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Exp. (10/31/2012)

**Prospectus for Campground and
Related Granger-Thye Concessions
Plumas National Forest**

**U.S. DEPARTMENT OF AGRICULTURE
Forest Service**



August 2011

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VI. Pertinent Materials (Available Upon Request)

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

I. Business Opportunity

A. Introduction

This prospectus is soliciting applications from qualified applicants for up to two, five plus five, year Special Use Permits to provide high quality public service in the operation and maintenance of government owned recreation facilities located on the Beckwourth Ranger District, Plumas National Forest. The Beckwourth Ranger District is located on the eastern portion of Plumas County in northeast California. One permit will be issued for recreation facilities at Frenchman Lake Recreation Area (Permit Area # 1) and one permit for recreation facilities at Lake Davis Recreation Area/Lakes Basin Campground (Permit Area # 2). If the same concessionaire is selected for both permit areas, a single permit may be issued.

The permit or permits will include the following developed sites:

Frenchman Recreation Area (Permit #1)

Lake Davis Recreation Area & Lakes Basin Campground (Permit #2)

The authorized officer for this business opportunity is the Deputy Forest Supervisor for the Plumas National Forest, 159 Lawrence Street, P.O. Box 11500, Quincy, CA 95971.

Important considerations are the travel patterns, visitation numbers and occupancies, length of season, revenue, cost of operations and ancillary income opportunities. Applicants are encouraged to research all aspects of this business opportunity that may affect their application and the outcome of this process. Providing customer service and generating revenue are critical parts of this opportunity. Applicants are responsible for producing their own business plans and for their own financial predictions in response to this prospectus.

In the past, the sites included in this prospectus were in two separate permits. The current permits for both concessions expire on December 31, 2011. Over the past three years, these concessions have generated the following gross revenues:

<u>Year</u>	Gross Revenue Frenchman Lake Permit Area #1	Gross Revenue Lake Davis /Lakes Basin Permit Area #2
2008	\$241,384.24	\$174,508.50
2009	\$242,355.20	\$192,197.00
2010	\$223,550.50 (1)	\$163,536.50 (1)

(1) One campground in each permit area was closed the majority of the season for reconstruction during 2010.

B. Area Description

Permit Area #1

Frenchman Lake Recreation Area

Frenchman Lake Recreation Area is located at Frenchman Lake, 18 miles northeast of Portola, California and 30 miles northwest of Reno, Nevada.

Access is off Highway 70, a National Scenic Byway to Highway 284, through the Little Last Canyon, a special interest area. The elevation is approximately 5,600 feet, with vegetation consisting of ponderosa and Jeffery pine forest and open brush land (sage and rabbitbrush).

The weather is typical for the Sierra Nevada. Summers are normally dry, but have occasional thundershowers. Temperatures range from the 70's to 90's during the day, with nighttime temperatures in the upper 40's and 50s. The managed season is from opening weekend of fishing season (approximately the third weekend in April) through the close of hunting season (approximately October 19). Most use occurs from late April through Labor Day, although late snow melt in some years has delayed opening.

Visitors come from northern California and northern Nevada (Reno area). Use is particularly heavy on holidays and weekends. Activities include camping, picnicking, boating, fishing, water skiing, swimming, jet skiing, off highway driving, driving for pleasure and hunting in the fall. Winter activities include snowmobiling, ice fishing and cross country skiing.

A Forest Service fire station is located one mile west of the Frenchman Dam. It is staffed during the fire season, approximately June thru October.

Substantial rehabilitation projects took place in 2010 and will continue in 2011, but should be completed by 2012. Future rehabilitation projects, or other construction, may occur during the life of the permit.

Permit Area #2

Lake Davis Recreation Area

Lake Davis Recreation Area is located at Lake Davis eight miles north of Portola.

Access is off Highway 70, a National Scenic Byway, by either Grizzly Road or West Street. The recreation sites are distributed along County and Forest roads. The elevation is approximately 5,575 foot, with vegetation consisting of ponderosa and Jeffery pine forests.

All recreation sites are located around Lake Davis, a lake created in 1967 for recreational use. The south end of the lake has private property with residential houses, a motel, and a store with a RV park.

Visitors come from California, Oregon and Nevada. The major recreation activities in the summer and fall are driving for pleasure, camping, fishing, boating picnicking, hiking, viewing wildlife and hunting. Winter activities include snowmobiling, ice fishing, and cross country skiing. Use is particularly heavy on holidays and weekends.

Temperatures during the summer are relatively mild, averaging from the 70's to 90's during the day and 40's to 50's at night. July through October are typically hot and dry months. The Forest receives its greatest amount of precipitation in the form of snow. The opening of campgrounds is based on snow conditions. The operating season is typically from late April through mid October, weather permitting.

The town of Portola is a full service community with grocery stores, hospital, gas station, restaurants, hardware store, churches, motels and other services.

Substantial rehabilitation projects took place in 2010 and will continue in 2011, but should be completed by 2012. Future rehabilitation projects, or other construction, may occur during the life of the permit.

Lakes Basin Campground

The Lakes Basin Campground is located in the Lakes Basin Recreation Area. Access is off the Gold Lake Highway (Plumas County Road 519), nine miles southwest of Graeagle, California. Gold Lake Highway is a paved double lane road linking State Highways 89 and 49.

