i>). Enduro skills courses. Van-supported pack trips and shuttles.	A motorcycle rally with a fee. A demo event where you can receive instruction and/or try out eBikes or various vehicles on approved roads.
Group Event Coordination Services	Professional coordination of weddings and other events at approved sites, with a potential array of services such as arranging transportation, parking, catering, entertainment, staging, lighting, sound, tenting, sanitation, etc.	A music festival with an entry fee. A Christmas, outdoor products demo, crafts, or other themed festival with exhibitors and/or an entry fee.

Allocation of Use

Special Use Permits will be competitively awarded in the following manner.

- Multiple applicants **may** be awarded permits for special uses on the SMNRA.
- Each applicant is encouraged to apply only for what they would realistically use.
- Use will be allocated based upon restrictions by management area and successful applicant requests. If several selected applicants request the same number of Service Days, use will be allocated as equitably as possible.
- **Allocation of use** is an amount of use allocated to a holder that is measured in **Service Days** or **Quotas** and that is enumerated in a programmatic or project decision that is consistent with the applicable land management plan.
- For Outfitter/Guides, use is allocated in terms of **Service Days** (*an allocation of use constituting a day or any part of a day on NFS lands for which an outfitter or guide provides services to a client. For a day trip, the number of Service Days is the same as the total number of clients*). Use may also be allocated in **Quotas** (*an allocation measured as the number of stock per trip, people at one time, trips per hour or day, number of launches per day, or other measure other than a Service Day*).
- The Forest Service reserves the right to **change the amount of authorized use** based on patterns of non-use, unacceptable performance or other extenuating circumstances.
- Awards of Service Days **do not authorize exclusive use** of NFS trails, roads, sites, or lands. The general public already uses (*and will continue to use*) the area being offered.

Cost Recovery Fees

A **Cost Recovery Agreement** is mandatory for all administrative work that involves 50 or more hours to complete. Because applications to this offering in the aggregate will require 50 or more hours of administration, everyone who submits an application to this Prospectus through this solicitation process agrees to participate in a Cost Recovery Agreement. Applications submitted in response to this Prospectus are subject to Cost Recovery pursuant to 36 CFR 251.58(c)(3)(iii) and will be collected through the **Application Fee**. The **Application Fee** covers a portion of Forest Service costs for preparing, issuing, and evaluating the applications. The cost to process an application includes labor and operating costs *and can include any additional environmental analysis costs or site-specific studies associated with their operation that leads to a special use permit*. **If additional analysis (and higher Cost Recovery Fees, if any) are needed**, authorized officers will notify successful applicants in writing. Cost Recovery Fees for this Prospectus may be applied to applicants seeking a new permit, or to applicants seeking additional use for an existing permit.

NEPA and Other Analysis

All proposals are subject to National Environmental Policy Act (NEPA) review. Additional NEPA review is not necessarily expected for most uses involving system roads and trails. However, some proposals, including those involving sensitive habitat areas, heritage sites, or Wilderness use, may require additional analysis, which could in some cases, when applicants are so advised and still wish to continue, incur additional cost recovery fees and delay issuance of the permit.

Other Fees

In this Prospectus, we distinguish between **Application Fees** and **Commercial Use Fees**. **After successful applicants are selected, there is a Commercial Use (Operating) Fee for any permit authorized.** *See Section V, Post-Selection Requirements.* Commercial Use Fees are calculated using the guidelines in Chapter 30, Forest Service Handbook 2709.11. Do not submit Commercial Use Fees with your application. All Commercial Use Fees must be paid before the Special Use Permit is valid. For all 3 proposal types, **Commercial** is defined as any use or activity on NFS lands where an entry or participation fee is charged, or where the primary purpose is the sale of a good or service and, in either case, regardless of whether the use or activity is intended to produce a profit (36 CFR 251.51).

III. Application Submissions

Application Submissions & Questions

To apply for a Special Use Permit for Outfitting and Guiding, Recreation Events, and/or Other Recreation Services, please **e-mail your application package documents** (as attachments in Microsoft Word or PDF file formats) to: roger.haga@usda.gov and **mail your cashier's check** via US mail to our physical address, per below:

Spring Mountains NRA, Deborah J. MacNeill, Area Manager
ATTN: PROSPECTUS (c/o Roger Haga) 4701 N. Torrey Pines Dr., Las Vegas, NV 89130

Roger will email a confirmation of receipt for both your emailed application package and your mailed cashier's check. If you have pre-application questions, e-mail Roger Haga at roger.haga@usda.gov or call him at (702) 281-4184.

