

Appendix 9A

Campground and Day-Use Sites Annual Operating Plan Outline and Sample Annual Operating Plan

08/03/10

This appendix describes the minimum requirements of the holder's Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met. The Forest Service will use the information that the applicant provides to rate the applicant against the "Proposed Operating Plan" evaluation criteria. The successful applicant's proposal will become a part of their Annual Operating Plan.

The format of this presentation is intended to be a show how an operating plan would look. At the end of each section is a description of requirements for the proposal. Within each section are standards to be met, along with descriptive language that is suggested for the operating plan and we have included some language to explain what we are looking for.

The operating plan that is submitted must describe how elements of the prospectus and the additional standards and requirements specified in this section will be met. You may use wording from this sample plan or you may use your own.

The Annual Operating Plan Outline is the Table of Contents as shown in this appendix, page Appendix 9A-3.

Note: The proposed operating plan must have a table of contents, similar to the table of contents in this document, which addresses the main operating plan items.

If you have any questions, please contact:

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Arapaho-Roosevelt National Forest
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Sample Cover Page

2012 Operating Plan

For

Arapaho and Roosevelt National Forests Campgrounds and Related Sites Under Recreation Special Use Permit # XXXXXX

Operating Plan Submission and Approval:

Recommended and Submitted by:

Xxx Company (Name & Title)
Holder

Date: _____

This operating plan is accepted for calendar year 2012 operations, but remains in effect until replaced by an amendment or subsequent operating plan.

Approved By:
U.S. Forest Service

Glenn P. Casamassa
Forest Supervisor, Arapaho and Roosevelt National Forests and Pawnee National Grassland

Date: _____

Annual Operating Plan

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1. Customer Service

Arapaho-Roosevelt National Forest Customer Service Vision

Providing high quality customer service is essential to successful permit operations. The holder and their employees are responsible for upholding a positive and professional image while operating these facilities.

The customer is happy to have visited the national forest and would have loved to stay longer.

Customer Service Philosophy

As a provider of recreation services to the public for the Forest Service, it is essential for holders to focus on the customer service elements of operating these facilities. Customers and the visiting public will be responded to in a professional manner to contribute towards a safe and enjoyable experience on the National Forest. Holders and their employees are representatives of the forest and their actions directly affect visitor experiences. More information about the Forest Service mission can be found at <http://www.fs.fed.us/aboutus/mission.shtml>.

Our expectations are:

- Customers and employees experience enthusiastic interactions and treatment beyond the basics of respect and equity.
- Customer needs are met by anticipating, listening to, and responding in a prompt, courteous and efficient manner.
- Operations will meet or exceed customer expectations, with customer service being a higher priority than other duties, and the only exception being the safety of visitors and employees.

1A. Customer Service Standards

The following are minimum customer service standards:

- Following Good Host principles:
 - The visitor is important
 - Service is what we give
 - Be receptive
 - Be helpful
 - Be accurate
 - Be informed
- Providing consistent service
- Informing customers of local area recreation opportunities
- Resolving conflicts peacefully
- Addressing non-paying visitors respectfully
- Staying up-to-date on changing forest conditions
- Updating forest personnel on changing campground conditions (e.g. water system opening and closing, campground occupancy)
- Informing customers of rules and proper practices, and providing visitors with information and assistance during their experience.

1B. Non-discrimination and Civil Rights

Key to its mission, the Forest Service works to deliver a comprehensive and result oriented Civil Rights Program for customers while ensuring equality, justice, and full participation in agency activities and programs. The mission is achieved through civil rights compliance, advocacy, and education.

Hiring and interacting with employees and customers in a non-discriminatory manner is mandatory for this permit. It is required that the holder pro-actively work with employees to ensure that services are delivered in a non-discriminatory manner. This would include orientation and on-going training about the importance of civil rights.

The Forest Service will not tolerate harassment, physical altercations or biased treatment of campground visitors or their guests.

The Forest Service will perform bi-annual inspections of compliance with Title VI requirements. In addition, inspections will be made upon complaint of violations.

The poster, “Equal Justice for All...” must be posted at all sites in the permit.

1C. Customer Interaction, Comments and Complaint Resolution

Comment Forms

The holder shall provide an approved (by the Forest Service) Customer Service Comment Card and make them available to the public in a convenient manner. The comment card should be returnable to on-site staff or a corporate office. It must also contain the contact address and phone number for the Forest Service Permit Administrator (PA). A sample comment card is included as Appendix 7.

Response to Public Issues with Operations or Maintenance

Holder will have the primary responsibility for resolving customer issues with operations. Notes and copies of all correspondence regarding customer complaints will be forwarded to the permit administrator.

Public Contacts

Holder will ensure adequate presence to make quality and timely contacts with the public consistent with customer standards.

Fee Notification, Collection and Refunds

All fees that apply at a site, including discounted fees, must be posted in a conspicuous manner approved by the PA. A fee must be in the signed operating plan and posted on the site for it to be charged.

Fees should be deposited in fee tube by customers. Avoid taking fees directly from the public.

The holder will have a clear and consistent refund policy and procedure. A valid refund generally results from evidence of circumstances beyond the control of the person paying the fee. A process for requesting refunds, including procedures for requesting NRRS refunds, must be posted on site.

1D. Proposal Requirements

Provide a detailed description of your customer service commitment and how you will evaluate the customer service that you provide. Include policies and procedures for customer service training, protocols for employee's interactions with customers, conflict resolution, Title VI and non-discrimination, and assessing customer satisfaction.

Describe how you will address customer complaints with operations or facilities.

Provide a description of your fee notification, collection and refund processes.

Provide a sample comment card with your proposal. Describe how you will make comment cards available to the public. Describe how you will share comments with the Forest Service.

2. Staffing, Training and Employee Conduct

The holder's proposal shall ensure adequate staffing to meet the requirements outlined in this prospectus. The holder will be responsible for furnishing all personnel and for adequately training and supervising their activities while performing under the provisions of the permit.

The holder must meet the requirements of state and federal laws, including those governing employment, wages, and worker safety. Applicable laws include, but are not limited to, laws governing equal opportunity, civil rights, fair labor standards, minimum wage, Davis-Bacon Wage Rates (for Granger-Thye fee offset), Service Contract Act, workers' compensation, Occupational Safety and Health Administration (OSHA) regulations, Americans with Disabilities Act, and immigration laws regarding employment of non-citizens.

The holder is encouraged to use local businesses and available labor to fill staffing and support needs.

The holder annual operating plan must provide contact information for all managers and hosts (for emergency contact). This will include hardcopy mailing addresses, including surface addresses for managers who might receive communication through non-Postal Service delivery, e-mail addresses, land-line and cellular/satellite phone numbers.

2A. Supervision/Management

The holder must designate a representative(s) who will serve as the liaison between the holder and the Forest Service and have full authority to act on the terms of the special use permit.

There may be more than one designee, each of whom has the authority to act on one or more permit terms (e.g., one person may deal with operations issues, one may deal with maintenance issues, and another may deal with financial issues). The designee(s) names, or the appropriate job title(s), must be included in the proposal.

Supervisory and management skills are important to the successful operation under the concession permit. The skill of working with people, including the public, employees and Forest Service representatives is important. The ability to motivate people to provide good customer service and to set the example of providing good customer service is important. Organizational skills for operating and maintaining facilities are also important.

2B. Site Managers/Hosts

In addition to the requirements outlined in the Supervision/Management section above, the Forest Service suggests that hosts or site managers be located at the sites listed below (Table 2B). A history of operations experience indicates that having personnel stationed at these sites is very useful in providing the quality of services required to meet standards due to the complexity of operations which occurs at these sites.

Host staffing levels approved in the initial operating plan under the permit may be altered with approval of the Forest Service. The holder will need to provide a rationale for the proposed change. The rationale should discuss impacts/benefits to the public and to the holder.

The holder will only be permitted to use a specified number and location of host sites in each campground. Additionally, host sites are to be used for campgrounds hosts and area managers. Use of host sites for support staff whose positions do not require them to live on-site is discouraged.

Table 2B. Designated Host Sites.

Campground	Host Site(s) #	Dev. Scale	Electricity	Phone line	Water Hookup	Sewer	Remarks
Boulder Ranger District							
Camp Dick	6	High	Y	N	Y	Y	
	14	High	Y	N	Y	Y	
Kelly-Dahl	1	Moderate	Y	Y	Y	Y	
	8	Moderate	Y	Y	Y	N	
Meeker Park	2	Low	N	N	N	N	
Olive Ridge	10	Moderate	N	N	Y	N	
	42	Moderate	N	N	Y	N	
	43A	Moderate	N	Y	Y	N	
Pawnee	H1	Moderate	N	N	Y	Y	
	H2	Moderate	N	N	Y	Y	
	H3	Moderate	N	N	Y	Y	
	H4	Moderate	N	N	Y	Y	
	AS1	Moderate	N	N	Y	Y	
	AS2	Moderate	N	N	Y	Y	
	AS3	Moderate	N	N	Y	Y	
	AS4	Moderate	N	N	Y	Y	
Peaceful Valley	8	High	Y	N	N	N	
Rainbow Lakes	10	Low	N	N	N	N	
Canyon Lakes Ranger District							
Ansel Watrous	Site 8	High	Y	Y	Y	Y?	
Aspen Glen	Optional	Low	N	N	N	N	
Bellaire Lake	22	High	Y	N	Y	Y?	
Big Bend	2	Low	Y	Y	N	N?	
Big South	Optional	Low	N	N	N	N	
Browns Park	Optional	Low	N	N	N	N	
Chambers Lake	Host	High	Y	N	Y	Y	
	1	High	Y	N	Y	Y	?Potential
Dowdy Lake	Host 1	High	Y	Y	Y	Y	
	Host 2	High	Y	N	Y	Y	
Dutch George	1	Moderate	Y	N	Y	Y	
Grandview	Optional	Low	N	N	N	N	
Jacks Gulch	Host 1	Moderate	Y	?	Y	Y	
	28	Moderate	Y	?	Y	Y	
Kelly Flats	13	High	Y	?	Y	Y	

Campground	Host Site(s) #	Dev. Scale	Electricity	Phone line	Water Hookup	Sewer	Remarks
Long Draw	20	Low	N	N	N	N	
Mountain Park	Host 1	High	Y	Y	Y	Y	
	Host 2	High	Y	Y	Y	Y	
	56	High	Y	?	Y	Y	
Narrows	1	Moderate	N	N	N	N	
North Fork Poudre	Optional	Low	N	N	N	N	
Sleeping Elephant	Optional	Low	N	N	N	N	
Stove Prairie	Optional	Moderate	N	N	N	Y?	
Tom Bennett	Optional	Low	N	N	N	N	
Tunnel	7	Moderate	N	N	N	N	
West Lake	9	Moderate	Y	Y	Y	Y	
	?	Moderate	Y	?	Y	Y	
Clear Creek Ranger District							
Clear Lake	1	Low	N	N	N	N	
Cold Springs	11	Moderate	Y	Y	Y	Y	
	28	Moderate	Y	Plan	Y	Y	
Columbine	3	Low	N	N	N	N	
Echo Lake	8	Low	Y	N	N	N	
Guanella Pass	7	Moderate	N	N	N	N	
Mizpah	6	Low	N	N	N	N	
Pickle Gulch	Optional	Moderate	N	N	N	N	
West Chicago	3	Moderate	Y	Y	Y	Y	
	Annex, up the hill	Moderate	Y	Y	Y	Y	
Pawnee National Grassland							
Crow Valley CG	Host	Low	Y	Y	Y	N	
Sulphur Ranger District							
Arapaho Bay	2	Moderate	Y	Y	Y	Y	
	29	Moderate	N	N	Y	Y	
	67	Moderate	N	N	Y	Y	
Cutthroat Bay	Optional						No Amenities
Denver Creek	13	Moderate	Y	N	Y	Y	
Green Ridge	8	High	Y	N	Y	N	Loop A
	11	High	Y	N	Y	N	Loop A
	Host	High	Y	N	Y	N	Loop B
Horseshoe	Optional	Low	N	N	N	N	
Sawmill Gulch	Optional	Low	N	N	N	N	
South Fork	1	Moderate	N	N	N	N	
Stillwater	30	High	Y	N	Y	N	
	52	High	N?	N	Y	N	
	61	High	N?	N	Y	N	
	127	High	N?	N	Y	N	
Sugarloaf	Optional	Low	N	N	N	N	

Campground	Host Site(s) #	Dev. Scale	Electricity	Phone line	Water Hookup	Sewer	Remarks
Sunset Point	5	High	N	N	Y	N	
Willow Creek	1	Moderate	N	N	Y	N	

2C. Employee Training

The proposal must identify any employee training program(s) that the holder will offer to employees. At a minimum this should include the Forest Service-approved *Good Host Training* and *Recreation Site Cleaning* training. Other recommended topics include:

- Special Use Permit and Operating Plan requirements
- Customer Service
- Employee conduct
- Emergency response
- Safety and hazards
- Title VI Compliance and Non-discrimination
- Conflict resolution
- Local natural and cultural history

The Forest Service will provide assistance to the holder with information on Forest Service recreation opportunities and natural resources. The extent of that assistance will be determined at the beginning of the permit. The assistance is contingent upon Forest Service budget and work priorities. The Forest Service may attend and/or participate in holder training sessions. The holder will provide the FS a copy of its current training manual and materials (i.e., handouts, videos) prior to the beginning of each operating season. Dates, times and locations for employee training will be provided to the PA.

2D. Employee Conduct

The holder is responsible for the conduct of their employees. Employees are expected to comply with all applicable federal, state, and local laws, and to conduct themselves in a professional manner at all times (See Section 1, Customer Service, for more information). The special use permit does not shield the holder or their employees from prosecution if they violate any laws, either while performing their duties or while on their own time. Federal prohibitions include, but are not limited to:

- Engaging in conduct prohibited by the Code of Federal Regulations (36 CFR 261), and
- Using or being under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder.

2E. Uniforms and Vehicles

At a minimum, the holder will provide their employees with a professional uniform that includes a name tag identifying them as the holders' employee.

Employees will maintain their uniform in a clean and presentable manner while performing duties.

The description of the uniform should address: components (shirt, pants, hats, etc.), badges, name tags, patches, design and material. Items other than the approved uniform components and in the approved placement will not be worn by employees.

The holder may not wear any component of the Forest Service uniform (including official Forest Service volunteer uniform components).

At a minimum, holder vehicles shall be clean, quiet, and well-maintained and have good appearance. A professional quality sign including the holder name must be displayed on each side of each vehicle used at holder operated sites. Vehicles should have four wheels and cannot have knobby off-road tires. The Arapaho-Roosevelt prefers golf carts or similar vehicles.

All vehicles must stay on roads or spurs. No vehicle, including golf carts may travel over trails or cross-country. Exceptions may be granted, with prior approval, for construction projects.