The elevation is approximately 6,400 feet, with vegetation consisting of a mixed conifer type. The Lakes Basin area has special geologic features created by glaciations, resulting in steep cliffs and numerous lakes. The area is also rich in cultural history and was a historic summer meeting ground for local Native Americans. Evidence of their activities remains in the campground through the petroglyphs panels.

Weather is typical for the Sierra Nevada with dry summer and occasional thundershowers. Temperatures range from 70s to mid 80s during the day and 40's at night. The managed season is from May 25 to October 15. Most use occurs on holidays and weekends. Heavy snow in some years has delayed opening and contributed to early closures.

Most of the visitors come from California, Oregon, and Nevada. Activities include camping, hiking, fishing, swimming and boating. Hiking in Lakes Basin back country, with over 35 miles of trails, is one of the main recreational activities.

C. Description of Developed Recreation Sites and Facilities

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

Permit Area #1

Frenchman Lake Recreation Area

The Frenchman Lake Recreation Area consists of nine developed sites:

1. Big Cove Campground
2. Chilcoot Campground
3. Cottonwood Springs Family and Group Campground
4. Spring Creek Campground
5. Frenchman Campground
6. Frenchman Boat Launch and Picnic Area
7. Lunker Point Boat Launch
8. Cottonwood Sewage Dump Station
9. Big Cove Overflow Camping Area

Big Cove Campground

The Big Cove Campground is located 2.3 miles east of the Frenchman Lake Dam. There is a total of 38 campsites, (19 family and 19 double sites). Each site has a table (two in double campsites) and combination grill/fire ring. Eleven of the campsites are accessible, nine with hardened surface and two with a paved surface. All have accessible paths to toilets. All campground roads and spurs are paved; five campsites have a pull through parking spur. Potable

water is supplied from a well which is pumped to a storage tank located near the campground. A sewer pump and sewage treatment lagoons are part of the septic system. An existing generator supplies electricity for the water and sewer pumps. The generator is housed inside a small building. Trash collection and recycling is required at designated locations. Bear proof dumpsters are required. There is an administrative site that includes: a host site and an area manager site, with sewer and water hookup; a small office; and a storage shed. There is a gate and self serve fee station near the campground entrance. There are four flush toilet buildings, one with showers. Three of the buildings will be replaced in 2011 and will be accessible. A .25 mile paved, fully accessible trail provides access to a beach and the lake. There is a .75 mile trail that connects the Big Cove and Spring Creek Campgrounds. A portion of the campsites at this campground are on the reservation system.

The average operating season has been April 25 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from May 1 through October 1.

Chilcoot Campground

The Chilcoot Campground is located on State Highway 284, three miles south of Frenchman Lake and five miles north of the town of Chilcoot, along Little Last Chance Creek. This campground has a total of 40 campsites, (35 family sites and five walk-in tent sites). Each campsite has a table and a combination grill/fire-ring. Two of the campsites are accessible, one walk-in with a hardened campsite surface and one drive up with a paved surface; both have accessible paths to the toilets. All campground roads and spurs are paved. Potable water is supplied from a spring to a gravity fed storage tank. There are three flush toilet buildings, with septic tanks and leach fields, and one of toilet buildings is accessible. Trash collection and recycling is required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There is one host site with septic and water hookup. A portion of the campsites at this campground are on the reservation system.

The average operating season has been April 19 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from April 19 through October 1.

Cottonwood Springs Family and Group Campground

The Cottonwood Springs Family and Group Campground are located in the southwest portion of the recreation area, 1.5 miles west of the Frenchman Lake Dam, on Forest Service Road 25N11. This campground has 20 family campsites, located in loops A and C and two group campsites located in loops B (25 people) and D (50 people). Each campsite has a table and combination grill/fire ring. Each group site also has a group fire ring. Group site B is accessible with hardened surfaces and paths of travel. All Campground roads and spurs are paved. Potable water is supplied from a well that pumps up to a gravity fed storage tank. The potable water system also services an adjacent Forest Service Administrative Site (Frenchman Work Center). The Forest Service assumes responsibility for the administrative site portion of the water system (from the T valve on) and may activate the water system prior to or after the opening and closing of the campground. The entire water distribution system from the tank, including all hydrants, was replaced in 2010. A sewer pump and sewage lagoons are part of the campground septic system. Trash collection and recycling are required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There are four flush toilet buildings, one located in each loop. All toilet buildings are accessible and the one in loop A has showers. Three toilet buildings were replaced in 2010 and the fourth

was replaced in the mid 1990's. There is one host site with sewer and water hookup. A portion of the campsites at this campground are on the reservation system.

The average operating season has been May 25 through September 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from May 25 through September 15.

The Forest Service will pay 50% of the propane cost for the water system generator, to cover the cost associated with the administrative site.

Spring Creek Campground

The Spring Creek Campground is located 1.1 miles east of the Frenchman Lake Dam, and .3 miles east of the Frenchman Campground. This campground has a total of 35 single family campsites. Two campsites are fully accessible with paved site surfaces and paths. Each campsite has a table, and combination grill/fire ring. All campground roads and spurs are paved. Potable water is supplied from a well and is pumped to a gravity fed storage tank. The well, pump and generator (for electricity) are located adjacent to the campground. The well also supplies water to Frenchman Campground. Trash collection and recycling are required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There are seven vault sweet smelling toilets that were installed in 2006. There is one host site with septic and water hookup. A portion of the campsites at this campground are on the reservation system.