Key Dates

E-mailed applications and mailed cashier's checks will be accepted until close of business on **November 13, 2020**. Applications and cashier's checks received after **November 13, 2020** will not be considered.

Selection of successful applicants is anticipated by **December 15, 2020**. **The selection of successful applicants is an appealable decision** under 36 CFR 214.4(c)(2). Appellants must file a notice of appeal within 45 days of the date on the notice of written decision of selection, so any **appeals of selection decisions must be received by February 1, 2021**.

- **If no selection decision appeals are filed by February 1**, NEPA and other analysis (to determine the applicability of laws and management prescriptions and other factors to parameters of the permit including use allocations, etc.) may begin as early as **February 1, 2021**. **Permits may be issued after analysis is complete and after the post-selection requirements are complete.** (Most analysis is expected to take 2-3 months.)
- **If selection decision appeals are filed by February 1**, the Forest Service has 30 days to respond, or by **March 1, 2021**, and NEPA and other analysis (to determine the applicability of laws and management prescriptions and other factors to parameters of the permit including use allocations, etc.) may begin as early as **March 1, 2021**. **Permits may be issued after analysis is complete, and after the post-selection requirements are complete.**

Application Package (Required Items)

Items 1-8 below are required for a complete application. To avoid delaying the evaluation process and selection decisions, **incomplete applications are not evaluated.** E-mail completed versions of Items 1-7 below (as attachments in Microsoft Word or PDF file formats). Mail the cashier's check (Item 8) to the address above. All are due Nov. 13, 2020.

1. An e-mailed completed **Application**. Applicants have **2 basic application forms** depending on how their proposed activities are configured. For an explanation, see *Section II, Application Types & Fees*.
2. An e-mailed concise, six-paragraph **Resume/Cover Letter** with these 6 headings, covering:
 - a. A paragraph summarizing **your proposal**—briefly covering the *who, what, where, when, why, and how*.
 - b. A paragraph summarizing your **knowledge of, skills, and experience in** the proposed activity (*education, training, qualifications, abilities, and achievements*), and your **knowledge of the area** proposed.
 - c. A paragraph summarizing your proposed **fees charged to the public** for the first five years of operation, for included and optional services. Discuss any variable pricing or discounts.
 - d. A paragraph summarizing **what distinguishes your approach or services** from other applicants.
 - e. A paragraph summarizing how your activities might support **the public, land, and local community and economy**. You *might* reference any of the applicable 12 USFS mission support subpoints on page 20.
 - f. A paragraph summarizing how you aim to **alleviate visitor pressure** in already congested areas.