2F. Appearance of holder occupied sites

Area managers, hosts and other holder employees living on-site should maintain their sites in an orderly fashion. Holder employees will not store or display items that visitors cannot have on site. Site furniture and displays should be moderate and tasteful. Signage allowed under this part must be approved by the PA. The PA may direct that host site appearance be modified. Site appearance standards include:

- Flags, streamers and other decorations must be appropriate (e.g. no offensive displays).
- Screens and awnings must be un-obtrusive (natural colors).
- Modest signs with host names and availability are acceptable. A small sign indicating firewood availability and price may be approved by the PA. No other advertising or signs are allowable.
- All vehicles and work equipment must fit on the sites' designated parking area.
- Any firewood present is neatly stacked.
- No bird feeders or other animal attractants.
- No carpets or artificial turf.
- Work supplies are stored neatly and preferably out of sight from visitors.

2G. Proposal Requirements

Provide an organization chart showing each position. Provide a narrative description of each position shown on the organization chart including the title of the position, duties, and indicating full or part time employment.

Provide a staffing plan including hosts, maintenance personnel and manager locations. List the sites you need for each type of personnel. Describe your recruiting plan to fill positions listed in the staffing plan.

Provide a proposal for communication protocols between your personnel and the Forest Service.

Provide a detailed description of your employee conduct policy, disciplinary procedures, and criteria for dismissal. Include policies and procedures for responding to employee conduct issues.

Provide a detailed description of initial and on-going training to be provided to each position listed on your organization chart. Provide copies of training materials given to employees.

Describe your uniform and vehicle identification policies. These are subject to final approval by the Forest Service. Also describe standards you will maintain for uniform appearance and for vehicle appearance. Describe the types of vehicles you would like to use.

3. Safety

The safety and health of all persons is of utmost importance. The holder will follow laws, regulations and policies for work place safety. The holder is expected to provide a safe environment for workers and for users of the sites. This includes actively addressing facility safety and health threats as well as informing people about other hazards. It also includes providing first responder assistance and initiating the appropriate Emergency Management System (EMS).

3A. Safety training for employees

The holder is responsible to provide on-going safety training to ensure a safe work environment and inform and educate their employees about working safely and recognizing unsafe conditions. The following safety topics are important for the operation of these facilities:

- First-Aid and CPR
- Facility and constructed feature condition and hazards
- Fire hazards
- Tree hazards
- Animal related hazards
- Weather related hazards
- Mine hazards

3B. Safety inspections

An annual safety and health inspection will be performed prior to the high use season for each site. The inspection will cover all facilities and grounds within the site and within 200 feet of any constructed feature. This inspection will document all safety and health problems discovered, note corrective action to be taken, and document completion of corrective actions or mitigating measures. Additionally, continuous attention to new situations presenting a safety or health concern during the operating season is required. These discoveries, corrective actions or mitigating measures taken will be documented in writing. Copies of the annual safety inspection will be transmitted to the PA as soon as practical. Documents of continuous safety inspections and findings will be logged for each facility.

3C. High risk conditions

High risk conditions may develop, such as but not limited to the following: weather (e.g. flood, tornados), environmental, and facility conditions; domestic unrest. It is the holder's responsibility to plan for and react responsibly to events that initiate in or near the facilities under permit. The holder shall plan to protect Forest Service assets, holder assets, holder personnel and the public. This includes notification procedures, event response protocols and evacuation procedures.

Specific response and evacuation plans are required for each site operated by the holder. Hosts are expected to be familiar with each sites plan and know the proper response procedures for the sites.

3D. Removal of hazardous objects

Safety hazards, such as but not limited to: unsafe tree branches, tripping hazards, unstable/uneven walking surfaces, nails in trees, ropes, material dumping, etc. shall be identified and corrected.

The PA shall be promptly notified when the holder feels that a hazardous object is the responsibility of the Forest Service.

3E. Bear, Cougar, and Other Predators, Rodents and Insects

The holder shall take all measures necessary to protect the environment, natural resources, and the health and safety of all persons affected by the use and occupancy authorized by this permit (see clause III.G. of Appendix 4: Concession Special Use Permit [FS-2700-4h]).

Black bear activity can occur anywhere on the forest. Occurrences are rare, but the holder should be prepared to mitigate threats. Hosts are expected to inform visitors about proper precautions to minimize bear activity or the likelihood for human/bear interactions. Bear, cougar, or other predator activity in campgrounds must be reported by the holder to the Permit Administrator as soon as possible.

Bear proof, animal resistant receptacles/dumpster are required when provided by vendors, and are provided in some areas by the Forest Service. Animal resistant dumpsters must be operated properly to discourage bear activity.

Signage about bears may be provided by the Division of Wildlife. If not, the holder will be expected to reproduce approved signage about bears for each campground.

The holder is responsible for maintaining all sites in a manner that reduces potential conflicts with animals and prevents infestations of rodents and insects. The holder must ensure a safe environment and inform and educate employees and the public about measures to prevent problems.

Holder employees will set the example by not having bird or animal feeders, managing personal food and drink coolers, pet food, BBQ grills, trash, etc. in a manner that will not attract animals or insects.

3F. Hazardous Materials – Storage, Use, and Disposal

In accordance with OSHA requirements and FS safety manual requirements, hazardous materials must be stored, used and disposed of properly. This includes having Material Safety Data Sheet (MSDS) at each site where hazardous materials are stored.

Storage of materials or equipment is not acceptable in pump-houses. Storage of materials in other buildings must be in an OSHA approved manner, and approved by the PA prior to bringing the materials on-site. Storage space is limited. The principle of storing only what you need for a reasonable working period is expected to be adhered to. This generally means 2 weeks or less or a very small quantity. The holder is expected to provide their own flammable/hazardous storage.

Vehicle maintenance, including changing oil or other fluids is not to occur on federal lands. No more than 20 gallons of gasoline can be stored at a site. Filling of vehicles or machinery with gasoline must be done in a safe manner and in a way that contains spillage.

Propane for hosts may be stored in approved containers, subject to local fire code. Store the minimum amount of propane. One-hundred pound tanks should be the maximum. Propane shall not be stored in FS buildings.

3G. Proposal Requirements

Provide a safety and health plan to address both an annual all encompassing safety and health inspection and a continuing safety and health monitoring program, that addresses the areas of concern listed above. This includes the training program for specific skills.

A general response and evacuation plan should be provided in the proposal. Site specific response and evacuation plans will be a requirement for the holder prior to permit issuance.

4. Fire Prevention Plan

In order to meet Safety and Security standards, the holder must include a Fire Prevention Plan in the Annual Operating Plan that addresses, at a minimum:

- How the applicant will prevent wildfires and structural fires,
- Reporting procedures and emergency response, should a fire occur,
- Training and experience of lead or other skilled employees relative to fire,
- Prevention efforts,
- Suppression tools and equipment that will be on-site, and
- Safety of recreation visitors and employees (e.g., emergency evacuation plan and communication plan).
- Propane Tank safety at FS buildings, with operators' camping units and with the public.

The holder, management, hosts and maintenance staff are expected to inform visitors of the need to attend to all campfires. When campfires are un-attended, they will be extinguished by the host. An unattended campfire is defined as any campfire left burning without supervision by a person over the age of 18.

4A. Proposal Requirements

Provide a fire prevention plan that addresses wildfires, structural fires, emergency reporting and employee training.

5. Identification and Removal of Hazard Trees

5A. Identification/Inspection of Trees

The holder is responsible for identifying and removing all hazard trees throughout the year, subject to Forest Service review. A pre-season inspection is required prior to opening seasonal sites. In addition, hazard tree inspections will be conducted immediately after any major weather event (i.e., high-wind events, tornados, severe rain, ice storms).

Forest Service approval is required prior to cutting or pruning of any trees.

The holder would not typically be responsible for hazard tree removal necessitated by atypical situations, such as a major blow down or a large insect infestation. However, responsibility will be determined on a case by case basis.

After securing approval from the Forest Service, the permit holder is required to remove hazard trees and associated slash. The Annual Operating Plan will address the appropriate disposal methods. The Forest Service will advise the permit holder, as needed, in regards to hazard tree identification and removal.

1. Holder will have appropriate equipment for assessing hazard trees and documenting inspections. Such equipment includes: increment borers, hammers, hatchets, diameter tape, clinometer, loggers tape, clipboards, flagging, compass, etc.
2. Holder will conduct a pre-season inspection. The Forest Service PA or designee will inspect, approve or modify actions for dead trees within five week-days, and seven week-days for live trees when ground is clear of snow. Campgrounds will not be allowed to open until hazard trees are removed.
3. Holder will provide trained personnel to conduct inspections. Such training may be obtained through the Forest Service during the summer season. All inspections, including pre-season inspections, must be conducted by trained/qualified personnel. Holder will submit names, training records and experience documentation for hazard tree inspection personnel. The PA will determine if the proposed inspectors are qualified. Knowledge and skills gained through training equivalent to the Forest Service training will be deemed as qualifying. The inspector will make assessments and recommendations based on the FS Hazard Tree rating systems. The FS makes the final decision about removing trees through the PA or designee.
4. Inspection/Documentation of all trees (>4" at 4.5' above ground on the uphill side) within two tree lengths of constructed features is required. Trees that require action will be flagged and identified by number corresponding to the inspection form. Documentation will be made on forms that are standard Region 2 forms or an approved equal. The items on the form will be filled out completely and accurately, including tree species, diameter, height, distance and direction from a reference point and with accurate ratings and calculations. A map of hazard trees for each site shall be prepared.

5. Failure to document trees that are within the size/distance parameters above or failure to note defects will result in below acceptable performance ratings if more than 2 trees per 100 observed by the PA, or designee, are not documented or inspected correctly.
6. If high hazard trees exist within 200' of a campsite, then the campground is subject to closure. If individual campsites can be closed to use such that the hazard trees are unlikely to fall near a site, then the remainder of the campground can be open. If not, then the entire loop or campground must be closed.
7. Post-season hazard tree inspections and treatments are encouraged.

5B. Monitoring

1. Trees that are not approved for removal or other mitigating actions by the FS will be designated by the FS with tags and/or flagging. These trees will be monitored monthly and after storm events, by the holder.
2. Regular inspections during the operating season to identify trees that become hazards are to be conducted.

5C. Cutting and removal of hazard trees

The holder is responsible for removal costs as limited by the prospectus (up to 1% of adjusted gross revenue). Falling, slash treatment and removal costs will be documented and provided to the permit administrator. Costs in excess of the year-end 1% adjusted gross revenue will be landlord responsibility.

Costs for treatment and removal are expected to be reasonable and including costs for services obtained by the holder (competitive bids required). The holder is liable for damage occurring from hazard tree removal, whether it is from their own workforce or a hired workforce.

Operation of machinery in the campgrounds must be prior approved by the PA.

Typical hazard tree work loads are not possible to estimate due to the current epidemic.

Hazard tree removal standards include:

- All stumps from hazard tree removal shall be flush cut to ground level in order to reduce tripping hazards.
- Logs and limbs will be bucked into firewood lengths.
- Green slash and wood should be treated immediately. Such treatment may include stacking, piling or removal.

- If slash and bucked logs resulting from hazard tree removal are not used by campers within a reasonable length of time, the holder must dispose of it by an approved method.
- Bucked trees and slash may be transported to a suitable Forest Service site to be determined annually.
- Wood from hazard trees cannot be sold by the holder to campers or other entities.

5D. Pruning of hazard trees and general pruning

Pruning of trees must be pre-approved by the PA. The holder will identify pruning needs in the annual site inspection or during the hazard tree inspection.

The main reasons for pruning are clearances above roads or sites for vehicles, above roads, sites or designated paths for walking, maintaining clearances alongside roads, trails and paths and for visibility of signage or other reasons.

Pruning must be done in a manner to allow branches to heal over effectively. It also must be done to maintain the character of the tree. Tree removal may be more appropriate than excessive pruning.

If pruning is identified as a means of eliminating a tree from being a hazard, the costs will be included with other hazard tree costs.

Pruning, for hazards, is more common in aspen and cottonwood than in the conifer types. Pruning for clearance is common in all tree types. Pruning of these trees may require a method of lifting the operator to significant height. A certified arborist is required for pruning of trees greater than 25' tall.

5E. Proposal Requirements

Provide a hazard tree identification, inspection and removal plan. Provide a pruning plan.

6. Herbicides, Pesticides, and Noxious Weeds

In order to ensure environmental protection and public safety, herbicides and pesticides may not be used to control undesirable vegetation, aquatic plants, insects, rodents, trash fish, or other pests and weeds without prior written approval from the Forest Service, except as indicated below. Ground vegetation can grow in site spurs, walking paths or within road prisms. The holder is responsible for treatment of this type of vegetation in an acceptable manner in order to prevent it from encroaching upon, or obscuring the site. “Off the shelf” herbicides may be used to treat this vegetation in accordance with manufacturer instructions. Any use of chemical treatments shall be done in accordance with manufacturer instructions.

A request for approval of planned uses of pesticides shall be submitted annually by the holder on the due date established by the authorized officer. Any request for use shall cover a 12-month period of planned use, beginning three months after the reporting date. 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 (see clause V.D. in Appendix 4: Concession Special Use Permit [FS-2700-4h]).

The holder’s employees should be able to identify the difference between common and noxious weeds in the area. The holder will notify the PA or designee of the location and extent of noxious weeds.

The holder is responsible to identify noxious weed infestations within their permitted boundaries. They must actively prevent any new and/or the increase of existing infestations. The list of weed species of concern is the Colorado State Noxious Weed list A, B, and C (Forest Service will provide a copy of the list). Several species are known to be present in or near sites included in this offering. For species which require herbicide treatment to control, the concessionaire would be required to report those species to the Forest Service if found. (i.e. toadflax, knapweeds, Canada thistle, etc.) For bi-annual species that can be controlled by pulling or chopping (plumless thistle, musk thistle, houndstongue, etc.), the concessionaire will be responsible for that type of treatment. The Forest Service may conduct monitoring/treatments within developed sites annually which may include the use of herbicides. Attempts will be made to contact campground hosts prior to any herbicide treatments.

6A. Proposal Requirements

Describe how you will identify noxious weeds and/or other nuisance vegetation or pests in the permit area.

7. Law Enforcement and Emergency Response

Forest Service, state, and local law enforcement and the holder each have roles in the law enforcement process at recreation sites operated under permit. The permit holder should establish working relationships with local law enforcement and emergency response officials.

Law enforcement authorities and responsibilities at holder operated sites are outlined in Appendix 8: Law Enforcement in Forest Service Concession Campgrounds (FSM ID 2340-96-1).

The Forest Service law enforcement and related County Sheriff contacts are:

Canyon Lakes Ranger District and Pawnee National Grassland

Lenora Arevalos	970-295-6725	Larimer County Sheriff:	970-498-5100
Terry Baxter	970-295-6719	Weld County Sheriff:	970-356-4015

Boulder Ranger District

Paul Krisanits	303-541-2513	Boulder County Sheriff:	303-441-4605
		Gilpin County Sheriff:	303-582-1060

Clear Creek Ranger District

Vacant	303-567-3031	Clear Creek County Sheriff:	303-567-4755
		Gilpin County Sheriff:	303-582-1060
		Jefferson County Sheriff:	303-271-5200

Sulphur Ranger District

Brian Fields	970-887-4116	Grand County Sheriff Dept:	970-725-3347
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7A. Holder's Responsibility for User Compliance with Laws and Regulations

The holder will be responsible for posting of Rules and Regulations at these areas.