The average operating season has been April 19 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from May 1 through October 1.

Frenchman Campground

The Frenchman Campground is located .8 miles east of the Frenchman Lake Dam, off paved Forest Service Road 24N01. This campground has a total of 38 family campsites. Two campsites are fully accessible with paved surfaces and paths to the toilets. Each campsite has a table and combination grill/fire ring. All campground roads and spurs are paved. Potable water is supplied from a well that pumps to a gravity fed storage tank. The well and pump are shared with Spring Creek Campground. Trash collection and recycling are required at designated locations. Bear proof dumpsters are required. There is a self-serve fee station near the campground entrance. There are seven vault sweet smelling toilets that were installed in 2007. There is one host site with septic and water hookups. A portion of the campsites at this campground are on the reservation system.

The average operating season has been April 19 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from April 19 through October 15. This campground does not have a gate and remains open year-round. At some point snow closes access to the facility. No water is available from mid October to mid April and no host is on site. Toilet maintenance is required until the area becomes inaccessible by snow.

Frenchman Boat Launch and Picnic Area

This day use facility is located on the south end of the Lake adjacent to the Frenchman Campground. The 150-foot boat ramp is a two lane concrete ramp with a floating boat dock (80 feet including gangway). There is an accessible loading ramp in the parking lot for individuals with disabilities. The access road and parking areas (73 vehicle capacity at boat ramp) and (20 vehicle capacity at picnic site), are paved. There are 17 picnic sites, each with a table and a

combination grill/fire ring. One picnic site is accessible. There is potable water piped from the campground. There are two vault sweet smelling toilets at the boat ramp parking area and one vault sweet smelling toilet at the picnic parking area. There is a day use fee charged with self-serve fee stations at each parking area. The boat ramp and picnic area parking lots are adjacent to each other and the day use fee gives access to both sites. Trash collection and recycling are required at designated locations. Bear proof dumpsters are required.

The dock gets pulled in the fall but the facility remains open until snow prevents access. Toilet maintenance is required until the area becomes inaccessible by snow.

Boat launch facilities are scheduled to be rehabilitated through a Department of Boating and Waterways grant during this permit.

Lunker Point Boat Launch

This day use facility is located on the west side of the Lake, three miles north of the Frenchman Dam. There are two concrete boat ramps one for high water and one for low water, with a floating boat dock. The access road and parking area (38 spaces) are paved, with a gravel overflow parking area (approximately 20 spaces). There are two concrete picnic tables and interpretive signs. There is one vault toilet building, containing two sweet smelling toilets. This is a fee site with a self-serve fee station. Trash collection and recycling are required at designated locations.

Boat launch facilities are scheduled to be rehabilitated through a Department of Boating and Waterways grant during this permit.

Cottonwood Sewer Dump

The sewage dump station is located adjacent to the Cottonwood Family and Group Campground. Facilities include a paved road, sewer dump, bulletin board, and one potable water hydrant. Water is supplied by the Cottonwood Springs Campground system. The sewage overflow goes into a 2000 gallon tank located approximately 50 feet from the dump station. Fees are collected at an existing self serve fee station.

Big Cove Overflow Camping Area

This is an overflow camping area located across the road from the Big Cove Campground. This area remains closed except when all campgrounds are full, usually on busy weekends. There are 15 designated campsites and 7 have tables. There is a vault sweet smelling toilet. A fee is charged for camping here and there is a self-serve fee station. There is no water at this site. No fires are allowed at this site.

Characteristics of Developed Recreation Sites

Site	# of unit	2011 fee/unit	Occupancy 3 year average	Operating Season: Minimum	Pet fee/dog	Toilet Type # Buildings Showers
Big Cove Campground	38	\$21 single \$42 double	36.2%	5/1-10/1	Yes \$2	Flush 4 bldg 1 w/shower
Chilcoot Campground	40	\$21	35.6%	4/19-10/1	Yes \$2	Flush 3 bldg.
Cottonwood Springs & Group Campground	20 2	\$21 family \$90/25 people \$130/50 people	28.7%	5/25-9/15	Yes \$2	Flush 4 bldg 1 w/shower
Spring Creek Campground	35	\$21	44.1%	5/1-10/1	Yes \$2	Vault 7 bldg.
Frenchman Campground	38	\$21	39.4	4/19-10/15	Yes \$2	Vault 7 bldg.
Frenchman Boat Launch & Picnic	75 17	\$5/day \$30/season	NA	4/19-10/15	No	Vault 3 bldg
Lunker Point Boat Launch	38 20	\$5/day \$30/season	NA	4/19-10/15	No	Vault 1 bldg 2 holes
Cottonwood Sewage Dump	NA	\$6	NA	NA	NA	NA
Big Cove Overflow Camp	15	\$12	30.6	NA	Yes \$2	Vault 1 bldg.

Permit Area #2

Lake Davis Recreation Area and Lakes Basin Campground

The Lake Davis Recreation Area consists of nine developed sites.