3. An e-mailed completed **Operating Plan** with detailed information for each item, including services offered, operating procedures, guide qualification requirements (*if applicable*), and **emergency** precautions and **safety** procedures. Use the enclosed form (*Appendix 8*). The signed Operating Plan becomes Appendix B of the Special Use Permit, if issued.
4. An e-mailed completed **Annual Itinerary & Topographic Maps** showing the operating season(s), locations, parking areas, trails/routes, camp locations, and other access points. Applicants requesting an **outfitting and guiding** permit (*for providing rental equipment and/or delivery to or pickup on NFS lands and/or providing services or assistance*) **must show the number of requested Service Days**/trips, drop off/pick up/parking locations, method of transport (*vehicle type*), max. # of clients and guides, sanitation methods, etc. Use the enclosed form (*Appendix 9*). The Annual Itinerary and Topographic Maps becomes Appendix C of the Special Use Permit, if issued.
5. An e-mailed **Statement of Extent of Operations**. If you intend to operate only on the SMNRA, **create and submit a statement to that effect**. If your proposed operation includes any other lands or roadways, **create and submit a List of Non-NFS lands** (*including other federal, state, county, and/or private lands*) **and/or Non-NFS roads** (*such as County Roads or BLM Roads, or State or US Highways*), and **summarize the status of your communication** with the landowner or land/road manager or agency (*such as BLM or NDOT*) about pursuing a permit. Please include their names and contact info (*agency, position, phone and email*).
6. An e-mailed **List of all current or past Special-Use Permits and Licenses or Certifications** for commercial operations on NFS or other federal, state or county lands. **If you have none, then list that**. Include *dates the permit(s) were held, operations authorized, copies of annual evaluations, and address and phone number of the contact person for the authorizing agent*. If applicable, indicate if any permit was ever **suspended** or **revoked** or if any **disciplinary actions** were taken related to those permits. Accuracy is required and paramount; emphasize the lessons learned.
7. An e-mailed, concise, **Mini Business Plan** covering:
 - a. **A summary of your business and management experience**. Your experience does not have to be directly related to your application. If you are in business, please also list the legal name of your *corporation, limited liability company (LLC), partnership, or proprietorship*, and include any names the organization/firm operated under during the past three years and the year operated for each name. If incorporated, include the state and date, and address of the principal place of business with zip code. If a partnership, list the names or partners, and their partnership interests. List the names, titles, and addresses of corporate officers and directors, with numbers of shares of stock owned by each. List your entity number if your organization is *already* registered with the NV Secretary of State.
 - b. **A summary of your financial position**, such as working capital, debt, and projected financial capability.
 - c. Three **business** and **financial** references and three **personal references** (*name, email, phone, years known, position, and relationship to you*); 6 total. Please list any **key worker** names & functions.
8. A mailed **Cashier's Check for the Application Fee** (either \$250.00 or \$100.00 per below). This fee offsets the government's cost of preparing, issuing, and evaluating the Prospectus (*see Section II, Application Types & Fees*). Payments will be credited on the date received by the designated Forest Service collection officer. *Do not include estimated Operating Fees; these will be billed after selections have been made, and after the permit is issued, and must be paid before operations commence.*
 - a. For Application Fees for **Outfitter/Guide** or **Other Recreation Services**, whether or not there is also a Recreation Event application, mail a cashier's check for \$250.00 payable to **USDA Forest Service**, to the address on page 12. *On the memo line, include your application email address.*
 - b. For Application Fees for applications that are for **Recreation Events only**, mail a cashier's check for \$100.00 payable to **USDA Forest Service**, to the address on page 12. *On the memo line, include your email address.*

Emailed applications and mailed payments become property of the US Government. Applications and financial information are treated as confidential to the extent allowed under the Freedom of Information Act (*5 USC 552 and 552a*).

Evaluation of Applications

Three Evaluation Criteria

There are **0-9 points total possible**. To maximize your score, cover each point below and answer accurately without overstating, ensuring that your complete 8-part application package (*listed above*) clearly addresses the criteria (*below*).

1. **VISION & SERVICES OFFERED TO THE PUBLIC** (*0 point min., 3 points max. per Table 3; with a Criteria 1 score averaged from individual scores on the 5 items listed below: 2a, 2c, 2d, 2e, and 2f.*)
 - a. Points are issued based on the applicant's **proposal summary, 5-year fee structure, what distinguishes their approach or services** from other applicants, as well as the **benefits to the public, land, and local community and economy**.
Cover these in your Application Package Items 2a, 2c, 2d & 2e.
 - b. Points are also issued based on the applicant's **strategies to alleviate visitor pressure**. NFS trails in the SMNRA are non-motorized and multiple use. In high-use areas such as in **Upper Kyle Canyon** and **Upper Lee Canyon** (*and along the Deer Creek Highway connector*), particularly on weekends, holidays, and other times of peak use, we wish to mitigate impacts related to trailhead/trail crowding, sanitation, and sensitive and invasive species. Applicants are encouraged to propose ways to minimize conflicts with existing users, other applicants, other user groups, and area residents, such as by carpooling or van shuttling/busing from on-mountain and/or remote locations, and/or spreading some, most, or all use to less-congested places, slower days, quieter times, or other strategies, such as through partnerships, trail maintenance, education campaigns, etc., limited only by imagination and ingenuity.
Cover this in your Application Package Item 2f.
2. **EXPERIENCE & TECHNICAL CAPABILITY** (*0 point min., 3 points max. per Table 3; with a Criteria 2 score averaged from the 6 items below. Note that 2b is scored twice: once for your knowledge of, skills, and experiences in the proposed activity, and once again for your knowledge of the area proposed, yielding 7 scores to average.*)
 - a. Points are issued based on the completeness of the applicant's **Application** (*Appendix 04, and/or Appendix 05, and in some cases, Appendix 07*), as well as **Skills and experience related to the proposed activity** (*including experience, education, training, qualifications, skills, achievements, past or current permits, licenses and certifications, etc.*). Some Application items are completed on the Operating Plan; fill out both.
Cover this in your Application Package Items 1 & 2b.
 - b. Points are also issued based on the completeness and soundness of the applicant's **Operating Plan** (*Appendix 08*), and **Trip Itinerary & Topographic Maps** (*Appendix 09*), **Extent of operations**, and **Past or present permits, licenses, certifications**, etc. In the Operating Plan, applicants will also cover how they will impart skills, local knowledge, and a Leave No Trace ethic.
Cover this in your Application Package Items 3, 4, 5 & 6.
3. **STATEMENT OF BUSINESS & FINANCIAL CAPABILITY** (*0 point min., 3 points max. per Table 3; with a Criteria 3 score averaged from the 11 items below. 7a is scored 4 times: once for your business experience, once for your management experience, once for your legal entity names over the last 3 years, and once for your corporation, partnership, or other entity information. 7b is scored 3 times: once for your working capital, once for your debt, and once for your projected financial capability. 7c is scored 3 times: once for 3 business references, once for 3 personal references, and once for the names and functions of any key workers. 8 is scored once.*)
 - a. Points are issued based on the applicant's **general and specialized business experience** and **financial capability** related to their proposal, and their business and personal references, etc., as listed in the **Mini Business Plan**. Points are also issued for submitted the right payment format and amount.
Cover this in your Application Package Items 7a, 7b, 7c & 8.