The holder is expected to inform visitors of the rules and regulations applicable to use and occupancy of the recreation sites under permit. Forest Service rules/regulations for occupancy and use of Developed Recreation sites are generally adequate for protection of the resources, infrastructure and public safety. The holder's employees are expected to do their best to gain visitor compliance with Forest Service rules and regulations through informing visitors of the rules and approaching visitors to remind them of rules when violations occur.

If a visitor does not comply with the rules and regulations, the holder should gather as much information as possible on the violator without jeopardizing their own safety and immediately (within 24 hours) contact the nearest appropriate law enforcement authority. The holder may not ask visitors to leave the site for any reason. Instead, the holder should notify law enforcement

when compliance cannot be gained. Only Law Enforcement personnel will have the authority to direct that people leave the site. This action must be last resort.

The Forest Service expects that the holder will inform visitors of the following rules:

- Fee Collection timeframe will be that all guests will be given a minimum of 30 minutes or a reasonable time to pay site and/or Day Use Fees.
- Failing to have at least one person occupy a camping site during the first night after camping equipment has been set up - without permission.
- Checkout time is at 1:00 PM.
- Exceeding stay limits.
- Building campfires in places which are not designed for them.
- Leaving campfires unattended.
- Excessive speeds in campgrounds, speed limits are typically 10 or 15mph.
- Improper use of vehicles, including automobiles, motorcycles, and all-terrain vehicles.
- Parking or camping in non-designated sites.
- Exceeding the site capacity for number of campers or vehicles.
- Parking a vehicle off a road or spur.
- Non-adherence to “Quiet Time” as established throughout the recreation areas from 10PM to 6AM.
- Making noise exceeding reasonable disturbance thresholds at any time.
- Improper disposal of waste-water and sewage.
- Bathing or washing dishes or equipment at water faucets or in buildings not designed for bathing.
- Vandalism – document and report.
- Pets must be on a leash.

Group Site Rules/Regs

- Permits – group events, not required for groups within published capacity at designated group areas.
- Sound Systems – which exceed reasonable disturbance thresholds
- Day-Use of an Overnight site or Overnight Use of a Day-Use site

7B. Holder Rules of Use and Compliance

The holder may propose “Holder” rules of use and a compliance plan for approval by the Forest Service. “Holder” rules of use are discouraged, except for payment of fees, which is the holders’ responsibility.

The holder may propose that the Forest Service adopt new, or change existing, rules of use. Such changes are a deliberative process, and may take a period of time to process, unless there is an emergency need.

7C. Vandalism

The holder should take reasonable measures to discourage and prevent vandalism and disorderly conduct. When damage occurs, the holder should contact the PA and the appropriate law enforcement office. See the Law Enforcement section for protocol on damage to Forest Service property. The holder is responsible for repairing all vandalism that occurs during the permit tenure.

7D. Emergency Response

Various types of emergencies may occur in and around facilities covered under the permit: medical, law enforcement, facility breakdown, fire, or flood. The holder should be prepared to respond to any emergencies in the appropriate manner.

7E. Incident Reporting

The holder shall be responsible for reporting acts of vandalism or destruction to personal property to the PA after notifying the appropriate county sheriff's office. The holder shall be responsible for reporting acts of vandalism or destruction to government property to Forest Service law enforcement. The report shall be made to the authorized Forest Service official within 24 hours of the acts being discovered.

It is important for the holder and for the Forest Service to be aware of situations and interactions that occur at the facilities being managed.

Example situations that require notification of the Permit Administrator include:

- Damage or destruction of Forest Service property
- Incidents when FS or local law enforcement is involved
- Incidents between campers which the holder is made aware of or witnesses
- Incidents between campers and the holder's employees
- Incidents requiring emergency response

7F. Proposal Requirements

Describe how the public will be informed of Forest Service rules of use and how attempts to achieve compliance will be made. Submit proposed holder rules of use and a compliance plan. Define the holder incident reporting process.

Provide an emergency response plan for medical emergencies, search and rescue situations, law enforcement crimes against persons or property, and weather related events (floods, fire, wind-caused downfall, etc.).

8. Communication Systems

The holder is required to provide a dependable means of communication (e.g., two-way radios, cellular phones, satellite phones, etc.) between all employees, the Forest Service, the National Recreation Reservation System, and emergency response agencies from all sites at all times (see Table 1, pp. 11-12, for sites with landline telephone service). The use of radio frequencies and equipment owned by the Forest Service will not be authorized.

8A. Proposal Requirements

Describe how communications coverage will be complete, timely, and accurate between all identified agencies.

9. NRRS Operation and Management

The permit holder is responsible for operating and maintaining the National Recreation Reservation System (NRRS) through Reserve America which is currently at recreation.gov. The permit holder will work with the PA to identify the total number of sites residing on the reservation system, understanding that the total number of sites should not exceed 80% of total inventory. Reservations will be available from Memorial Day, or an agreed upon later date, through the Sunday of Labor Day weekend. Before and after these dates the sites will be open to the public on a first come, first service basis. The starting and ending dates will be subject to the PA's recommendation of site accessibility, due to weather conditions or other factors that affect facility operation.

When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

- Identify a person as point of contact to the NRRS contractor, and provide adequate training to personnel for operation of the NRRS.
- Obtain daily arrival reports (DARs) from the NRRS contractor as necessary to manage reservations at facilities under permit.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved or are reservable.
- Post and hold reserved sites for 24 hours (until check-in time the following day).
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a National Parks and Federal Recreational Lands Pass (Senior or Access) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 16

U.S.C. 6801-6814, or a Golden Age or Golden Access Passport before giving the discount on fees for those passes (*see* section II.B).

- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS, through the permit administrator or designee, at least annually for data updates.
- Communicate to the NRRS, through the permit administrator or designee, any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com>
- Minimum stays will not be allowed.

Because reservations can be made up to a year in advance for group sites and up to 180 days in advance for family sites, the NRRS is will be accepting reservations for the 2012 operating season prior to permit issuance. Fees received by the NRRS for reservations after December 31, 2011, 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.

The NRRS at recreation.gov will include all sites under this permit, including non-reserveable sites. The holder will be responsible for operation of the NRRS and other information at recreation.gov.

On-site reservations may be required at several sites. The most likely sites are: Stillwater, Green Ridge, Mountain Park, Bellaire Lake, West Lake and Dowdy Lake. The Forest Service will be responsible for providing the power and telecommunications infrastructure to implement this system.

9A. NRRS Operation Standards

1. The point of contact will be adequately trained and will have adequate equipment to effectively manage the system.
2. The holder will ensure that NRRS provides accurate information at all times. The information that appears to the public will present accurate facility description and pricing information. Information will be viewed to ensure that it is accurate. As discrepancies are discovered, the holder will work with NRRS to resolve the discrepancy. Adequate logging of communications will be maintained to demonstrate diligence to resolve errors.
3. Modifications to the information will be presented to the PA for review and approval prior to submitting to the NRRS. Emergency changes may be submitted concurrently to NRRS and the PA without prior approval.

4. The holder will strive to present information that is most useful to the public, creates reasonable expectations about the facilities, is written with professional wording and reads in an understandable manner.
5. The holder will explain the refund process and facilitate that process for visitors who depart early or are unable to make their trip.
6. The holder will process refund requests within 5 business days or will demonstrate on-going, timely communications to resolve the claim.
7. The typical advance reservation window should be 2 days. We are seeking on-site reservation capability at more developed, larger sites with necessary infrastructure.

9B. Sites in NRRS

1. Current facilities and sites in NRRS are listed in the prospectus, Tables 2-4.
2. The Forest Service is interested in expanding reservations to all campgrounds with more than 10 units.
3. The Forest Service is interested in on-site, real-time reservations at Stillwater, Green Ridge, Mountain Park, Bellaire Lake, West Lake and Dowdy Lake.

9C. Proposal Requirements

Describe how you will operate and manage the NRRS. Include the facilities and sites that you expect to operate under reservations. Also include in your proposal, any sites you will offer for on-site, real time reservations and a schedule for implementation in the first 3 years.

10. Annual Start-up

Annual start-up of the facilities includes opening the roads, starting the water systems, performing safety inspections, cleaning and making the facilities ready for use. Generally roads will not be plowed to open them. If plowing is desired, the PA must be notified ahead of time for approval and an observation during plowing. If access is required by use of county or local roads which require plowing or special access, the PA will coordinate with the district and local entities for opening the roads.

Forest Service roads that are gated and are constructed of asphalt may be accessed when the road surface has melted out and the sub-grade has stabilized. Forest Service roads that are gated and constructed of gravel may be access when the surface has melted out and the road bed has stabilized. The site may not be accessed if the road surface is not firm to walk on (e.g., mud cannot squish out from foot pressure).

Water systems must be started up. See Section 12 for water system operation requirements. The following is a description of the start-up operation which must be consistent with the regular season operations. Start-up includes obtaining power (grid electricity, propane or solar panel delivery (Dutch George CG), super-chlorinating the well, the treatment system and the distribution system for 48 hours. The system must be drained and replaced with water at the proper chlorine residual level for 24 hours. Pressure testing of the system will occur to ensure system integrity. If leaks are found, other than those that can be fixed by simple tightening, the PA must be notified prior to initiation of repairs.

A special purpose bacteriological test must be conducted within 10 days of opening the system. The special purpose test on chlorinated systems cannot be conducted until 24 hours after the proper chlorine residual level is obtained. A failed special purpose test must be reported to the PA. A determination of the course of action will be made at that time. A special purpose test that has passed will allow the system to be opened as long as the following routine tests can be conducted. A routine test for chlorinated systems and two routine tests for handpump systems must be conducted within the first month of operation (serving water to the public, including holder employees).

Safety inspections include hazard tree inspections and other safety inspections, described elsewhere in this sample operating plan, and should be referenced in the holder's proposed operating plan. Pre-season inspections must be especially thorough since the site hasn't been observed for 8-10 months. Facility condition inspections are part of the safety inspections. Inspection reports must be sent to the PA prior to approval to open the site.

Removal of hazard trees and addressing serious safety concerns is number one priority and must be addressed before proceeding with other tasks.

Cleaning and making the facilities ready for use match the requirements for regular season operations (see Section 11). Particular attention should be paid to making necessary repairs and to the appearance of the sites. Clearing debris is typically a major task. Ensuring that pad

borders are cleared of dirt and debris is important. Signage must be made ready, be complete, and be professional appearing.

10A. Proposal Requirements

Describe your annual start-up plan and procedures.

11. Site/Facility Operation and Maintenance

The holder is responsible for all tasks associated with the daily operation and maintenance of the site under this permit.

In accordance with the permit terms, the holder is responsible for all accidental damage and vandalism. This includes replacement of items to the identical form as the damaged item.

Storage of sundries will not be allowed to occur in the facilities, except for small amounts needed for sale over the period of a week to 10 days. Example: Firewood storage cannot occur in developed recreation sites, except for the quantities needed for the next 7-10 days sales.

General Equipment, Supply and Tool Storage

No materials can be stored in well/pump houses, except that necessary for operating the water systems. Storage chases in restrooms may be used for storage. See previous sections for hazardous materials storage.

Operation

Operation activities are those which pertain to preparing sites for use by visitors, keeping any buildings or other facilities in working order to ensure provision of the amenities available at the site.

Maintenance and Reconditioning (M-R)

An example of the M-R plan is displayed in Appendix 12. The example plan shows the Forest Service expectations. The holders' proposal and any modifications will become the M-R plan under the permit. Maintenance standards, as outlined in the prospectus as modified by the proposal or subsequent operating plans will be observed.

11A. Reports and Inspections

A Facility Inventory and Condition Survey (Inspection) will be completed and submitted to the PA by June 1, unless sites cannot be accessed by that time. For sites that can be accessed, the Facility Inventory and Condition Survey will be completed and submitted to the PA prior to opening the site. The report will provide data on condition of such facilities as toilets, picnic tables, fire rings, barrier posts, etc. The inspection will be documented in a format approved by the Forest Service. An example is shown in Appendix 3.

The holder will submit monthly reports that document during season inspections and repair or safety needs found and if they have been corrected.

11B. Interference with Normal Use of Recreation Sites

Operation, maintenance, and cleaning of grounds and facilities can interfere with the recreational use of the areas by the visiting public. The objective of the Forest Service is to limit this interference to the maximum extent possible.

Describe measures to limit inconvenience and disruption of use by the public.

1. Holder will identify shower cleaning times for Mountain Park and Stillwater that minimize the impact to visitors.
2. Holder should identify typical toilet inspection and cleaning times for all toilet facilities.

11C. General Requirements

1. The only sites that may be rented to visitors are sites identified in this prospectus. Renting parking space or camping space in locations not designated for that use will not be permitted.
2. Fee tubes must be emptied regularly, so that fee envelopes are able to fit entirely with-in the tube and cannot be extracted by passers-by.
3. Litter pick-up will occur around the lakes and along streams adjacent to the developed recreation sites under permit.
4. Holder will not direct or suggest that people camp in areas where camping is not allowed. The holder is expected to know rules about adjacent areas.

11D. Locks and Keys

The holder will be given keys to the current fee tube locks. It is the holder's responsibility to change the locks for security purposes. The holder shall turn in a physical inventory of Forest Service keys at the end of every operating season. A fee will be assessed for missing keys.

The holder is responsible for providing locks for toilet paper dispensers. The holder is responsible for providing locks for toilet vaults where locks hasps are available.

11E. Standards for Site Operation/Cleaning and Holder Maintenance

The holder shall be responsible for meeting the standards listed below when operating, cleaning and maintaining facilities.

11E1. All Facilities

Operations

- a) Facilities will be kept clean and well-maintained.
- b) The numbers of visitors and vehicles are kept at or below site capacity.
- c) A site safety inspection is completed annually and documented in a format acceptable to the Forest Service. Documented high risk conditions are corrected prior to use.
- d) High risk conditions that develop during the use season are mitigated or the site is closed.
- e) Electrical, water and sewage systems are operated to meet applicable state and local regulations.
- f) Grass and overhanging brush/branches are kept trimmed around tables, bulletin boards, water hydrants, barriers, signs, buildings, parking areas, paths, living spaces, tent sites, fire rings, and other facilities.

Holder Maintenance

- a) Graffiti is removed within 24 hours of discovery or notification.
- b) Vandalism is corrected or mitigated within one week of discovery or notification.
- c) Facilities, when designed as accessible, will be maintained in an accessible condition.
- d) Fill rodent holes at any constructed feature – sidewalks, building, steps, roadway, etc.

11E2. Grounds

Operations

- a) Developed sites shall be free of litter and domestic animal waste. Trash and litter will be removed from access roads, parking spurs and areas, toilets, water hydrants, trash receptacles, campsites and picnic areas and other areas within the site/facility.
- b) Loss of vegetation and erosion caused by recreation use will be documented and submitted to the permit administrator. The holder is responsible for mitigating erosion, using means approved by the Permit Administrator.
- c) If the *Pack-it-in/Pack-it-out* program is used, the message is prominently displayed and any accumulations of trash are removed within 24 hours of discovery or notification

Holder Maintenance

- a) Grass and other ground vegetation shall be maintained to a maximum height of eight (8) inches and a minimum distance of thirty-six (36) inches away from features or structures unless otherwise agreed to, in writing, by the PA.
- b) Nails, ropes, wire, etc. will be removed from trees whenever found.