1. Grasshopper Flat Campground
2. Grizzly Campground
3. Lightning Tree Campground
4. Overflow Camping Area
5. Sewage Dump Station
6. Honker Cove Boat Launch
7. Lightning Tree Boat Launch
8. Camp 5 Boat Launch
9. Mallard Cove Boat Launch

The Lakes Basin Campground consists of four developed sites

1. Lakes Basin Family Campground
2. Lakes Basin Group Campground
3. Grassy Lake Trailhead
4. Interpretive Exhibits

Grasshopper Flat Campground

The Grasshopper Flat Campground is located off County Road 112, approximately nine miles north of Portola on the east shore of Lake Davis. The campground has a total of 68 family

campsites and one small group site for 25 people. Each campsite has a table and combination grill/fire ring. Two campsites are accessible with paved camping area. All campground roads are paved. Potable water is from a well which is pumped up to a gravity fed storage tank. This well also services Grizzly Campground and the Dump Station. Electricity is in the campground and provides lighting for the bathrooms. There are four toilet buildings with 4 stalls each, two buildings are accessible. Septic tanks are associated with each toilet building. Trash collection and recycling is required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There is a manager site and two host sites with electricity, septic and water hookups. The manager site also has phone service and a small storage building. A portion of the campsites at this campground are on the reservation system.

The average operating season has been April 20 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from April 20 through October 15, weather permitting.

Grasshopper Flat Campground will be closed for rehabilitation during 2011. An American Recovery and Reinvestment Act contract was awarded to replace all the water distribution lines from the tank throughout both Grasshopper and Grizzly campgrounds and all hydrants, in 2011. A Capital Investment Program project is also scheduled for 2011, to resurface and widen roads and spurs within the campground. If funding is delayed this project may occur at a later date during this permit.

Grizzly Campground

The Grizzly Campground is located off County Road 112, approximately eight miles north of the town of Portola on the east shore of Lake Davis. The campground has a total of 55 single sites. Two sites are accessible, one with a paved camping area and one with a hardened camping area. Each site has a table and combination grill/fire ring. All campground roads and spurs are paved. Potable water comes from the same system as Grasshopper Flat Campground. The campground has electricity that supplies the lights in the toilet buildings. There are four toilet buildings, two were replaced in 2010 and all are accessible. Septic tanks are associated with each toilet building. Trash collection and recycling is required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There are two host sites with electricity, septic and water. A portion of the campsites at this campground are on the reservation system.

The average operating season has been May 20 through September 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from May 20 through September 15.

Grizzly Campground will be closed for rehabilitation during 2011. An American Recovery and Reinvestment Act contract was awarded to replace all the water distribution lines from the tank throughout both Grasshopper and Grizzly campgrounds and all hydrants, in 2011.

Lightning Tree Campground

The Lightning Tree Campground is located on County Road 112, approximately twelve miles north of the town of Portola. The campground has a total of 20 single sites and 19 double sites. Eight sites are fully accessible and all paths of travel to the toilets are accessible. Each site has a table and combination grill/fire ring. All campground roads and spurs are paved. In 2005, a new water system was developed, with a well that pumps water to a gravity fed storage tank. There is

a small pump house with a portable generator for the water system. All the water distribution lines were replaced in 2010. Six vault sweet smelling toilets were installed in 2005. Trash collection and recycling is required at designated locations. Bear proof dumpsters are required. There is a gate and self-serve fee station near the campground entrance. There is no electricity at this site. There is a host site with septic and water. This campground is on the reservation system.

The average operating season has been April 20 through October 15. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from April 20 through October 15. This campground remains open year-round. At some point snow closes access to the facility. No water is available from mid October to mid April and no host is on site. Some toilets can be locked, but toilet maintenance is required until the area becomes inaccessible by snow.

Overflow Camping Area

An undeveloped area adjacent to Mallard Cove Boat Ramp is used for camping when the designated campgrounds are full. The area is closed when spaces become available in the designated campgrounds. Twenty three sites are designated with posts. There is a gate for opening and closing the area. A self-serve fee station is at the gate.

This area is gated and has not been needed or used for many years; however it will be used in 2011 when Grasshopper and Grizzly Campgrounds are closed.

Sanitary Dump Station

A sewage dump station is located across the road from the Grizzly Campground. It has a paved access with water faucets and septic tank. Water is supplied by the Grasshopper and Grizzly Campgrounds water system. Fees are collected at an existing self-serve fee station.

Honker Cove Boat Launch

This day use facility is located nine miles north of Portola on County Road 112, adjacent to Grasshopper Flat Campground. The parking area has 50 paved parking spaces. There is a toilet/shower building with two flush toilets and three showers. There is also a vault toilet building that is opened when the water system is shut down for the winter. The boat ramp is a two lane concrete ramp with an 80 foot, floating boat dock. There are two picnic tables, one bench and three interpretive signs. There is potable water from the campground and electricity in the toilet/shower building. A fish cleaning station is located next to the toilet building. A septic tank is associated with the toilets and showers. The boat ramp has a solar powered light for early morning and evening launching. A day use fee is charged at the site and there is a self-serve fee station. Trash collection and recycling are required at designated locations. Bear proof dumpsters are required. This facility is open until the snow closes it, usually from April through November. Toilet maintenance is required until the area becomes inaccessible.

During the winter, Recreation Events may occur at this site. Visitors continue to hike in for ice fishing and other forms of winter recreation.

The boat launch facilities are scheduled for rehabilitation through the Department of Boating and Waterways in 2012. If funding becomes available sooner, this project may occur in 2011.