Evaluation Process

This Prospectus generally seeks to award multiple authorizations. **If you have interest, please apply.** To build a more comprehensive year-round Recreation Special Uses program on the SMNRA, in a wide range of traditional and emerging mountain recreation activities for the residents and visitors of greater Las Vegas, **we expect to authorize individuals and small and large companies and other organizations** (*such as educational institutions and nonprofits*) from both Southern Nevada and more distant locations.

This section describes how each application will be reviewed and evaluated by the panel. The applicant(s) selected will be those who are determined to be qualified to operate and maintain the proposed public services. The Forest Service will consider only **the written application package and any performance information** obtained by the panel. During the evaluation process, in addition to the application criteria above, the panel may contact any references, including all federal, state, and local entities which had or have a business relationship with the applicant. The panel may also consider performance information from other sources.

Using the three criteria (*above*) and the scoring system (*below*), **the evaluation panel will identify** to the authorized officer the degree to which each applicant’s proposal meets the application criteria including any performance considerations. **The authorized officer will then make as many selection decisions as is desired, by activity.** All applicants will be notified of the successful applicant(s) via certified mail.

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

The Forest Service reserves the right to **reject** any and all applications, however, there is room for **multiple selections** in any category with multiple qualified applicants when capacity and need or other factors warrant. Depending on the uses proposed, selections may be for the **number** of Service Days requested or **less than the number** of Service Days requested.

Below are the qualitative definitions for scoring each of the 3 evaluation criteria. With 3 tallied and average criteria scores ranging from a minimum of 0 points to a maximum of 3 points, the total application evaluation scores will range from a total of 0 to 9 points. Note the system (below) to determine each subscore. When applicants **exceed** the standard, they will receive a 3. When they **acceptably** meet the standard, they will receive a 2. When they **marginally** meet the standard, they will receive a 1. When they **fail** the minimum standards, they will receive a 0. Additional information is found in the Table below. Please read and consider it and let it inform how you approach and fill out your application.

Table 2. Evaluation scoring system

Color	Definition	Score
BLUE (>100%)	Exceeds – The application exceeds all minimum requirements. The application is comprehensive, in-depth, clear, and uniformly outstanding in quality. The application demonstrates an exceptional understanding of goals and objectives of the Prospectus. One or more major strengths exist. No major weaknesses exist. Consistently high-quality performance can be expected.	3
GREEN (85-100%)	Acceptable - The application easily meets all minimum requirements. The application generally is of high quality and demonstrates a strong understanding of the goals and objectives of the Prospectus. Strengths significantly outweigh weaknesses. Weaknesses are minor and easily addressed. Satisfactory performance can be expected.	2
YELLOW (70-84%)	Marginal - The application barely meets all minimum requirements. The application is of fair quality and demonstrates a fair understanding of the goals and objectives of the Prospectus. Strengths marginally outweigh or are marginally outweighed by weaknesses. Weaknesses may be major and may be difficult to address. Marginal performance can be expected if weaknesses are not addressed.	1
RED (<70%)	Unacceptable - The application fails to meet minimum requirements. The application is of poor quality and fails to demonstrate an understanding of the goals and objectives of the Prospectus. Weaknesses significantly outweigh strengths. Weaknesses are major and are difficult to address. Consistently unsatisfactory performance can be expected.	0