11E3. Tent and Activity Pads

Operations

- a) Pads will be cleaned and raked between occupancies.

Holder Maintenance

- a) Pads will be kept free of vegetation.
- b) Pad borders will be kept free of vegetation and soil.
- c) Pad borders will be shored up when erosion under-cuts them.
- d) Pad borders will not be cut or modified for drainage.
- e) Pads will not have holes dug in them to enhance drainage.
- f) Pads and borders will be repaired if damage occurs (e.g. after a heavy rain).

11E4. Tables and Benches

Operations

- a) Excessive grass or vegetation shall be trimmed from around the table area when the table is not in a defined pad.
- b) Tabletops and seats shall be clean and kept free of dirt and grease.
- c) Ensure tables remain anchored and properly secured where intended.

- d) Inspect table bases for integrity.
- e) Ensure adequate clearance for accessibility and for benches.

Holder Maintenance

- a) Tables and benches shall be level.
- b) The holder shall maintain existing gravel, or other approved material around tables to prevent mud and erosion. When gravel is no longer adequate, the PA should be notified.
- c) Tables and benches that are painted will be painted annually with FS approved paint.
- d) Tables and benches that are stained will be stained annually with FS approved stain.
- e) Tables with chipped or have peeling paint or stain, or other damage(carving, etc.) will be scraped and painted or stained within one week.
- f) Table and bench planks that are damaged and can be returned to a smooth and safe condition will be sanded or planed to return the planks to a smooth and safe condition.
- g) Table planks that are missing or damaged will be replaced by the holder. Planks that are broken and rotted through normal aging will be the Forest Service's responsibility.
- h) Metal, plasticized expanded metal or other tops that have been damaged will be reported to the PA upon discovery.
- i) Paints and stains will not be allowed to drip on the ground. A site may need to be closed for painting or staining. Adequate time to perform the work must be planned. Sometimes, the work is most efficiently done after Labor Day.

11E5. Fire Rings and Grills

Operations

- a) Fire rings and grills shall be free of litter, ashes, and unburned material before subsequent occupancy. Grill surfaces will be free of grease and food particles before subsequent occupancy.
- b) All ashes must be disposed of off National Forest System lands and in accordance with state and local laws and regulations. Ashes shall not be placed in dumpsters or trash cans while hot.
- c) Clear all combustible materials and vegetation away from fire rings to a minimum of three (3) feet.
- d) Eliminate any rock fire rings or modifications that were not installed or approved by the Forest Service. Remove ashes from unauthorized fire rings and pits. Scatter the rocks and spread soil over these areas to make them less conspicuous.

Holder Maintenance

- a) Where gravel has been displaced from around fire-rings, the material will be moved back to prevent mud and erosion. When gravel is no longer adequate, the PA should be notified.
- b) Fire rings shall be level.
- c) The ground level under fire rings shall be maintained. This applies to non-accessible fire-rings.
- d) The fire surface level in accessible fires rings shall be maintained at 9" or greater.

- e) Grill surfaces and handles shall be repaired to original design condition, unless the parts are beyond reasonable use. A determination will be made by the PA as to excessive damage by users or if the fixture has outlasted its useful life.

11E6. Traffic Barriers and Fences

Operations

- a) Excess vegetation around barriers shall be trimmed to keep the barrier visible.
- b) Barriers will be inspected annually for safety and condition.
- c) Notify PA if survey and boundary markers are damaged or missing.

Holder Maintenance

- a) Painted or stained barriers will be treated annually.
- b) Debris build-up under barriers will be removed at the beginning of the season and during the season if build-up that restricts the flow of water occurs.
- c) Damaged, vandalized or missing barriers shall be replaced within one week.
- d) Damaged, vandalized or missing chevrons or reflectors will be replaced within one week.
- e) Temporary flagging or barriers will be erected to protect people and property where barriers are damaged, vandalized or missing.
- f) Barriers will be straightened or stabilized as needed.
- g) If the barrier or fence is past its useful life based on weathering or other natural factors, then the Forest Service will be responsible for replacement.

11E7. Trash Service, Recycling, Receptacles (Dumpsters, Cans, etc.) and Food Lockers

Operations

- a) The holder will provide trash service at all sites.
- b) The holder will supply bear-resistant trash containers in situations where Forest Service containers are not available.
- c) Bear-resistant dumpsters will be operated properly. Locks and bars will be employed as designed. Dumpsters will be checked in the evening to ensure they are secured for the night.
- d) Garbage will not exceed the capacity of the garbage containers. On busy weekends (e.g. July 4th) additional pick-ups or additional containers may be needed. Placement of additional containers will need approval of the Permit Administrator.
- e) Garbage locations are clean and free of objectionable odors.
- f) All trash shall be removed from National Forest lands and disposed of in accordance with all state and local laws and regulations.
- g) The type, size, number, and locations of garbage containers should be included in the proposal. This includes plans for vendor supplied garbage containers.
- h) Recycling of all standard recyclable materials is encouraged.
- i) The holder will cover all costs for any recycling programs. Proceeds from recycling will not be counted as income for permit fee purposes.
- j) 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 those materials from the campground to an appropriate recycling facility. Any proceeds from the sale of recycled materials may be retained by the holder.

Holder Maintenance

- a) Damage to trash containers will be fixed within one week. This includes damage from dumpster fires caused by visitors, the public or holder operations. Damage to wheels from rust or rough handling may require replacement of wheels.
- b) All animal resistant trash receptacles and food lockers must be maintained in a functional work condition as designed; and broken or malfunctioning latches, chains or other appurtenant features must be repaired or replaced in a timely manner.
- c) All wheels and roller bearings on dumpsters shall be greased a minimum of once annually to prevent water penetration and rust build-up.

11E8. Campsite/Unit Markers

Operations

- a) Holder is responsible for ensuring site numbers and fee receipt clips/holders and reservation tags (as needed) are present and in good condition.

Holder Maintenance

- a) Replacement of numbers and clips/holders are the responsibility of the holder. Deviation from the sites' typical numbers or clips/holders requires PA approval.
- b) Holder is responsible for painting or staining site markers when needed or every 2 years.
- c) Painting/Staining must not bleed into or onto numbers, clips or holders. Paint and stain must be approved by permit administrator.
- d) Holder is responsible for ensuring that posts are perpendicular to the ground.
- e) Holder is responsible for replacing posts that are damaged by vehicles or visitors. Temporary site markers must be placed immediately upon discovery that posts are missing or damaged.

11E9. Signage – Informational, Directional and Site ID Signs, Bulletin Boards, Fee Stations

Operations

- a) Signs, bulletin boards, and fee stations are well maintained, neatly arranged, and meet Forest Service signage standards. A fee station signage plan must be submitted annually. This plan will include dimensions of the bulletin boards and the dimensions of the signs to be placed on the boards.
- b) Proposed signs must be reviewed by the PA as to location, design, size, color, and content.
- c) All signs must be in good condition (neat, clean, not faded or torn, etc.).
- d) Information boards look fresh, professional, uncluttered, and contain appropriate current/seasonal information. Multi-lingual information is provided as needed.
- e) Permit holder responsible for providing all standard posters identified in the sign plan.
- f) Homemade signs or posters are not permitted unless approved by PA. Computer generated signs may be used temporarily for unexpected situations (e.g., if restrooms or water systems are inoperable).

- g) Commercial advertising is not allowed.
- h) Fee changes and closures that are anticipated will be posted 2 weeks before the change.
- i) Shoulder season bulletin board signing shall include information as to whether or not potable water and trash service are available and what the expected closing date of the facility is.
- j) Use standard (Unicor) campground closed for season sign.
- k) Postings from outside entities not authorized by the PA are to be removed upon discovery.
- l) Site identification signs will be kept free of unofficial signs.

Holder Maintenance

- a) Damage to signs, bulletin boards, and fee stations will be repaired within one week.
- b) Signs posts will be straight.
- c) Sign posts, bulletin boards and fee tubes/envelope holders shall be painted, stained or preserved annually.
- d) Interior routed and painted signs will be refurbished and touched up with paint as needed.
- e) When Site Identification signs are damaged or weathered, they will be sanded and repainted in a professional manner, prior to season opening. Signs may be removed for the winter season to facilitate maintenance. If damage occurs during the season, immediate repairs should be made. Consult with the PA for these situations.

11E9a. Holder Identification sign

A sign stating that the recreation area is under permit from the U.S. Forest Service and including the name of the permit holder must be posted on the fee station of all sites. The sign must include contact information for both the permit holder and Forest Service and how to contact the Forest Service Permit Administrator. The holder may use Forest Service *fee area* signs.

Provide a representation of the signage here. Ensure that the text is discernable to be able to evaluate the content.

11E9b. Title VI compliance

The holder is required to post and maintain the *And Justice for All* poster and "Welcome To Your National Forests..." poster (Unicor P23-43) as furnished by the Forest Service. A substitute sign may be proposed to the PA. Criteria for approval include but are not limited to matching the wording on the standard signs.

11E9c. Site ID and directional signs

1. Information signs and sign posts composed of wood, will be stained or painted annually, using specified colors, which are the Forest Service standard or other colors as approved by the PA. Sign posts that are metal will be painted to match existing colors or Forest Service standards as approved by the PA.
2. Posters will be used when needed. Posters should be plastic. When posters are faded, they will be replaced.

3. FS provided signs will be inspected as part of the annual and on-going inspection. As these signs fade, crack or peel, such conditions will be reported to the PA for Forest Service replacement.

11E9d. Fee Tubes and Fee Envelope Boxes

1. The holder is responsible for locking mechanisms at fee stations.
2. Fee tubes will be painted annually, either in green or in brown as approved by the PA. The paint should be a semi-gloss, rust-resistant enamel. Paint will not be spilled on the ground, sidewalks or other structures.
3. Signs on fee tubes must be neat. Signs may be stickers that are attached to the tube.
4. Fee envelope boxes may be attached to fee station information boards. Information posted on the boxes must be neat. Stickers may be attached to the boxes. The box needs to have a surface for filling out the information. The fee envelopes must be easily retrievable from the box. The box must have a writing implement available at all times. The condition of the box, metal or wood must be good. When the box is worn-out, splintering or damaged, it must be repaired or replaced.

11E9e. Proposal Requirements

Describe proposed signing and sign maintenance as it relates to both Holder and Forest Service provided signs.

11E10. Equestrian Sites

The only designated equestrian sites are at Jacks Gulch Equestrian area.

Operations

- a) Corrals will be cleaned when vacated and before the next occupancy.

Holder Maintenance

- a) Holder is responsible for supplying and replacing bedding material. Bedding material must be certified weed free. Bedding material must be approved by the permit administrator.
- b) Holder is responsible for maintaining corrals in good and safe condition.

11E11. Playgrounds and Related Equipment

The holder is responsible for maintenance of playground equipment. Sites with playgrounds include:

- Kelly Dahl
- Olive Ridge

- Cold Springs
- Pickle Gulch
- Chambers Lake
- Mountain Park

Operations

- a) Conduct weekly safety inspections. Particularly look for rot, rust, sturdiness, sharp edges, missing pieces. Look at the condition of the ground, particularly where people launch, land, or walk.
- b) Conduct daily inspections to look for similar deficiencies as in the annual inspection.
- c) Notify the PA when a safety hazard exists. Close the facility or portion of the facility where the hazard can be isolated.

Holder Maintenance

- a) Replace missing pieces.
- b) Treat sharp edges.
- c) For wooden structures, paint or stain annually.
- d) For more information on playground safety standards, see <http://www.cpsc.gov/cpscpub/pubs/325.pdf>

11E12. Electrical Service to Campsites

See Tables 2-4 in prospectus for sites with electricity.

Operations

- a) Ensure that electricity to sites is available whenever the campground is open.
- b) Ensure customers' electric cords are not in continuous contact with the ground, when the ground is wet. Note: The breakers at Dowdy Lake Campground are especially sensitive to current drains.
- c) At all sites, if a breaker is tripping repeatedly, do not continue to re-set the breaker. Notify the PA of the situation.

Maintenance

- a) Notify the PA when electrical service is deficient or does not work. The holder has no authority to perform work on the electrical system. The Forest Service requires that a licensed electrician performs work on electrical systems.

11E13. A-Bay Boatramp

This boat ramp is typically used by campers in this campground, but may be used by others.

Operations

- a) Remove trash in and around boat ramp.

11F. Standards for Building Operation, Cleaning and Holder Maintenance

Sections 11F1 and 11F2 apply to all buildings. Specific requirements for other types of buildings are specified in subsequent sections.

11F1. General Building Operations and Maintenance

Operations

- a) Building interiors shall be kept free of dirt, trash, insects and spider webs. All graffiti shall be removed upon discovery.
- b) Building exteriors shall be free of graffiti. All eaves will be kept free from wasp nests, bird nests and spider webs, etc.
- c) Buildings used for material storage will be tidy. Materials may not be stored outside without permission from the PA.
- d) The outside steps and exterior of buildings will be kept free of dirt and debris.
- e) Windows will be kept clean and functional.
- f) Screens will be kept clean, in-place and functional.

Holder Maintenance

- a) The holder will be responsible for painting or staining buildings every 2 years or as needed as determined by the PA. The Forest Service will provide paint and stain specifications for each building.
- b) Trim, flashing, roofing will be re-attached as necessary.
- c) Carbon monoxide detectors are required in all buildings using a combustible fuel.
- d) Fire/smoke detectors are required in all buildings with power or combustible fuel.
- e) Any building modification requires prior approval by the PA.

11F2. Electrical Service in Buildings

Operations

- a) Circuits may not be over-loaded.
- b) Inspect outlets and fixtures for evidence of arc'ing.
- c) Replace fuses with proper amperage. Do not use slow-blow fuses.
- d) If circuit breakers continue to trip, inform the PA. Do not continue to re-set the breakers.
- e) For exterior wiring, inspect conduit for weather-tightness and inspect wires at conduit ends for damage.

Maintenance

- a) Notify PA of exposed wiring or deficient performance. Holder has no authority to repair or modify electrical systems.

11F3. Vault Toilet Building Operation and Maintenance

Operations

- a) Toilets are inspected regularly throughout the day.

- b) To keep humans from unhealthy exposures to human waste, the waste is removed immediately upon discovery or notification.
- c) Any fly strips, deodorants, air fresheners, disinfectants, or signs will be supplied by the permit holder and approved by the PA in order to ensure environmental protection and public safety.
- d) Vault toilets will be pumped completely when they reach 18” from the bottom of the riser. Fill vault with 50 gallons of water after pumping. Ensure that enough water exists in the vault to cover the solids at all times.
- e) Toilets risers, seats must be cleaned with appropriate concentration of antibacterial agent.
- f) Ensure that screens are in place. Ensure that door sweeps are in place.
- g) Ensure that the floors are swept out and free of debris.
- h) Door handles must be cleaned with a separate antibacterial agent, than that used to clean risers and seats. The same antibacterial agent may be used to clean faucet handles on water hydrants.