Lightning Tree Boat Launch

This day use facility is located on County Road 112, approximately twelve miles north of the town of Portola. It is adjacent to the Lightning Tree Campground. The facilities have a paved

ramp, 80 foot floating dock, a sweet smelling vault toilet, 3 picnic tables, interpretive signs, and approximately 30 paved parking spaces. A water faucet is located at the end of the parking lot with potable water piped from the campground. Trash collection, using bear proof cans and recycling are required at designated locations. A day use fee is charged at the site and there is a self-serve fee station.

This facility is open until snow closes it, usually from April through November. Toilet maintenance is required until the area becomes inaccessible. This ramp has limited use because it is only usable in high water years. The District is considering improving this site for use as a picnic and disk golf area.

Camp 5 Boat Launch

This day use facility is located off Forest Service Road 24N10, on the west side of the lake, approximately twelve miles north of Portola. The facility was rehabilitated in 2009 and includes: a 111 foot boat ramp and floating boat dock; a solar powered light on the ramp; two accessible sweet smelling toilets; a universally accessible fishing pier; two accessible picnic tables, with walkways; one bench; interpretive signs; a bear proof garbage can; a self-serve fee station; and a paved parking area with 32 trailer spaces, including three accessible parking spaces. Trash collection, using bear proof cans and recycling are required at designated locations.

A fee is charged at this site. This site is open until the snow closes it, usually from April through November. Toilet maintenance is required until the area becomes inaccessible.

Mallard Cove Boat Launch

This day use facility is located on County Road 112 approximately ten miles north of Portola. In the past it has been a car top launch, but there is now a floating dock on site that can be used. This facility also has a ramp, paved parking with 25 spaces, a sweet smelling vault toilet, a self-serve fee station, interpretive signs, one bench and two picnic tables. Trash collection, using bear proof cans and recycling are required at designated locations.

This area has an extensive fishing access area as well as the boat ramp. A fee is charged at this site for both the boat launch and fishing access. This facility is open until snow closes it, usually from April through November. This is also a popular site for ice fishing and is used year round. Toilet maintenance is required until the area becomes inaccessible.

The boat launch facilities are scheduled for rehabilitation through the Department of Boating and Waterways in 2012. If funding becomes available sooner this project may occur in 2011.

Lakes Basin Family Campground

The Lakes Basin Family Campground is located approximately nine miles southwest of Graeagle off the Gold Lake Highway (Plumas County Road 519), on Forest Service Road 21N10. The campground consists of 23 family sites, including, one double site and four handicap accessible sites with hardened surfaces. Each site has a table and a combination grill/fire ring. About half of the sites have bear proof food storage lockers. There is a self-serve fee station with three bulletin boards. Campground roads and spurs are dirt road base. There are four sweet smelling vault toilets. Potable water is supplied by a well with a pressure tank and there are eight hydrants in the campground. The well building, which is further down the road, has electricity but the campground does not. Trash collection and recycling are required at designated

locations. A bear proof dumpster is required. A portion of the campsites at this campground are on the reservation system.

The host site has septic waste disposal, water, and telephone service. The host site is located near the petroglyphs to facilitate monitoring of the cultural resource site.

The average operating season has been May 25 through October 1. At a minimum, the Forest Service will expect the permit holder to operate the campground fully from May 25 through October 15, weather permitting. This campground remains open year-round. At some point snow closes access to the facility. No water is available from October to May and no host is on site. Some toilets can be locked, but toilet maintenance is required until the area becomes inaccessible by snow.

Lakes Basin Group Campground

The Lakes Basin Group Campground is located approximately nine miles southwest of Graeagle off the Gold Lake Highway on Forest Service Road 21N10. The Group and Family Campgrounds are adjacent to each other. The group campground can accommodate up to 25 persons. This site includes three tables, one of which is accessible, one combination grill/fire ring and one group fire ring. There is one double-panel bulletin board in the campground. There is an upper paved area for parking which can accommodate six vehicles and a lower paved area for unloading which can accommodate two vehicles. The lower area is for unloading and for accessible parking. There is no space for trailer parking. This campground is on the same potable water system as the family camp and has two hydrants, one of which is accessible. A bear proof dumpster and garbage collection is required. There are two sweet smelling vault toilets.

This site is by reservation only and the average operating season is from May 25 through September 15. At a minimum the Forest Service will expect the permit holder to operate the campground fully from May 25 through September 15. This site has a separate access road, which is gated, so when it is not occupied it can be closed to the public.

Grassy Lake Trailhead

This trailhead is located within the family campground near campsite 15. The trail leads to Grassy Lake and then connects with a network of well signed and maintained trails.

The trailhead area consists of one double panel bulletin board and a parking area, that can accommodate eight vehicles. There are two picnic tables and swim area near the parking area. This parking area is for trail users only and no camping is permitted, although overnight parking is allowed. No fee may be charged for use of this trailhead parking facility.

Interpretive Exhibits

There is a 90 foot accessible pathway located adjacent to the entrance of the campground that leads to two wood viewing platforms with petroglyph interpretive signs. This is a non-fee site and no fee may be charged.