IV. Special Use Permits

Permit Issuance

The Forest Service reserves the right to reject any or all applications. The primary objective is to select those applicants who will best serve public need and safety while minimizing impact to public lands. Allocation of Service Days will be capped where caps exist (*see Appendix 14, Management Plans, Areas & Stipulations*). Members of Congress and Resident Commissioners are prohibited from holding outfitter-guide permits.

No subleasing of permits, Service Days, or ancillary services will be allowed unless clearly specified in the permit. Permit holders must possess the necessary equipment and expertise to perform the services authorized and must directly manage and operate the service. Applications that do not clearly indicate how the authorized use will be provided may not be considered. Once a permit is issued, in accordance with current policy, if the permit holder is unable or unwilling to provide the permitted services, the authorization may be terminated or revoked.

The Forest Service does not assure, promise, give warranty or otherwise guarantee a profitable operation. As a condition of application, the Forest Service requires that interested individuals conduct their own appraisals of the business opportunity.

Any oral statement by a representative of the USDA Forest Service that modifies the conditions of this Prospectus is an expression of opinion only, and confers no special right upon the applicant.

We anticipate issuing permits for summer operations first, fall operations second, and winter operations third, so that we can get as many permits issued in 2021 before the respective seasons begin and as staffing and analysis allows. Permits that require additional analysis may experience further delays, as needed.

Permit Duration

Successful Outfitter/Guide applicants will be issued priority permits for two years. After two consecutive years of successful performance, the permits will be reissued for a term of 8 years (*10 years total*). Permits will be eligible for reissuance for subsequent 10-year terms as long as the holder maintains acceptable performance.

Unlike successful Outfitter/Guide applicants, **successful Recreation Event applicants** will first be issued a bill for estimated use, and after it is paid and other requirements are met, then they will be issued a one-year permit. If the event is intended to repeat (*such as annually*), after completing the first year's post-event report, a performance review of the first edition of the event, and payment of the final bill, a 5-year permit may be issued to cover the remaining 4 years. Future permits will be eligible for subsequent 5-year terms as long as acceptable performance is maintained.

The number of successful applicants will be based upon the overall qualifications of the applicants as ranked according to the evaluation criteria found in **Section III** under **Evaluation of Applications**, and the number of Service Days needed.

Insurance

Holders of permits for **Outfitting/Guiding, Recreation Events, and Other Uses**, *shall have in force liability insurance* to provide coverage for third party property damage, personal injury, and death that arise in connection with the authorized use and occupancy. Liability insurance may be either in the split limit or combined single limit format. Contact our office if you have questions or need clarification.

- **Split Limit** – A policy in the split limit format lists separate coverage limits for third-party property damage, personal injury or death to one person and personal injury or death to more than one person. Minimum split limit coverage requirements are listed by activity in Table 2.
- **Combined Single Limit** – A policy in the combined single limit format lists a single coverage limit for third-party property damage, personal injury or death to one person and personal injury or death to more than one person. Minimum combined single limit coverage requirements are listed by activity in Table 2.

The **Regional Forester** may increase the minimum coverage amounts on the basis of the amount of use, likelihood and severity of injury, protection of forest visitors, potential liability of the United States, and cost of the insurance.

The **Forest Supervisor** may increase the national or regional minimum coverage amounts based on a case-specific risk assessment. The same coverage limit in an insurance policy may apply to both per occurrence and in the aggregate, that is, an insurance policy may apply the same coverage limit per incident and per year, regardless of how many incidents occur. Therefore, it may be appropriate to increase the minimum coverage amounts that apply to claims in the aggregate, especially if a holder has operations in multiple locations on National Forest System lands.

Such insurance shall also name the **United States** as additional insured. The holder shall send an authenticated copy of its insurance policy to the Forest Service immediately upon issuance of the policy. The policy shall also contain a specific provision or rider to the effect that the policy will not be cancelled or its provisions changed or deleted before 30 days written notice to the Authorized Officer, at the SMNRA by the insurance company.