Maintenance

- a) Restrooms are functional and in good repair. Minor maintenance items such as missing signs, screens, vents or hardware problems will be corrected within one week of discovery, except door locking mechanism will be fixed immediately.
- b) Repair damage caused by vandalism. Repair plan must be approved by PA. Repair plans using metal to cover holes in wood will not be approved. Specific concrete patching is available for concrete toilets.
- c) Repair screens that allow insects to pass through.
- d) Repair or replace door sweeps when they are broken or non-functional.
- e) Floors will be painted annually with an approved epoxy paint and non-skid surface.
- f) Vault lids may have hasps to lock the lid. The permit holder is responsible for providing locks for these.
- g) Toilet paper holder – locks are to be provided by the permit holder. Do not add additional roll holders without approval of PA.
- h) Inspect doors and door locks for proper function. Holder is responsible for damage to door locks from vandalism or camper abuse. Installation of slide-bolt locks will not be permitted, unless they meet ADA requirements.
- i) Inspect siding and trim for condition. Re-caulk gaps with clear caulk.
- j) Inspect vent stacks for proper function, including screens and caps. Ensure stacks are free from obstructions. Pay close attention to round metal stacks. Notify the PA if a metal stack no longer has integrity.

11F4. Flush Toilet Building Operation and Maintenance

Operations

- a) Toilet buildings and fixtures are inspected regularly throughout the day to ensure proper function and cleanliness.
- b) Sinks are inspected regularly to ensure adequate drainage and cleanliness.
- c) To keep humans from unhealthy exposures to human waste, the waste is removed immediately upon discovery or notification.

- d) Any fly strips, deodorants, disinfectants, or signs will be supplied by the permit holder and approved by the PA in order to ensure environmental protection and public safety.
- e) Ensure that no light bulbs are exposed in the publicly available portion of the building. Ensure that lights are operating properly.
- f) Ensure the GFI circuits are operating properly.
- g) Ensure that water temperature is properly controlled to prevent scalding.

Holder Maintenance

- a) Restrooms are functional and in good repair. Minor maintenance items such as missing signs, screens, vents or hardware problems will be corrected within one week of discovery, except door locking mechanism will be fixed immediately.
- b) No modifications can be made to any system with prior PA approval.
- c) Some flush toilets require the use of pressure cartridges for flushing. These will be the responsibility of the holder.
- d) A locking system may be instituted to keep visitors from using the facility for bathing or sleeping with prior approval of the PA.

11F5. Shower Building Operation and Maintenance

Operations

- a) Develop a cleaning schedule that minimizes interference with guests. Typically this would be late morning or early afternoon.
- b) Holder is responsible for collecting fees from coin-op boxes. These fees will be reported as income.
- c) Keep the shower building in clean condition during hours of operation or at least from 8am to 10pm.
- d) Ensure that no light bulbs are exposed in the publicly available portion of the building. Ensure that lights are operating properly.
- e) Ensure the GFI circuits are operating properly.
- f) Ensure that water temperature is properly controlled to prevent scalding.

Maintenance

- a) Flush the water heater monthly during the operating season. Holder is responsible for replacing electrical elements.

11F6. Water System Building Operation and Maintenance

Operations

- a) Inspect building annually for damage of any kind.
- b) Ensure that buildings lock.
- c) Ensure adequate ventilation when generators are present.
- d) Ensure that generators are not causing heat damage.
- e) Ensure that generator exhaust system is working properly.
- f) Holder is responsible for batteries, oil, gas, propane, filters, etc.
- g) Ensure that engine has appropriate oil at all times.

- h) No storage of supplies, except water system related supplies. Storage of hypochlorite (unscented Chlorox or other NSF 60/61 approved) is allowed for less than 5 gallons.

Maintenance

- a) Holder is responsible for annual maintenance of power source and generator.
- b) Record all maintenance activities, including addition of oil. Include the hour meter reading.
- c) Ensure that building wiring is protected. Ensure that lights are shatter-resistant.

11F7. Shelter Building Operation and Maintenance

Pavilions at Willow Creek CG, Cutthroat Group CG, Jacks Gulch Group,
Crow Valley Group PG
Shelter at Mountain Park
Shelter at Echo Lake

Operations

- a) Rafters and open areas will be kept free from wasp nests, bird nests and spider webs, etc.

Maintenance

- a) Posts for pavilions must be monitored for damage.
- b) Staining or painting will occur approximately every 2 years.
- c) Painting or staining of pavilions will include posts and eaves. Rafters or under-sides of roofs are not normally treated. Stains and paints must be approved by the PA.
- d) The shelters at Mountain Park and Echo Lake are historical structures. Any damage to these structures must be reported to the PA. Any routine maintenance must be prior approved by the PA.

11F6. Misc. Storage Building Operation and Maintenance

- A-Bay Caboose
- Mountain Park Storage
- Stillwater Storage
- Clear Lake Storage
- Camp Dick Storage

These buildings are available for use as part of the permit. Other requirements for use of buildings, storage of materials, staining, painting etc. apply to these buildings.

11F7. Other buildings and structures.

Constructed amphitheaters exist at Olive Ridge, Pickle Gulch, Chambers Lake, and Stillwater campgrounds. Other campgrounds have amphitheaters that have been fashioned from available materials.

Storage boxes, buildings exist at campgrounds.

Operations:

- a) Storage boxes or structures that are not supplied by the Forest Service, must be approved by the PA before installation. Size, color, style and other design criteria will be examined.
- b) Proposals for amphitheatres must be approved by the PA before construction.
- c) The Stillwater Amphitheatre is not currently operational. Plans for reconstruction have not been made.
- d) The holder will need to manage use at Pickle Gulch amphitheatre, when multiple groups are using the campground. The amphitheatre should not be used in conjunction with the Day-use area.

11G. Proposal Requirements

Describe your operation and maintenance procedures to meet the requirements of all subsections in Section 11.

12. Water System Operation and Maintenance

12A. Water System Operation and Maintenance

Many of the developed sites included in this offering have potable water systems. There are 25 pressurized, chlorinated systems, and 18 hand-pumps. There are 3 hand-pumps not currently (2010) in service. All of these systems are seasonal, except for the Ansel Watrous hand-pump which is operated year-round.

The holder is responsible for meeting all applicable health and safety standards, including certifications to operate the various systems under this permit.

The holder shall become familiar with the different water systems so they can be prepared for service and maintain them to standard. The Forest Service will provide assistance during the initial year to help the holder become familiar with each water system. If Forest Service assistance is required in subsequent years, the holder may be billed for all government expenses related to these services.

It is the responsibility of the holder to ensure that these water systems are properly shut down for the winter season and then turned back on before opening the sites. If current laws and regulations change and it becomes necessary to perform additional or different tests, the holder shall be responsible for compliance and associated costs. (See Forest Service 2700-4h, clause V. B. and FS 2700-4h Appendix 10)

Further information about the potable water systems and state testing requirements may be obtained from the Forest Service and the Colorado Department of Health.

Third-party operators are permissible if the necessary credentials are held by the operator. The holder is responsible for all communications with the operator and is responsible for all operator

actions. The holder must propose a third party operator, to the PA, at-least 6 months prior to the desired starting date for the operator.

12B. Water System Operating Standards

Before water from a seasonal system is served to any employee or the public, the following steps will be performed on the system in order to meet water quality and safety standards:

1. Annually, clean the inside of the well and/or storage tank, if applicable,
2. Thoroughly flush the entire system to remove any foreign matter,
3. Distribute a chlorine solution throughout the system that tests in excess of 10 parts per million (ppm) at the most distant hydrant; allow the solution to sit for a minimum of 48 hours to sanitize the system, and
4. Obtain a satisfactory “safe” bacteriological “special purpose” test result through a state-certified testing laboratory. The test cannot be taken until 24 hours after flushing the chlorine solution from the system. The chlorine residual must be .5 to 1.5 ppm.

The holder is responsible for special purpose, routine and repeat bacteriological tests, which are generally monthly. The holder is also responsible for annual nitrate and nitrite tests required by the state. This information is provided to the holder as soon as the state provides the information to the Forest Service. If new or changed regulations require or circumstances require additional monthly tests for system operation, the holder will be responsible for those tests.

Tests such as micro-particulate analysis to determine if the well is under influence of surface water are the responsibility of the Forest Service. The holder is expected to perform routine sanitary surveys to insure system integrity. The Forest Service conducts detailed system description and sanitary survey inspections separately from operator inspections. Less frequent tests such as periodic tests for chemical analysis are the responsibility of the Forest Service.

Record-keeping – all actions on the system must be recorded on a log kept with the system. Record meter readings when actions are taken, date/time. All flushing, chlorine levels, operating adjustments, tests, treatment plant maintenance, distribution system maintenance must be identified on the log.

Chlorine residual testing and documentation – record levels, testing method, location, date/time must be recorded and reported to the state.

Bacteria testing, nitrate, nitrite, results must be sent to the state and to FS. The test results should be submitted to the Forest Service on separate documents for each system. The holder must submit legible information, and include all required information. The holder has the affirmative duty to ensure that all tests (routine, repeat and special purpose) are taken by the state prescribed dates, including re-testing requirements within the same month. State testing requirements will be provided by the FS (owner) to the holder.

An annual operating plan, along with other required state operating plans (cross-connection control plans, emergency response plans, etc.) must be provided to the PA for review by March 1 for seasonal systems and January 1 for Ansel Watrous and other year-round systems.

Operations:

General Operation

1. Start-up tests will be conducted within 5-10 days of scheduled opening, unless circumstances warrant a delay.
2. A special purpose bacteriological test will be run within 5-10 days of opening.
3. For disinfected systems, a routine test will be conducted within 1 week of opening and it must be in the same month as opening. For hand-pump systems, a series of 2 routine tests will be conducted within the same month as opening, the first must be within 1 week of opening. Preferably, the second test will be conducted on a different day and about a week later, if possible.
4. Water thieves (non back-flow protected devices) will not be allowed by the holder.
5. The holder may offer to fill an RV water system with up-to 20 gallons per day, from a back-flow protected connection, while monitored by the holder.
6. In order to ensure environmental protection and public safety, each hydrant should be posted with a sign that states, “No washing dishes, bathing, washing hair or hands, or cleaning fish,” or a similar message.
7. All fountains and hydrants will be free of grease or residue.

Marking water lines, valves, outlets:

1. Vertical markers will be earth-tone in the summer.
2. Vertical markers may have colors during the off-season for easy location during spring start-up.
3. Colors may be used to mark ground level valves, outlets. The painted area should be kept to the minimum necessary to mark the spot to be visible from 10 feet from typical approach directions.

12C. Water System Holder Maintenance

The holder is responsible for maintaining the operational aspects of the water system.

Holder Maintenance

Collection System

- 1) Ensure well cap is in-place, secure and effective. Check integrity of vent screen.
- 2) Ensure wellhead does not receive surface water due to terrain alterations.
- 3) Report problems with the wellhead to the PA.

Disinfection and Storage System

- 1) Ensure disinfection is operating (1mg entering the system, .4-1mg, though the system).
- 2) Use NSF 60/61 disinfectant (currently unscented Chlorox is approved).
- 3) Remove scum or debris from tanks – professional cleaning is required every 2 years.

Distribution System

- 1) Exercise valves annually.

- 2) Inspect screens. Ensure 24 mesh screens are in place. Repair screens that are damaged.
- 3) Ensure daylight drain screens are free and clear of debris at all times.
- 4) Ensure riprap for daylight drains is adequate to prevent erosion.
- 5) Ensure that daylight drains are clear from standing water contact or the ground.
- 6) Inform PA of water line breaks. The PA will determine responsibility for waterline breaks. Repair of waterlines may be the responsibility of the holder. Any waterline repair done without prior approval of the PA is assumed to be holder responsibility. See winterizing section for other responsibilities.
- 7) Hydrants and faucets will be drip free. Repair kits will be provided for routine maint.
- 8) Replace the gravel sump when sour smelling, filled with dirt, or when excess water does not properly drain.
- 9) Well-pads will be maintained, with grass trimmed, no chemical treatment within 100 feet. Holes under the pad will be filled. Drainage from the pad will be maintained.

Winterizing the System

The holder is responsible for properly winterizing the systems in a timely manner (before freezing occurs). Absent other apparent factors, the failure to drain and properly blow-out or disassemble freeze-able components of the system will be cause to presume holder failure to winterize the system properly. The holder may blow out the system themselves. If the PA is not present during blow-out then the blow-out record may not be accepted during evaluation of a waterline failure. Blow-out from a contractor, with copies of the contractors' record will be acceptable evidence of a proper blow-out.

- 1) Certain meters and back-flow preventers retain water, which may freeze in the winter. The holder is responsible for unhooking meters, back-flow preventers and other devices that retain water. The holder must properly screen or otherwise prevent foreign objects from entering the system.
- 2) Valves that open to screened outlets may be left open.
- 3) Valves that open to the air must remain closed.
- 4) Tanks shall be drained as completely as possible.
- 5) Air must be let into the system to allow water to drain as appropriate.

12D. Water System Power Supplies

Some water systems are supplied with grid power. One water system is operated by solar power and many systems are operated by propane generator. The holder is responsible for operation of the solar powered system and for operation and maintenance of the propane generator systems.

The holder must be prepared to operate a propane powered water system in the event of a problem with the propane power generation equipment. It is suggested that preparations for back-up power and any site are made.

For the solar powered system at Dutch George, the holder is responsible for arranging and paying for transportation of the solar panels to the site. The holder is also responsible for

installing the small solar panel annually and for the replacement and maintenance of the deep cycle battery.

For the propane powered generator systems:

Operations

1. Holder will maintain records of the system. This including when the propane tank is filled, when maintenance is performed on the power plant or when maintenance is performed on the generator. The records will include the hour meter, if present or the gallons meter if that is the only measure available. Include date, operator and work performed.
2. Holder is responsible for changing the oil annually.
3. Holder is responsible for maintaining the oil at operating levels.
4. Holder is responsible for having routine maintenance performed on the generator every 3 years. This can be accomplished by removing the generator and taking it to a repair facility or having the maintenance performed on site.
5. Holder is responsible for the propane regulator, for fuel and for any filters, gaskets, battery, wires, etc. that may be required.
6. Holder is responsible for properly winterizing the carburetor.
7. Propane tanks will be painted to a neutral brown color, as approved by the PA, every 3 years or as needed.
8. When current propane tanks fail, the holder will be expected to rent new tanks for the yearly fees in effect at that time.
9. Many generators need to be manually operated as the “auto-start” feature is not present to start the motor when water levels become low.

12E. Water System Operating Schedule

Water system operating dates are projected based on weather and local conditions for opening and closing. Generally they will be open no later than the Friday of Memorial Day weekend, unless the campground opening is later. They will close when the campground closes or by September 30. It is expected that pressure systems will close variously during September based on weather conditions. Systems cannot be operated beyond 9/30, unless shown in the operating plan without approval of the PA.

Table 12E. Water System Operation Schedule.