Characteristics of Developed Recreation Sites

Site	# of unit	2011 fee/unit	Occupancy 3 year average	Operating Season: Minimum	Pet fee/dog	Toilet Type # Buildings Showers
Grasshopper Flat Campground	68 1	\$20 single \$90 Group	33.7%	4/20-10/15	No	Flush 4 bldg 2 accessible
Grizzly Campground	55	\$20	25%	5/20-9/15	No	Flush 4 bldg accessible
Lightning Tree Campground	40	\$20 \$40	30.3%	4/20-10/15	No	Vault 6 bldg.
Mallard Cove Overflow Camp	20	\$12	NA	NA	No	
Sewage Dump	NA	\$6	NA	NA	NA	NA
Honker Cove Boat Launch	50	\$5/day \$30/season	NA	4/15-10/15	No	1 Flush & Shower bldg 1 vault bldg.
Lightning Tree Boat Launch	30	\$5/day \$30/season	NA	4/15-10/15	No	Vault 1 bldg
Camp 5 Boat Launch	32	\$5/day \$30/season	NA	4/30-10/15	No	Vault 2 bldg
Mallard Cove Boat Launch	25	\$5/day \$30/season	NA	4/15-10/15	No	Vault 1 bldg
Lakes Basin Family	23	\$18/single \$36 double	46.9%	5/25 – 9/30	Yes \$2	Vault 4 bldg
Lakes Basin Group	1	\$70/25 persons	Included in L.B.Family	5/25 – 9/15	Yes \$2	Vault 2 bldg
Grassy Lake Trailhead	8	NA	NA	NA	No	NA
Interpretive Exhibit	2	NA	NA	5/25-9/30	No	NA

D. Government-Furnished Property

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

E. Government-Furnished Supplies

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

- Forest Service keys and locks
- Forms to report use and revenue

- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs.
- Regulatory posters.

F. Utilities and Waste Management

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

Electrical

There is no service at Frenchman Lake.

Plumas-Sierra Rural Electric Cooperative (Plumas-Sierra REC) has provided electrical service to Lake Davis. The Forest Service will require the new permit holder to notify Plumas-Sierra REC that they are to be listed as the user and billed for the service.

Telephone

There is no land line service at Frenchman

There is land line telephone service available for the manager site at Grasshopper Flat Campground at Lake Davis and the host site at Lakes Basin Campground.

Cell phone coverage is possible in some areas, but there are many areas where coverage is limited. Satellite phones and cell phone antennas have been used successfully in the past.

Propane

At Frenchman, there are propane tanks to fuel the three generators (Big Cove, Cottonwood and Spring Creek Campgrounds) and there are tanks for the hot water heaters at Cottonwood and Big Cove Campground shower buildings. There are a few suppliers of propane in the area.

At Lake Davis, the hot water heater in Honker Cove Boat Launch showers is fueled by propane.

In the past, there have been tanks at individual host sites at all campgrounds.

Water

At Frenchman there are four water systems with holding tanks and distribution systems with hydrants located throughout the campgrounds.

At Lake Davis, there are two water systems with holding tanks and distribution systems with hydrants located throughout the campgrounds. At Lakes Basin, there is a water system with a pressure tank and distribution system with hydrants located throughout the campground.

The permit holder is required to operate and maintain the water systems in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. Water testing is required and there are several companies who service this area. There is an annual fee required by Plumas County to operate the water systems.

Garbage

The permit holder will be responsible for garbage removal at all sites. The provider is Intermountain Disposal. All garbage bins are provided by that contractor.

Liquid and Solid Waste Disposal

There are two sewage lagoons at Frenchman Lake, for Big Cove and Cottonwood Campgrounds. The permit holder is required to operate and maintain the sewage systems in compliance with applicable federal, state and local laws and regulations. There is an annual fee required by the State of California, Water Resource Control Board.

The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites. All vault toilets with holding tanks should be pumped at a minimum, annually or more often as the Forest Service deems necessary. Dump station tanks should be pumped at a minimum annually. Septic tanks with leach fields should be pumped at a minimum of every five years. Where there are vault toilets, the concessionaire should be aware that the toilets might fill with water during the winter season. The concessionaire may need to pump such toilets before use commences.

II. Forest Service Concession Programs and Policies

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

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

A. National Recreation Reservation Service (NRRS)

The Plumas National Forest participates in the NRRS, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRSS that is unreserved and charge on site for that use). The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRSS follows.

Karen Finlayson

Region 5 - NRRS Coordinator

telephone: 530-647-5393

email: kfinlayson@fs.fed.us

facsimile: 530-647-5311

John Cameron

Forest Service Contracting Officer's Technical Representative

telephone: 850-523-8589,

email: jhcameron@fs.fed.us

facsimile: 850-523-8505

ReserveAmerica Inc.

2480 Meadowvale Boulevard, Suite 120

Mississauga, Ontario

Canada L5N 8M6

Inventory Help Desk: (877) 345-6777

Customer Service: (888) 448-1474

email: nrrs-inventory@reserveamerica.com

facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

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

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

Individual campsites: from 240 to 4 days prior to arrival date.

Group use areas: from 360 to 4 days prior to arrival date.

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

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.

- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a Golden Age or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Pass (ATB Pass) authorized under the Federal Lands Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.

Because reservations can be made up to a year in advance for group sites and up to 240 days in advance for family sites, the NRSS is currently accepting reservations for the 2012 operating season. Fees received by the NRSS 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.

B. Pass Discounts

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

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

Any loss of fee revenue from honoring the passes should be factored into applicants' bids. Historical data indicates, in Permit Area #2, Lake Davis Recreation Area that approximately 15% of the revenue is associated with Golden Age Passes.