See *Section V, Post-Selection Requirements*, for steps which follow selection, and come before the issuance of a permit and start of operations.

Table 3. Minimum insurance requirements by policy type and type of use

Forest Service Manual Reference	Types of Special Use	Minimum Coverage Amount (In Thousands)	
		Split Limit Policy (property, injury or death of one, injury or death of multiples)	Combined Policy
2721.53	OUTFITTING AND GUIDING		
	Backpacking	25/300/300	300
	Bicycling	25/500/500	500
	Bus, Van, Four-Wheel Drive Tours, ATV	25/500/500	500
	Hunting	25/500/500	500
	Nature Hikes	25/300/300	300
	Nordic Skiing	25/300/300	300
	Pack and Saddle Stock, Equestrian	25/500/500	500
	Rock Climbing	25/500/500	500
	Running and Walking Events	25/300/300	300
	OTHER USES	Split Limit Policy (same as above)	Combined Policy
2721.49	Recreation Events (have the same coverage requirements as activities listed under Outfitting and Guiding , above)	See 2721.53 (top section)	See 2721.53 (top section)
2721.54	Rental Services	25/100/300	300
2721.55	Restaurant	25/100/300	300
2721.56	Service Station	25/100/300	300
2721.57	Store, Shop, Offices	25/100/300	300
2721.58 & 82	Vendor and Peddler	25/100/300	300
2721.61	Winter Sports / Nordic Skiing	25/300/500	500
2721.61 & 65	Winter Sports / Snow Play	25/500/1000	1000
2721.61	Winter Sports / Avalanche Training	25/500/1000	1000

V. Post-Selection Requirements

If your application is selected and you are awarded use for this offering, you will then need to obtain an Outfitter and Guide, or Recreation Event, or other Special Use permit. An example of an Outfitter/Guide Special Use Permit is included in Appendix 10.

To avoid unnecessary expenses, do not incur costs for *insurance policies, brochures, certifications, trainings, licenses, etc.*, **until an award has been made** and analysis determines allocation levels, and you then decide to obtain a permit.

The selected applicant will be responsible for the following:

1. **Final Operating Plan** – The final Operating Plan and accompanying final Trip Itinerary and Topo Maps will become part of the special use permit upon approval by the Authorized Officer.
2. **Insurance** – The holder will have in force commercial general liability insurance that provides coverage for third-party property damage, personal injury, and death that arises in connection with the authorized use and occupancy. Liability insurance may be either in the split limit or combined single limit format. In addition, the insurance must indemnify the United States against any liability for damage to life or property. A **Certificate of Insurance** must be provided before a Special Use Permit will be issued. Minimum coverages listed by service type are found in Table 2.
3. **Advertising** – Selected applicants must provide a brochure and/or web link advertising current rates and services offered. An EEO (*Equal Employment Opportunity*) statement and statement that the use is occurring on the Humboldt Toiyabe National Forest under a Special Use Permit must be included on all advertisements including electronic advertising on the Internet.
4. All applicable **Permits, Certifications, Trainings, and/or Licensing requirements** (*from the State of Nevada or other entities*) must be met before a permit is issued. For example, applications for activities or uses where the State of Nevada requires a license (*or other states where the business is registered*), such as guided hunting, must provide a copy of a valid license to operate on the SMNRA. In-state and out-of-state businesses will require registration with the Nevada Secretary of State website, with an Active status, with the Permit signed by the Registered Agent.
5. **Applicable Fees** are described in Chapter 30, Forest Service Handbook 2709.11. All fees must be paid before the special use permit is valid. These include the **Application Fee** (*due with application*), and any **Operating Fees** (*do not submit with application*). Estimated Operating Fees will be billed after your permit is issued and must be recorded as paid before operations commence.

For **Outfitting and Guiding** proposals or proposals for **Other Recreation Services**, fees include an **Operating Fee** (*not in the application*) of 3% of expected adjusted gross revenue (*or \$110, whichever is greater*), which is submitted later. If the application is accepted, we will issue a bill calculated from the **Estimated Use Report** to cover the **Operating Fee**, which must be paid prior to operating. Within 30 days of the end of the operating season, the outfitter will submit its **Actual Use Report**, from which we will issue a final bill (*or credit*), if needed.