Facility	System Type	Connections	Projected Dates for Water System Operation
Boulder Ranger District			
Camp Dick	Pressure, chlorinated		5/25 - 9/30
Kelly Dahl	Pressure, chlorinated		5/25 - 9/30
Olive Ridge	Pressure, chlorinated		5/25 - 9/30
Pawnee	Pressure, chlorinated	Serves Day-use	6/29 - 9/03
Peaceful Valley	Hand-pump		5/25 - 10/30
Rainbow Lakes	Pad for Storage Tank	Host Only	NA
Meeker Park Overflow	None		NA
Canyon Lakes Ranger District			
Ansel Watrous – Upper	Pressure, chlorinated		5/25 - 9/30
Ansel Watrous - Lower	Hand-pump		ALL YEAR
Aspen Glen	Hand-pump		5/25 - 9/30
Bellaire	Pressure, chlorinated		5/25 - 9/30
Big Bend	Hand-pump		5/25 - 9/30
Big South	None		NA
Browns Park	None		NA
Chambers Lake	Pressure, chlorinated		5/25 - 9/30
Dowdy Lake	Pressure, chlorinated(2)		5/25 - 9/30
Dutch George	Pressure, chlorinated		5/25 - 9/30
Grandview	Hand-pump		6/22 - 9/30
Jacks Gulch Family	Pressure, chlorinated		5/25 - 9/30
Jacks Gulch Equest.	See Jacks Family		5/25 - 9/30
Jacks Gulch Group	See Jacks Family		5/25 - 9/30
Kelly Flats	Pressure, chlorinated		5/25 - 9/03
Long Draw	Hand-pump		6/22 - 9/30
Mountain Park	Pressure, chlorinated		5/18 - 9/30
Mountain Park Group	See Mountain Park		5/18 - 9/30
Narrows	Hand-pump(2)		5/25 - 9/30

North Fork Poudre	None		NA
Sleeping Elephant	Hand-pump		5/25 - 9/30
Stove Prairie	Hand-pump, not in service		Closed
Tom Bennett	None		NA
Tunnel	Hand-pump		5/25 - 9/30
West Lake	Pressure, chlorinated		5/18 - 9/30
Clear Creek Ranger District			
Clear Lake	Hand-pump		6/08 - 9/09
Cold Springs	Pressure, chlorinated		5/25 - 9/30
Columbine	Pressure, chlorinated		5/25 - 9/30
Echo Lake	Hand-pump		6/08 - 9/09
Guanella Pass	Hand-pump(2)		6/08 - 9/09
Mizpah	Hand-pump		6/08 - 9/09
Pickle Gulch Group CG	Pressure, chlorinated		5/11 - 9/30
Pickle Gulch Group DU	See Group CG		5/11 - 9/30
West Chicago Creek	Pressure, chlorinated		5/25 - 9/30
Pawnee National Grassland			
Crow Valley Complex	Pressure, chlorinated	This system serves an FS work center. Specific operating requirements are TBD. The minimum requirement will be to operate the distribution system.	5/04 – 9/30
Sulphur Ranger District			
Arapaho Bay	Pressure, chlorinated		5/25 - 9/30
Cutthroat Bay Group	Pressure, chlorinated		5/25 - 9/03
Denver Creek	Pressure, chlorinated		5/25 - 9/30
Green Ridge	Pressure, chlorinated	Serves other facilities also.	5/18 - 9/30
Horseshoe	Hand-pump, not in service		Closed
Sawmill Gulch	Hand-pump		5/25 - 10/21
South Fork	Hand-pump(2)		6/08 - 10/21
South Fork Group	See CG		6/08 - 10/21
Stillwater	Pressure, chlorinated		5/18 - 9/30
Sugarloaf	Hand-pump, not in service		Closed
Sunset Point	Pressure, chlorinated		5/18 - 9/03
Willow Creek	Pressure, chlorinated		5/25 - 9/30
Willow Creek Group	See CG		5/25 - 9/30

12F. Standards for Waste-Water System Operation and Maintenance

This section does not cover vault or flush toilets, which are covered in section 11F3 and 11F4.

12F1. Graywater

- a) Graywater or black water (above ground) lines from host sites or public RVs to toilets are not acceptable.
- b) Encourage users to dispose gray water generated from cooking or cleaning in vault toilets at campgrounds on Boulder Ranger District. RVs are expected to carry their graywater to approved disposal stations.

12F2. Septic Systems/Holding Tanks

Operation/Cleaning

- a) Holder is responsible for ensuring that the septic system is operating correctly and is not contaminated with chemicals that adversely affect leach-field function.
- b) Holding tanks must be inspected regularly to ensure that spillage doesn't occur.
- c) The holder will keep records of activities such as: pumping, active maintenance requirements, monitoring the condition of the leach fields.

Holder Maintenance

- a) Disposal of waste will be by approved carriers to approved waste-disposal locations.
- b) Holder is responsible for sewer cleaning due to blockages, other than roots or pipe problems.
- c) Holder is not responsible for operation or maintenance of the Green Ridge lift station, other than notification of the Forest Service when alarms occur.

12F3. List of systems

See Appendix 22.

12G. Proposal Requirements

Describe how you will operate, inspect, test, and maintain the water systems addressing the standards described above.

Describe how you will operate the wastewater systems addressing the standards described above.

13. Road and Spur Maintenance

The holder is responsible for road and trail maintenance. The following is the responsibility that the Forest Service desires as holder responsibility.

13A. Traveled Way Maintained in Safe and Passable Condition

At a minimum, the holder is responsible for maintaining vehicular and pedestrian access in a safe and passable condition. Access must also be maintained to Forest Service standards (see Guidelines for Road Maintenance Levels, available on request). This responsibility includes:

1. Mowing, brushing, and clearing road shoulders and around parking barriers for visibility;
2. Tree trimming along roadways both horizontal and vertical for visibility and clearance. Three feet is the typical clearance from edge of road.
3. Removing hazard trees from the road right-of-way;
4. Removing downed trees on the road surface or clearing limits;
5. Cleaning culverts at the beginning of each season and following large storm events.
6. Filling chuck holes with asphaltic materials on paved surfaces (includes parking spurs and walkways);
7. Inspect roadway surfaces. Inform PA when damage is noted.
8. Berms that form along roadsides shall be knocked down, so that they do not impede drainage.
9. Interior roads and spurs will be checked weekly.

13B. Gates

Operations

1. Gates will be secured and locked in an open position during the operating season.
2. Gate at West Chicago Creek Campground, which provides access for West Chicago Creek Summer Home Group needs to be locked with Yale lock at the end of the season. The FS Yale lock is interlocked with the homeowners association lock.
3. Gate at Jack's Gulch RA – The main gate will be left open after the campground loops close. The main gate will be closed by Forest Service, with a FS Yale lock interlocked with the Rural Electric Association lock, after last hunting season. Holder shall maintain this lock practice.
4. Bellaire Lake gate – The main gate will be left open after the campground loops close. The main gate will be closed by Forest Service, with a FS Yale lock interlocked with the Rural Electric Association lock, after last hunting season. Holder shall maintain this lock practice.
5. Bellaire Lake bollards - Colorado Division of Wildlife needs access. A Forest Service Yale lock will be located on the bollards.
6. West Lake bollards - Colorado Division of Wildlife needs access. A Forest Service Yale lock will be located on the bollards.
7. Holder will provide their own locks for gates during the pre and post seasons. The locks will be interlocked with FS locks, when the road is deemed ready to access by the PA.

Holder Maintenance

1. Excess vegetation around gates shall be trimmed to keep the gate and associated hardware visible.
2. Painted or stained gates will be treated annually to keep fresh appearance and protect the structure.
3. Gates will be maintained to be functional. Gates will be tied back to a post and locked when open.
4. Damaged, vandalized or missing gates shall be replaced within one week.
5. Damaged, vandalized or missing chevrons or reflectors will be replaced within one week.
6. Temporary flagging or barriers will be erected to protect people and property where barriers are damaged, vandalized or missing.
7. Signage shall not be placed on markers or chevrons.

13D. Spur Maintenance

1. Ensure good drainage by keeping culverts and ditches clear.
2. Ensure that spur borders are kept free of vegetation (living or dead) and free from build-up of soil.
3. Remove vegetation that begins to grow within the spur.
4. Ensure that wheel stops are kept in place and maintained as specified for traffic barriers.

13E. Traffic Control Signs

1. Inspect signs for reflectivity and condition.
2. Inform PA when signs have worn out.
3. Inform PA when signs are damaged or stolen. Holder is responsible for replacement with signs approved by PA.
4. Pavement markings – inspect - inform PA when faded.

13F. Proposal Requirements

Provide maintenance schedules for roads. Describe the responsibilities, standards and work frequencies that the holder proposes to perform.

14. Path/Sidewalk/Stair/Trail/Foot-bridge/Pier Maintenance

The following sites have designated paths and trails, other sites may also have these features:

- Big Bend
- Cold Springs
- Chambers Lake
- Crow Valley
- Cutthroat Bay
- Dowdy Lake
- Echo Lake
- Greenridge
- Guanella Pass
- Horseshoe
- Jack's Gulch
- Kelly Flats
- Meeker Park Overflow
- Pawnee
- Pickle Gulch
- Stillwater
- Sugarloaf
- Sunset Point
- West Chicago Creek
- West Lake
- Willow Creek

The following sites have pedestrian bridges:

- Bellaire Lake
- Greenridge
- Stillwater
- West Lake

The following sites have piers:

- Bellaire Lake Fishing Pier

Maintenance

- a) When needed, clear trails of debris, obstruction and overhanging vegetation. Maintain proper drainage to minimize damage from water.
- b) Sweep sidewalks to maintain a path clear of debris.
- c) Clear sidewalks of snow and ice. Treat icy conditions with sand, not salt or similar chemicals.
- d) Stairs/Ramps shall be kept clear as described above. Also the condition of the risers and tread shall be monitored. Hand-rail condition shall also be monitored. Handrails shall be repaired if wood or metal splinters appear or other surface imperfections can cause injury. Handrails must be maintained in a sturdy condition.

- e) Risers and tread on stair-steps shall be kept level and stable, or the access/site closed.
- f) Water-bars on trails shall be maintained to ensure that water does not run down the slope of the tread.

14A. Proposal Requirements

Describe your operation and maintenance procedures for operating and maintaining sidewalks, trails, pathways, stairs, bridges and fishing piers.

15. Annual Shut-down

- a) Site/facility closing will be posted at least 1 week prior to the scheduled closing. The holder is responsible for providing a professional site closed sign.
- b) When a facility closes, the holder will lock the gate with their lock. The FS may choose to lock-out the holders lock during the winter season. Exceptions will be made as needed in the annual operating plan.
- c) Fee tubes will be emptied at the close of the facility.
- d) Bulletin boards will be wrapped in plastic to protect them from winter weather.
- e) Sites will be thoroughly cleaned at the close of the season. Dumpsters will be emptied.
- f) Vault toilets will generally be left un-locked.
- g) Proposals for storage of vehicles and materials must be submitted to the PA. Having staffing on site, for campgrounds open during the shoulder seasons and the winter is required, although the staffing frequency can be reduced.
- h) Winter contacts, on-site and off-site, will be identified to the PA.
- i) Water will be turned off by the dates shown in the operating plan. The PA will be notified of plans to shut-down water systems early due to weather or other factors. The PA will be notified when the water system is closed to the public. The water system will be winterized properly. See water system section.

15A. Proposal Requirements

Describe your annual shut-down and winter operations procedures.

16. Operating Season

Operating season date ranges are shown in the prospectus, Tables 2-4. Those ranges represent the minimum operating seasons that the Forest Service desires for the 2012 season. All facilities will be open and operational seven days per week, including holidays, between the dates listed in the final operating plan. The expectation is that all amenities including electricity, water (where applicable) and trash are provided during the regular operating season. As many amenities as possible should be available during the “extended” operating season. Applicants must state the period of time in which they propose to operate the facilities listed in a format similar to this. Differences between the minimum operating season in Table I.C., Table 1???, of the Prospectus and the proposal must be identified.

The “regular” operating season is considered to be the Friday before Memorial Day to closing time on the last Sunday of September. The “extended” operating seasons are any time prior to Memorial Day weekend or the last Sunday in September.

A number of sites cannot open for Memorial Day due to ground condition. For those sites the “regular” operating season begins later. The expected date for opening those sites (on a Friday before a weekend) is shown in the table below. Many of those same sites will close earlier than the last Sunday in September because the sites are cold and don’t receive much use.

Use patterns have shown that there is interest in using sites earlier than Memorial Day weekend and later than the last Sunday in September. The Recommended Operating Season shows dates that the Forest Service desires sites to be available before and after the “regular” operating season.

16A. Recommended Operating Season

The operating seasons shown below are the recommended operating seasons for 2012. It is also the model for future operating seasons. The general patterns are:

Opening – typically on a Friday, at standard check-in or preferably 7am for that first day.

Memorial Day weekend

One or two weekends before Memorial Day

One or two weekends after Memorial Day(snow melt out)

Fourth of July weekend

Closing – typically on a Sunday, at 1pm, before typical check-in time

Labor Day(Monday)

Last Sunday of September

2nd Sunday of September

End of hunting season

Other dates based on use and weather

These patterns are desired for future years.

During the permit term, the holder may propose changes to the operating season dates. The Forest Service reserves the right to approve or deny proposed changes. The holder will need to provide a rationale for the proposed change. The rationale should discuss impacts/benefits to the public and to the holder.