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

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

Permit Area #1

Frenchman Lake Recreation Area

The Frenchman Lake Recreation Area consists of nine expanded amenity sites:

1. Big Cove Campground
2. Chilcoot Campground
3. Cottonwood Springs Family and Group Campground
4. Spring Creek Campground
5. Frenchman Campground
6. Frenchman Boat Launch and Picnic Area
7. Lunker Point Boat Launch
8. Cottonwood Sewage Dump Station
9. Big Cove Overflow Camping Area

The Lake Davis Recreation Area consists of nine expanded amenity sites.

1. Grasshopper Flat Campground
2. Grizzly Campground
3. Lightning Tree Campground
4. Overflow Camping Area
5. Sewage Dump Station
6. Honker Cove Boat Launch
7. Lightning Tree Boat Launch
8. Camp 5 Boat Launch
9. Mallard Cove Boat Launch

The Lakes Basin Campground consists of two expanded amenity sites

1. Lakes Basin Family Campground
2. Lakes Basin Group Campground

C. Camp Stamps

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

D. Site Closures

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

At Grasshopper Flat Campground in the Lake Davis Recreation Area, a Capital Investment Program project is scheduled for 2011. This project will resurface and widen roads and spurs within the campground. This project may not be completed in 2011 and would continue in 2012.

Honker Cove Boat Launch and Mallard Cove Boat Launch, ramp extension projects, in partnership with the Department of Boating and Waterways, is scheduled for 2012 but may occur in 2011.

Frenchman Boat Launch and Lunker Point Boat Launch is scheduled for construction work in 2012, both ramps would not be closed at the same time.

E. Administrative Use

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

F. Applicable Forest Orders

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

G. Fee Tickets and Compilation of Use and Revenue Data

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

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

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

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

In addition, year-end use reports must include:

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

H. Customer Service Comment Cards

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

I. Performance Evaluations

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

J. Accessibility

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

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

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

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

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit

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

create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home.

Number of People Per Camping Unit

A single family site is limited to six (6) people or one immediate family. An immediate family is defined as persons related by blood, marriage, or adoption, or any person living within the household on a permanent basis.

Group Site Capacity

The capacity established for group sites is as follows:

Frenchman Lake Recreation Area, Permit Area #1

- Cottonwood Group Camp has two Group Sites.
- Loop B – Twenty five people and eight vehicles
- Loop D – Fifty people and sixteen vehicles

Lake Davis and Lakes Basin Recreation Areas, permit Area #2

- Grasshopper Flat Group Site – Twenty five people and five vehicles
- Lakes Basin Group Site – Twenty five people and eight vehicles

Day Use Site Capacity

Frenchman Recreation Area, Permit Area #1

- Frenchman Boat Launch has 40 vehicle with trailer spaces and 33 single vehicle spaces
- Frenchman Picnic Area has 20 vehicle spaces with 17 tables
- Lunker Point Boat Launch has 21 vehicle plus trailer spaces and 17 single vehicle spaces there is also an overflow gravel parking lot that can accommodate approximately 20 additional vehicles.

Lake Davis Recreation Area, Permit Area #2

- Honker Cove Boat Launch has 35 vehicle with trailer spaces and 15 single vehicle spaces
- Lightning Tree Boat Launch approximately 15 vehicle with trailer and 15 single vehicle spaces.
- Camp 5 Boat Launch has 32 vehicle with trailer spaces
- Mallard Cove Boat Launch approximately 10 vehicle with trailer spaces and 15 single vehicle spaces

L. Stay Limit

Within the Recreation Areas stay limits are at the discretion of the concessionaire.

M. Fees Charged to the Public

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

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

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

O. Other Pertinent Information

Resource Concerns

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

The permit holder has an affirmative duty to protect from damage the land, property, and other interests of the United States. Examples include, but are not limited to: fire suppression; erosion and wind damage to the environment and to Government-owned improvements covered by this permit; damage or contamination to the environment and/or damage to roads and trails.

Wildlife Mitigation

In Lakes Basin Campground, there is a Forest Service sensitive species, the American Pine Marten. When hazard trees are felled, if they are not in an actual camp site, they should be left on the ground.

Endangered Species

There are no endangered species identified in the permitted area of this prospectus.

Archaeological Resources

An archaeological site has been identified adjacent to Lakes Basin Campground. This archaeological site has a boardwalk and interpretive signs for the public. The concessionaire maintains this site. The permit holder will have to notify Forest Service law enforcement personnel immediately of any unauthorized disturbance of the site. There are also small sites in Big Cove Campground and Lightning Tree Campground. A concessionaire has responsibilities under the National Historic Preservation Act of 1966 (NHPA). Prior to any activity with potential ground disturbing activities, the permit holder must notify the Forest Service and obtain approval.

Condition of Trees

The east side pine stands at Lake Davis, Grasshopper Flat and Grizzly Campgrounds were recently thinned through removal of hazard trees. Therefore these stands are relatively healthy. Other stands at Lake Davis are over stocked and would benefit from thinning. The Lakes Basin Campground has a fir and pine stand that is mature to over mature. During the past few years, the trees have experienced damage from wind and snow. The Frenchman Lake Campgrounds have east side pine stands that are overstocked at some sites, but otherwise in relatively good condition. Chilcote Campground has cottonwood trees that may look healthy on the exterior but may contain rotten cores and can drop a heavy limb without warning.

Hazard Tree Removal

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed 1% of the gross revenue per year (approximately \$2,358 for Area # 1 and \$1,767 for Area # 2). The annual operating plan will address appropriate disposal of hazard trees and slash.