For **Recreation Event** proposals, fees include a bill for the **Operating Fee** billed later (*not in the application*) of either 5% of adjusted gross receipts (*all revenues less cost of prizes awarded*) for one-time events, or 3% of adjusted gross receipts for multiple events (*held in the same year*) under a single permit. After the application is accepted, we will issue a bill calculated from the **Estimated Use Report**, which must be paid before the event. Within 30 days after the event, permittees will submit an **Actual Use Report** from which we will issue a final bill (*or credit*), if needed.

6. **Record Keeping** – The permittee will be required to provide annual financial and Estimated Use and Actual Use records to determine the final annual fee. All original records of use by date, trip, fee and number and name of persons must be retained and readily available for inspection for the most recent five years.

VI. After the Permit is Issued

Special Use Policy

When applicable, annual (*ongoing*) requirements are similar to Section V, above. Special Use Permits will be administered in accordance with Forest Service policy (*FSH 2709.14 Chapter 50*). Permit holders and their employees are expected to understand the terms and conditions under which they operate. An example of a Special Use Permit for Outfitter/Guides can be found in Appendix 10. The Operating Plan will be reviewed and signed annually, before operations begin.

Advertising

Permit holders will continue to annually submit brochures and/or web links that display current rates and services offered. Any print, online, or other advertisement must include language that states that the services are being offered on the SMNRA and are authorized under a Special Use Permit.

Record Keeping

Permit holders will continue to provide to the Forest Service Estimated Use and Actual Use records to administer the permit and determine fees. All original records of use by date, activity, location (*specific trails*), fee charged, number and name of clients must be retained and readily available for inspection for five years. For examples see Appendix 11, the Estimated/Actual Use Report, and Appendix 9, Trip Itinerary & Maps.

Non-Discrimination

Permit holders will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The permit holder and his/her employees shall not discriminate by segregation or otherwise against any person on the basis of race, color or national origin by curtailing or refusing to furnish accommodations. The holder will be required to display signs setting forth this policy of non-discrimination (*provided by the Forest Service*) at the public entrance to the premises, and at other locations as directed by the Forest Service. The holder will be required to participate in any Title VI reviews with the SMNRA and sign a non-discrimination assurance statement prior to operating. Print and online advertisements must identify the holder as an equal opportunity provider.

Performance Evaluations & Inspections

Monitoring, performance evaluations, and periodic inspections exist for public safety and resource health. All permit holders are subject to monitoring as part of permit administration. Outfitting and Guiding permit holders will receive annual performance evaluations and periodic site inspections. Permit holders must receive an *acceptable* rating on evaluations to be in compliance with the permit. Non-compliance with permit requirements may result in suspension, revocation, or termination action; the evaluation system that the SMNRA uses for Outfitting and Guiding (*and Other Uses*) may be found in Appendices 12 and 13. See also the sample Special Use Permit in Appendix 10.

VII. Purpose

Mission Support

Our objective in soliciting and evaluating applications is to select those applicants whose proposed activities best match the public's need with the agency's mission. **The mission of the Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.** *To advance our mission, we balance the short and long-term needs of people and nature by:*

1. Working in collaboration with communities and our partners.
2. Providing access to resources and experiences that promote economic, ecological, and social vitality.
3. Connecting people to the land and one another.
4. Delivering world-class science, technology, and land management.

As one of 17 Valuing Outdoor Experiences Demonstration Areas in America (*and the only VOEDA in Region 4 of the Forest Service*), the SMNRA is:

5. Modernizing its Special Uses program by facilitating access to outdoor experiences for the American public.
6. Increasing the capacity of volunteer and stewardship programs.
7. Increasing citizen access through the Forest System of recreation roads (FSRs) and trails (FSTs).
8. Leveraging recreation opportunities at key special places.

The Strategy for Managing National Recreation Areas (NRAs) in Region 4 of the US Forest Service includes viewing NRAs as laboratories for unique approaches to management of public lands that can be transferred to other areas of the National Forest System to improve overall results in public land management. *The strategies include:*

9. Quality service delivery by others.
10. Aggressive and thoughtful partnerships.
11. Expanded fee retention and revenue generating authorities.
12. Improvement of overall NRA recreation experience.

The Forest Service extends a sincere thank you to its partners that provide special uses on public lands, without which it could not accomplish its mission.

Burden and Non-Discrimination Statement

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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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