Table 16A. 2012 Recommended Operating Seasons

Facility	Operating Season	Reservation System/Season	Projected Dates for Water System Operation
Boulder Ranger District			
Camp Dick	5/18 - 11/25	5/25 - 9/02	5/25 - 9/30
Kelly Dahl	5/18 - 10/28	5/25 - 9/02	5/25 - 9/30
Olive Ridge	5/18 - 9/30	5/25 - 9/02	5/25 - 9/30
Pawnee	6/29 - 9/03	6/29 - 9/02	6/29 - 9/03
Peaceful Valley	5/18 - 11/25	5/25 - 9/02	5/25 - 10/30
Rainbow Lakes	6/15 - 9/30	NO	NA
Meeker Park Overflow	6/22 - 9/03	NO	NA
Canyon Lakes District			
Ansel Watrous – Upper	5/11 – 9/30	5/25 - 9/02	5/25 - 9/30
Ansel Watrous - Lower	ALL YEAR	5/25 - 9/02	ALL YEAR
Aspen Glen	5/25 - 9/30	NO	5/25 - 9/30
Bellaire	6/08 - 9/30	6/08 - 9/02	6/08 - 9/30
Big Bend	OPEN BY DEFAULT	NO	5/25 - 9/30
Big South	5/25 - 9/30	NO	NA
Browns Park	6/08 - 11/11	NO	NA
Chambers Lake	6/08 - 9/30	6/08 - 9/02	6/08 - 9/30
Dowdy Lake	ALL YEAR	5/25 - 9/02	5/25 - 9/30
Dutch George	5/11 - 9/30	5/25 - 9/02	5/25 - 9/30
Grandview	6/29 - 11/11	NO	6/29 - 9/30
Jacks Gulch Family	5/25 - 11/11	NO	5/25 - 9/30
Jacks Gulch Equest.	5/25 - 11/11	5/28 - 11/10	5/25 - 9/30
Jacks Gulch Group	5/25 - 11/11	5/28 - 11/10	5/25 - 9/30
Kelly Flats	5/25 - 9/03	NO	5/25 - 9/03
Long Draw	6/29 - 11/11	NO	6/29 - 9/30
Mountain Park	5/18 - 9/30	5/25 - 9/02	5/18 - 9/30
Mountain Park Group	5/18 - 9/30	5/25 - 9/02	5/18 - 9/30
Narrows	5/18 - 10/21	5/25 - 9/02	5/25 - 9/30
North Fork Poudre	6/08 - 9/30	NO	NA
Sleeping Elephant	5/18 - 9/30	NO	5/25 - 9/30
Stove Prairie	5/11 - 10/21	5/27 - 9/04	Closed
Tom Bennett	5/25 - 10/21	NO	NA

Tunnel	6/08 - 10/21	NO	6/08 - 9/30
West Lake	5/18 - 9/30	5/27 - 9/04	5/18 - 9/30
Clear Creek District			
Clear Lake	6/08 - 9/09	NO	6/08 - 9/09
Cold Springs	5/18 - 9/30	5/25 - 9/02	5/25 - 9/30
Columbine	5/25 - 9/30	5/25 - 9/02	5/25 - 9/30
Echo Lake	6/08 - 9/09	6/15 - 9/02	6/08 - 9/09
Guanella Pass	6/08 - 9/09	6/15 - 9/02	6/08 - 9/09
Mizpah	6/08 - 9/09	NO	6/08 - 9/09
Pickle Gulch Group CG	5/11 - 10/21	5/11 - 10/21	5/11 - 9/30
Pickle Gulch Group DU	5/11 - 10/21	5/11 - 10/21	5/11 - 9/30
West Chicago Creek	5/18 - 9/30	5/25 - 9/02	5/25 - 9/30
Pawnee National Grassland			
Crow Valley CG	4/06 – 11/25	5/04 – 9/02	5/04 – 9/30
Crow Valley Group CG	4/06 – 11/25	5/04 – 9/02	5/04 – 9/30
Crow Valley Group Day Use	4/06 – 11/25	5/04 – 9/02	5/04 – 9/30
Stewart J. Adams Education Site	4/06 – 11/25	5/04 – 9/02	5/04 – 9/30
Sulphur District			
Arapaho Bay	5/25 - 9/30 PARTIAL 9/30 - 10/21	5/25 - 9/02	5/25 - 9/30
Cutthroat Bay Group	5/25 - 9/03	5/25 - 9/02	5/25 - 9/03
Denver Creek	5/25 - 9/30	NO	5/25 - 9/30
Green Ridge	5/18 - 9/30 PARTIAL 9/30 - 10/21	5/25 - 9/02	5/18 - 9/30
Horseshoe	6/08 - 10/21	NO	Closed
Sawmill Gulch	5/25 - 10/21	NO	5/25 - 10/21
South Fork	6/08 - 10/21	NO	6/08 - 10/21
South Fork Group	6/08 - 10/21	6/08 - 9/02	6/08 - 10/21
Stillwater	5/18 - 9/30 PARTIAL 9/30 - 10/21 Sites 0-6, while access is possible.	5/25 – 9/02	5/18 - 9/30
Sugarloaf	6/08 - 10/21	NO	Closed
Sunset Point	5/18 - 9/30	NO	5/18 - 9/30
Willow Creek	5/25 - 10/21	NO	5/25 - 9/30
Willow Creek Group	5/25 - 10/21	5/25 - 9/02	5/25 - 9/30

Note: The Operating Dates shown are the first night of availability (check-in) and the last check-out date (closes 1pm). The Reservation Dates are the first night of availability and the last night of reservations (check out is 1pm the next day).

Note on Water-systems: NA means no water system. Closed means there is a water system in place, but it is not currently being operated. These systems may or may not be brought back on-line depending upon law, regulation, technology, and cost. The starting and ending dates depend on weather. These are the preferred operating seasons. The ending date is subject to conditions of freezing. In the recent past, systems have been shut-down as early as Labor Day due to weather.

Trash service is expected during the “regular” operating season. It is desired during the “extended” operating seasons, especially at sites that receive significant use such as Dowdy, Stillwater, Camp Dick, etc.

Electric service is expected, at facilities equipped with that service, during any time of operation.

16B. Extended Season Operations

The following table discusses expectations for sites with extended operating seasons beyond Labor Day.

Table 16B. Extended Season Operations.

District	Site	Extended Season	Operations
Boulder	Camp Dick and Peaceful Valley CGs	Until weather closes in during November, for OHV use and winter campers	No water after 9/30, except PV hand-pump to 10/30 Pack-In/Out after September Reduced Fees
	Kelly Dahl CG	Until last weekend in October for last season campers, easy access.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Rainbow Lakes CG	Until last weekend in October for hunting.	Pack-In/Out after Labor Day Reduced Fees
Canyon Lakes	Ansel Watrous CG	Year round. Camping demand exists most months through winter, though mid-Dec – Feb is very slow.	Water in lower loop Year-round. Pack-In/Out after September Reduced Fees
	Big Bend CG	Year round, as weather permits, unless gate is installed.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Browns Park and Tunnel CGs	Until end of hunting season.	Pack-In/Out after September

			Reduced Fees
	Dowdy Lake CG	Year round, loops A, B. Prefer all loops open when demand exists.	No water after 9/30 Electricity On Pack-In/Out after September Reduced Fees
	Grandview and Long Draw CGs	Until end of hunting season.	No water after 9/30 Pack-In/Out after Labor Day Reduced Fees
	Jacks Gulch and Tom Bennett CGs	Until end of hunting season.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Narrows and Stove Prairie CGs	Until late October, due to camping demand during nice weather.	No water after 9/30 Pack-In/Out after September Reduced Fees
Clear Creek	Pickle Gulch Group CG	Until late October, due to camping demand during nice weather.	No water after 9/30 Pack-In/Out after September Reduced Fees
Pawnee	Crow Valley Recreation Area	Early and Late due to demand during off seasons for camping.	No water during extended parts of season. Trash service. Reduced fees.
Sulphur	Stillwater CG	As long as weather permits, Loop A during extended season, Sites 0-6 while snow free.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Green Ridge CG	As long as weather permits, Loop A.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Arapaho Bay CG	Roaring Fork Loop during extended season. Sites 1-7 when they are snow free.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Willow Creek CG	Until late October due to fishing demand.	No water after 9/30 Pack-In/Out after September Reduced Fees
	Saw Mill, Sugarloaf, South Fork and Horseshoe CGs	For hunting, until late October.	Pack-In/Out after September Reduced Fees

Operations during extended (pre & post) seasons:

Facilities will be appropriately signed to indicate pack-in/pack-out status, fee structure, available services and contact information where extended seasonal use occurs.

16C. Proposal Requirements

Propose regular and extended operating seasons.

17. Fees Charged to the Public

The fee schedule and ancillary information should be shown in the proposal; however, that information does not need to be repeated in the operating plan submitted with the proposal. The information submitted in the proposal will be evaluated against this information where applicable (ancillary information). It is recommended that the format used here be used in the proposal.

Only fees approved in the operating plan may be charged to the public.

The permit holder must provide fee tickets to campground and day-use visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of nights 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.

It is recommended that the host put the departure date on the fee stub in bold numbers, which will be viewable for campers looking for available sites by checking unit markers for fee stubs.

17A. Camping Fee Discounts related to National Passes

The site fee will be discounted 50% for the Interagency Senior and Access pass holders. Only one site will be discounted per pass holder.

Additional amenities such as electricity are not subject to the 50% Interagency Senior/Access discount.

There has been a \$6 service (amenity) fee for manure disposal service at Jacks Gulch Equestrian Campground. This service is required as part of using the site and is not subject to 50% Interagency Senior/Access discount.

17B. Variations of Camping Fees

Proponent may propose variations in fees by site quality, time of week, or other factors. Separate Electric hook-up fees may be proposed in situations where the user can chose to utilize the service or not.

Fee adjustments through the permit term will need to be justified based on costs, market analysis, and other factors.

17C. Camping Fee Discounts related to Reduced Services

Proponent should propose discounts or a program of discounts when services such as electric hook-ups, water hook-ups, trash or centralized water are not available, when they are normally available as part of the site fee. The Forest Service recommends a discount of 25% when water is not available. Water may not be available due to system problems, failed tests or the closure due to winter on-set. The Forest Service recommends a discount of 25% when trash service is not available outside the “normal” operating season.

Electric service is required to be available when the facility is open. If electric service becomes unavailable at a site that includes electric service, then the price must be reduced by the fee differential for electric sites.

17D. Current Camping Fees

This section shows the current fees for camping, including the discounted fees.

Table 17D. 2010 Scheduled Fees, with space for 2012, 2013 and 2014

Facility	2010/ 2011	2012	2013	2014	Recm'd Sen/Acc Disc., or No Trash and No Water	Recm'd No Water or No Trash	Recm'd Disc./ And No Trash and No Water
Boulder Ranger District							
Camp Dick	17				8.50	12.75	4.25
Camp Dick Oversize	20				10	15	5
Kelly Dahl	17				8.50	12.75	4.25
Olive Ridge	17				8.50	12.75	4.25
Olive Ridge Oversize	20				10	15	5
Pawnee	17				8.50	12.75	4.25
Peaceful Valley	17				8.50	12.75	4.25
Peaceful Valley Oversize	20				10	15	5

Rainbow Lakes	11				5.50	8.25	2.75
Meeker Park Overflow	9				4.50	6.75	2.25
Canyon Lakes Ranger District							
Ansel Watrous	17				8.50	12.75	4.25
Aspen Glen	13				6.50	9.75	3.25
Bellaire Tent	18				9	13.50	4.50
Bellaire Electric	23				11.50	17.25	5.75
Bellaire Double Electric	46				23	34.50	11.50
Bellaire Triple Electric	69				34.50	51.75	17.25
Big Bend	13				6.50	9.75	3.25
Big South	13				6.50	9.75	3.25
Browns Park	12				6	9	3
Chambers	18				9	13.50	4.50
Chambers Double	36				18	27	9
Dowdy Tent	18				9	13.50	4.50
Dowdy Electric Single	23				11.50	17.25	5.75
Dowdy Electric Double	46				23	34.50	11.50
Dutch George	17				8.50	12.75	4.25
Grandview	14				7	10.50	3.50
Jacks Gulch	18				9	13.50	4.50
Jacks Gulch Electric	23				11.50	17.25	5.75
Jacks Gulch Equestrian	29				17.50	23.25	11.75
Kelly Flats	18				9	12	4.50
Long Draw	14				7	10.50	3.50
Mountain Park	18				9	12	4.50
Mountain Park Elec	23				11.50	17.25	5.75
Mountain Park Dbl	36				18	27	9
Mountain Park Dbl Elec	46				23	34.50	11.50
Narrows	17				8.50	12.75	4.25
North Fork Poudre	11				5.50	8.25	2.75
Sleeping Elephant	13				6.50	9.75	3.25
Stove Prairie	17				8.50	12.75	4.25
Tom Bennett	11				5.50	8.25	2.75
Tunnel	16				8	12	4
West Lake	18				9	13.50	4.50
West Lake Electric	23				11.50	17.25	5.75
West Lake OS Electric	26				13.00	19.50	6.50
Clear Creek Ranger District							
Clear Lake	13				6.50	9.75	3.25
Cold Springs	16				8	12	4
Columbine	15				7.50	11.25	3.75
Echo Lake	15				7.50	11.25	3.75

Guanella Pass	15				7.50	11.25	3.75
Mizpah	12				6	9	3
West Chicago Creek	14				7	10.50	3.50
Pawnee National Grassland							
Crow Valley CG	10				5	7.50	2.50
Crow Valley CG Dbl	14				7	10.50	3.50
Sulphur Ranger District							
Arapaho Bay	17				9	12	4.50
Arapaho Bay Double	34				17	22.50	8.50
Green Ridge	17				8.50	12.75	4.25
Green Ridge Double	34				17	25.50	8.50
Green Ridge Triple	51				25.50	38.25	12.25
Stillwater	20				10	15	5
Stillwater Lakeshore	23				11.50	17.25	5.75
Stillwater Single Electric	25				12.50	18.75	6.25
Stillwater Double	38				19	28.50	9.50
Sunset Point	20				10	15	5
Sunset Point Double	40				20	30	10
Sunset Point Overflow	8				4	na	na
Willow Creek	17				8.50	12.75	4.25
Denver Creek	15				7.50	11.25	3.75
Sawmill Gulch	12				6	9	3
Sugarloaf	13				6.50	9.75	3.25
South Fork	13				6.50	9.75	3.25
Horseshoe	12				6	9	3
GROUP SITES							
Jacks Gulch Group	140					70	
Mountain Park Group	110					55	
Pickle Gulch Camp #6	40					20	
Pickle Gulch Camp #1-5	55					27.50	
Cutthroat Bay Group	85					42.50	
South Fork Group	41					20.50	
Willow Creek Group	70					35	
Pickle Gulch Day-Use	75 /1					37.50 /1.50	
Crow Valley Group CG	30					45	
Crow Valley Group Day Use	50/100 /150 /200					35/70 /100 /130	
Steward J. Adams Education Site	50/100					60/110	

17E. Extra Vehicle Fees:

A single-family camping unit may accommodate one vehicle. Likewise, a double unit can accommodate two vehicles and a triple unit can accommodate three vehicles. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle.

One towed vehicle per single camping unit will be allowed at no extra charge if it can be parked completely on the surfaced or designated area and it does not create a safety hazard or resource damage. Examples of towed vehicles include a boat trailer, ATV trailer, horse trailer or a car towed by a motor home.

Extra vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them and not cause resource damage.

Definition of when a vehicle is not parked in an acceptable manner:

- A safety hazard is deemed to exist if any part of the vehicle extends into the roadway.(is above, too)
- Resource damage is deemed to exist if any part of the vehicles impacts vegetation, ground or constructed features (including the pad border). Any part of the vehicle includes slide-outs that damage trees or tires resting on the ground or borders.

If a towed vehicle or an extra vehicle exceeds the camping unit capacity (i.e., the vehicle causes a safety hazard or resource damage), the customer may be required to use an additional camping unit or park in an overflow parking area, if available.

When extra vehicles are allowed, an extra vehicle charge (fee) of up to 50 percent of the single camping unit fee may be charged for each extra vehicle. National Passes (Senior/Access) discounts are not honored for extra vehicle fees. If extra vehicle fees are proposed, they should be consistent across the Forest. They may vary based on size or type of vehicles.

Table 17E: Additional Vehicle Examples for a Single Site

Type of Vehicle	Extra Fee Applicable
A motor home	This is the first vehicle – included in site fee
A motor home towing a boat trailer	No extra vehicle charge
A motor home towing an extra car/truck	No extra vehicle charge
A motor home with an extra driven car/truck	Extra vehicle charge
A single car/truck	This is the first vehicle – included in site fee
A car/truck towing a camp trailer	No extra vehicle charge
A car/truck towing a boat trailer	No extra vehicle charge
A car/truck towing a trailer and an extra car/truck	Extra vehicle charge
A car/truck towing a camp trailer and an extra driven car w/boat trailer	Extra vehicle charge (2 extra vehicles)

A car/truck towing a camp trailer, an extra car and a boat trailer	Extra vehicle charge (2 extra vehicles)
A truck with camper(mounted on frame)	This is the first vehicle - included in the site fee
A truck with camper(on frame) and boat trailer	No extra vehicle charge
Two cars or trucks	Extra vehicle charge for second vehicle
Two motorcycles	No extra vehicle charge
3-4 motorcycles	Extra vehicle charge(1 vehicle equivalent)

Extra vehicle fees will also be allowable when designated overflow parking is available for extra vehicles. The designated overflow parking area are listed below and shown on maps in the Appendix 2. Fees for use of overflow parking should be based on the single site fee as described above.

Currently there are not designated overflow parking spaces at the facilities under this permit.

The Arapaho-Roosevelt prefers that no extra vehicle fee be charged for sites that can accommodate more than one vehicle up to the acceptable parking/site capacity. An extra vehicle fee may be charged at designated overflow parking areas.

17F. Day-Use Fee Sites (Picnic, Fishing, Boating)

Fee collection at day-use fee sites has been by means of fee tubes at fee stations near the portal for the site. Passes are typically issued via self-service envelopes (for fee payment into fee tube) with tear-off stubs with relevant information to be placed on the dashboard of the recreationist’s vehicle. Occupants of day-use fee sites have 15 minutes to pay the fee or exit without charge. Use of the restroom within the 15 minute timeframe is acceptable. Display of passes on vehicles has been required in the past. The holder may propose to honor National Passes for complimentary or discounted use of the sites. The holder may propose their own Annual Pass and fee. Annual passes should be good within a calendar year and not overlap years.

17G. Occupancy of Campground for Day-Use (Picnic, Fishing, Boating)

Day-use of campgrounds is not encouraged nor promoted. However, holders should consider that in many places, such as the Poudre Canyon, people tend to pull into campgrounds for access to the river or for use of the parking spur and table for picnicking when passing through. The approach should be one of acceptance of use, provided it does not exceed 30 minutes, with information provided about any nearby designated picnic areas with no time restrictions and about a fee for occupancy past 30 minutes. Additional information about camper demand for campsites during peak use times might prove helpful.

After 30 minutes of occupancy a fee may be charged for day-use of parking spurs, picnic tables, pedestal grills or pads at campsites in campgrounds. The Forest Service recommends that the fee be \$10 or less and that any occupant of such site be notified they will have no more than 30 minutes to vacate if a camper arrives and selects that site. Day-use of campsites reserved for that day can be denied based on expected arrival times.

An unoccupied vehicle parked in a campsite spur for more than 30 minutes is not acceptable. A fee envelope may be left with (preprinted) instructions that they are occupying a campsite for day-use, that a fee of \$_____ is (now) required, and that the relevant vehicle information has been recorded and will be forwarded on to Forest Service personnel if no remittance is provided in the fee tube.

17H. Additional Revenue Producing Sales and Services

The holder may propose to sell sundries or charge for additional services. The following is a list of approved sales; however, the Forest Service will approve sales on a site-specific basis.

- sale of firewood
- sale of camping supplies
- sale of fishing supplies
- sale of state fishing licenses
- sale of state hunting licenses
- sale of miscellaneous food items (ice, soda, bottle water, etc.)
- sale of photographic supplies
- sale of informational and interpretive materials (i.e., books)
- sale of miscellaneous clothing sales
- sale of miscellaneous souvenirs
- rental of personal water crafts
- rental of fishing equipment
- rental of bikes
- rental of on-site, concession-owned camping trailers
- rental of canoe/boats
- providing local fishing clinics (not O/G services)
- guided interpretive tours

Arapaho National Recreation Area

The holder may sell ANRA passes through a vendor permit. The vendor permit is administered by the Sulphur Ranger District and is separate from the Granger-Thye permit.

17I. Proposal Requirements

The site use fees should be proposed as specified in the prospectus. Variations, discounts and fee changes over time should be addressed. Address the method of managing/charging for electric amenities and the electricity price differential you wish to charge in addition to the base fee for comparable sites.

Propose an extra vehicle fee program. Propose a program for fees at Day-use sites on Canyon Lakes Ranger District. Propose a program for Day-use of campground sites. For the fee proposals, identify a compliance program. Propose a program of additional sundries and services beyond the site fees identified.

18. Holder Advertising

The holder shall accurately represent the accommodations and services provided to the public within the permit area, in all advertisements, signs, brochures, and any other materials. The fact that the permit area is located on the Arapaho and Roosevelt National Forests shall be made readily apparent in all advertising and signing.

All forms of advertising must contain the following words: “X Company is an equal opportunity provider.”

18A. Proposal Requirements

Describe proposed media for informing the public about the area. If none is proposed at this time, include a process for future proposals.

19. ADMINISTRATION

19A. Annual Requirements

Operating Plan

The operating plan must be revised by April 1 each year. The Forest Service will review and determine approval of the modifications. The previous operating plan remains in effect until revised and approved.

The holder should also submit a plan for accomplishing maintenance assigned to the holder. The holder is encouraged to perform maintenance prior to opening or after Labor Day.

Granger-Thye Plan

The annual Granger-Thye plan will be prepared in conjunction with the Forest Service. Holder suggestions for the plan will be submitted by January 30 for the current year operations. The target date for the G-T plan is May 1. Any work done for Granger-Thye credit must be prior approved by the PA. Generally, the work will be approved on the Granger-Thye project form. Minor projects may be approved by the PA prior to undertaking the projects. Granger-Thye project accomplishment must be reported with 2 working days. Final accounting must be submitted within 1 month of project completion. GT Offset Overhead rates must be determined prior to beginning GT work for the season. It is the holders responsibility to obtain an overhead rate determination. Overhead will not be credited unless a valid overhead rate determination is on file with the PA.

Insurance

The holder must submit and have approved by Region 6 the insurance policies for this permit. The certificate of insurance must be on-file with the PA before expiration of the previous certificate of insurance. The insurance policies (including riders, endorsement and exclusions) shown on the certificate of insurance, must be submitted to the PA and must be the same as those approved by Region 6.

19B. Accounting and Use Reports

Year-end reports will be turned in as necessary, within one month of the end of the operating year. The Forest prefers a January 1 to December 31 operating year.

These reports will include:

- Revenue and use reports, as required
- Number of site nights offered and occupancy
- Customer Feedback Forms
- Holder Maintenance and Reconditioning Completion reports
- Granger-Thye Project Summary Report for the Operating Year
- Value of Interagency Pass discounts

The permit holder must provide use and revenue data to the Forest Service (*see* the Prospectus and Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site. At a minimum, monthly and year-end use reports must include:

- The total number of units available on a daily basis and occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue from on-site sales.
- Total fee revenue for other goods and services, identified by good or service.
- The total number of Camp Stamps collected.
- The total number of passes used and the value of the pass use.

In addition, year-end use reports must include:

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

Occupancy reports that show the number of sites occupied on each day of the month are requested.

19C. User Surveys

As part of a continuing effort to better serve the needs of the customer, the Forest Service reserves the right to conduct random use counts and surveys in the areas included in this permit, and to converse with visitors on-site regarding the service they are receiving. Such surveys may be used for ongoing monitoring, as well as part of the holder's Annual Performance Evaluation.

19D. Prospectus Requirements

Describe your program for administration, accounting and controls. This includes your proposal for updating operating plans, formulating G-T requests, your insurance approval and updating and samples of your revenue and use reports.

20. Interpretive Programs

The Forest Service is interested in interpretive programs; however, this service is a lower priority than customer service and facility operations and maintenance. Reliance on Forest Service personnel will not be deemed as meeting the obligation for providing the proposed programs, except for Smokey Bear and Forest Fire Awareness programs. However, Forest Service personnel may be available for training purposes.

Interpretive services can help to meet several standards. They may enhance visitor experience, increase visitor understanding of their National Forests, aid in fire prevention, and deter damage to facilities and resources. Interpreters educate, entertain, exhibit, inform, and otherwise communicate important natural resource messages to visitors. Presentations may address natural and cultural resources, fisheries and wildlife, fire management, water resources, or other topics relative to the National Forest. Interpretive services can take the form of campfire programs, guided walks, brochures, children's activities, displays, or other similar items.

Interpretive programs shall meet participant accessibility requirements.

The holder may subcontract the provision of interpretive services with other organizations such as museum, Rocky Mountain Nature Association, etc. Program content and subcontractors shall be approved by the Forest Service.

The Forest Service or Forest Service-arranged interpreter retains the right to present programs at any campground or other recreation site on the National Forest, subject to coordination with the holder to avoid conflict with other scheduled activities.

Schedules and information about the upcoming events should be posted in the campgrounds. The Forest Service should be notified of upcoming events.

The Forest Service suggest interpretive programs be scheduled at the following sites:

- Mountain Park CG
- Dowdy Lake CG
- Chambers Lake CG
- Jacks Gulch CG
- Olive Ridge CG
- Cold Springs CG
- Stillwater CG
- Green Ridge CG

The holder may propose other sites.

20A. Proposal Requirements

Applicants should submit an Interpretive Services Plan to describe any proposed services. The plan should describe the following:

- *The location, type, and frequency of interpretive services,*
- *A synopsis of program contents, and*
- *A description of program presenters and their qualifications.*

21. Other Information

21A. Use of Fee Sites by Non-fee Guests

The Forest Service encourages the holder to allow incidental use of water, toilet and trash services by non-fee paying visitors. This does not include residential refuse removal. If the holder wishes, they may negotiate with the Forest Service to track the impact and seek reimbursement for the use that is occurring from non-paying parties.

21B. Property/Lost and Found

The holder must follow federal rules for disposition of abandoned or personal property left behind at a campsite. Forest Service Law Enforcement will be responsible for determining disposition or storage for such property.

From the Forest Service Manual (FSM 6412.3, Use of Abandoned and Forfeited Personal Property, the following direction applies:

Property Management Officers shall determine if abandoned and forfeited property can be claimed and used by the Forest Service under the provisions of FPMR 101-43.4 and FPMR 101-45.4, or under 36 CFR 261.13 or 36 CFR 261.16.

See Appendix 23 for a copy of the Federal Property Management Regulations referenced above.

21C. Administrative Use Requests

The Forest Service will occasionally have requests for administrative use of recreation sites. Some requests will occur outside the agreed upon operating season, while some will occur during the agreed upon operating season. As per policy, the Forest Service will compensate the holder for services provided.

For events which occur outside the agreed upon operating season, the Forest Service would negotiate compensation based on work/cost that the holder incurs as a result of the use. For events which occur during the agreed upon operating season, the Forest Service would pay the standard site fee, unless a discounted price can be agreed upon.

The following are known events:

The Forest Service will use the entire Jacks Gulch Recreation Area and the back section of Kelly Flats Campground during a weekend in May prior to the campground opening (typically the weekend before Memorial Day). The holder is not expected to provide water or cleaning. The Forest Service will pay for trash hauling and the estimated human waste impact.

Other events may come up during the permit which will be discussed and agreed to by the Forest Service and the holder.

21D. Special Use permits that operate in sites under this permit

Several permittees make use of facilities under this permit. They are typically short term occupancies or after the typical operating season.

Rocky Mountain Orienteering Club at Kelly Dahl CG - typically late Sept/early Oct.
 Peaceful Valley Lodge uses trails and roads that go through Peaceful Valley and Camp Dick. Typically this activity occurs through the summer.
 Crow Valley Recreation Area typically has birding tours coming through the area during the spring.

Other special uses or recreation events may come up, during the permit period, which operate at sites in this permit. We endeavor to keep this to a minimum. The PA will discuss any permits or events with the holder to determine how to minimize impact and compensate the holder for the use of the site/facilities.

21E. Responsibility for Utility Fees

The holder is responsible for all utilities at sites under permit.

21F. Utility Fees billed through the Forest Service

On the Sulphur Ranger District, sewer costs are billed to the Forest Service for facilities under this permit. We are unable to separate these facilities and have them billed directly to the holder. So, in keeping with Forest Service policy, a collection agreement will be set up to pay for these utilities.

The Forest Service will bill the holder for estimated fees on a quarterly basis, with the estimated fee due at the end of the previous quarter. The utility bills fees at the beginning of the quarter (January, April, July and October). Three Lakes bills fees through the year. The Forest Service will pay the fees to Three Lakes Water and Sanitation from the collection account.

The current 2010 rate for sewer is \$ 75.00/Single Family Equivalent (SFE).

At Stillwater Campground	SFE's	Toilets (.5 SFE)	Urinals (.33 SFE)	Sinks (.0 SFE)	Showers (.75 SFE)
Building #28	1.83	3	1	4	
Building #29	6.33	3	1	4	6
Building #30	1.83	3	1	4	
Building #31	6.83	3	1	4	6
4 RV/Trailer Spaces(.25 SFE/space)	1.00				
1 Dumpstation (5.0 SFE/Dumpstation)	5.00				
2 Houses (1.0 SFE/house)	2.00				

Stillwater Total SFEs	24.32				
At Green Ridge Campground	SFE's	Toilets (.5 SFE)	Urinals (.33 SFE)	Sinks (.0 SFE)	Showers (.75 SFE)
Loop A Restroom	1.83	3	1	4	
Loop B Restroom	1.83	3	1	4	
3 RV/Trailer Spaces(.25 SFE/space)	0.75				
.5 Dumpstation (5.0 SFE/Dumpstation)	2.50				
Green Ridge Total SFEs	6.91				
Total SFEs	31.23				
4/1/2010 Cost	\$2,342.25/Quarter or \$ 9,369/year				

21G. Dump-station Use at Greenridge and Stillwater:

Dump-station use at Greenridge has been the responsibility of the Forest Service, although water for Greenridge campground is also supplied to the Greenridge Dumpstation and the Day-use areas. Stillwater dump-station serves campground and other users(including other concession campground users). The Forest Service will be responsible for the sewer connection charge for this dumpstation based on the ANRA fees paid by users. The holder is responsible for up-keep of the area due to the use by campground visitors.

21H. Proposal Requirements

Address each sub-section of section 21 to show how you will manage each item.

22. Final Year(Close-out Requirements)

- a) A bill for the estimated final fee will be issued in August, less any approved GT fee offset credits at the time of the billing.
- b) Toilet vaults that have less than 3' clearance to the bottom of the riser shall be completely
 - a. pumped.
- c) Host Vaults and other septic systems must be pumped dry.
- d) Yale Keys – will be returned
- e) Fee Tube Keys – Fee tube keys can be turned over to the Forest Service, or Fee Tube locks can be removed and the plates given to the Permit Administrator. Fee tubes at sites which are open on the last day of the permit, must be emptied on the last day of the permit. Campers currently in the campground will be allowed to remain until their camping permit expires.
- f) Equestrian bedding can be left in its current condition – no requirement to bring to standard.
- g) Holder property will be substantially removed by October 31, except for equipment needed for operation of campgrounds still in operation. If property has been transferred to the succeeding operator, then a letter from the succeeding operator affirming that the property is theirs must be given to the PA prior to October 31.
- h) Final Utility Meter readings will be read by the provider and copies of the final paid bills will be submitted to the permit administrator.

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