Butane and Propane Installation

Propane tanks are already installed and in place at host sites, shower buildings and generator buildings. The Annual Operating Plan and Permit will describe the specific terms of how these materials must be stored (including the volume, type of storage, and spill containment plan). Refer to the FS-2700-4h permit clause V.G. for more information.

Other Special Uses

Outfitting and guiding special use permittees for fishing, hunting, and camping, are allowed within the recreation areas. There are recreation events at Lake Davis that include a fishing derby, snowmobile poker run and dog sled races. These permittees must still pay applicable fees to the concessionaire.

III. Special Use Permit

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

A. Permit Term

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

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

B. Permit Holder Responsibilities

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

Responsibility for Day-to-Day Activities

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

Permit Holder-Furnished Supplies and Equipment

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

Holder-Furnished Vehicles

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

Holder Maintenance, Reconditioning, or Renovation (MRR)

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

C. Granger-Thye Fee Offset Agreement

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

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (*see* Appendix 11 of the prospectus and FS-2700-4h, Appendix B). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

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

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

In some cases, the Forest Service may decide to perform GT fee offset work or use GT funds to leverage for grants. In such a case, the holder would deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (*see* FS-2700-4h, clause IV.E.3 and appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of the each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of \$100,000 for injury or death to one person per occurrence; \$300,000 for injury or death to more than one person per occurrence; and \$25,000 for third-party property damage per occurrence, or in the minimum amount of \$300,000 as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (*see* Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

Property Insurance

Property insurance will be required for Area #1 – Frenchman Lake Recreation Area in the amount of \$872,000 for replacement in kind of the insured property (*see* Appendix 3, Inventory of Government-Furnished Property).

Property insurance will be required for Area #2 – Lake Davis/Lakes Basin Recreation Areas in the amount of \$715,000 for replacement in kind of the insured property (*see* Appendix 3, Inventory of Government-Furnished Property).

E. Bonding

The authorized officer has the discretion to determine whether bonding will be required. Bonding may be appropriate for reconstruction or improvement work performed pursuant to a GT fee offset agreement. Additionally, bonding is appropriate to protect the Forest service from default on provisions of camping services for sites that are reserved through the NRRS. In latter instance, the amount of the bond will be based on the value of outstanding reservations made on average for that concession.

Bonding for GT construction projects will be dependent upon the scope of the project and determined on an “as-needed” basis. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

IV. Application

A. Instructions for Submitting Applications

Applicants may submit an application for both permit areas or just one permit area, offered in this prospectus.

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

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

All applications must be submitted to Laurence Crabtree, Deputy Forest Supervisor, Attention: Dave Wood, Plumas National Forest, P.O. Box 11500, 159 Lawrence Street, Quincy CA 95971. Applications must be received by close of business (4:30 p.m.) on October 17, 2011.

Applicants must submit three (3) copies of their application package and supporting documents.

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

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

Corporations also must include:

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

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

Applicants should contact Judy Schaber at 530-283-7622, jschaber@fs.fed.us regarding any questions related to this prospectus.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

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

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

C. Application Package Requirements

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

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (*see* section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

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

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

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

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in Appendix 9 of the prospectus.

Operating Season

Applicants need to propose the period in which they will operate the sites listed in the prospectus. The permit holder will be responsible for facilities on a year-round basis, including during periods of non-operation. The minimum operating season varies according to site. Refer to Section B. Area Description in the Characteristics of Developed Recreation Sites Table. Subject to snow depths and accessibility, all sites must be open and operational seven days per week, including holidays, during the minimum operating season, unless a Forest Service closure order is in effect.

Staffing

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

Supervision and Management

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

Uniforms and Vehicle Identification

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

2. Business Plan, Business Experience, and References

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

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

SBDC Review

All business plans will be independently reviewed by an SBDC. Applicants are required to submit two (2) copies of their plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Along with a business plan, applicants also must submit a bank draft, money order, or cashier's check in the amount of \$200.00, made payable to the Butte College SBDC. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment. If the use of the SBDC is not needed, the payment will be returned.

Performance Evaluations

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

References

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

3. Financial Resources

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

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

include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

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

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

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

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

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (*see* Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to Plumas National Forest, Attention: Susan Barron, P.O. Box 11500, Quincy, CA 95971.

4. Fees Charged to the Public

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

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$10,315 for Area #1 and \$7,733 for Area #2. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

Frenchman Lake Recreation Area, Permit Area #1

<u>Year</u>	<u>Gross Revenue</u>
2008.....	\$241,384
2009.....	\$242,356
2010.....	\$223,550
Total	\$707,290

Total gross revenue ÷ 3 = average gross revenue

$$\$707,290 \div 3 = \$235,763$$

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 4.375 percent (as of June 2011).

$$\$235,763 \times 0.04375 = \$10,315 \text{ minimum annual fee}$$

Lake Davis/Lakes Basin Recreation Areas, Permit Area #2

<u>Year</u>	<u>Gross Revenue</u>
2008.....	\$174,508
2009.....	\$192,197
2010.....	\$163,537
Total	\$530,242

Total gross revenue ÷ 3 = average gross revenue

$$\$530,242 \div 3 = \$176,747$$

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 4.375 percent (as of June 2011).

$$\$176,747 \times 0.04375 = \$7,733 \text{ minimum annual fee}$$

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

Applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage

may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

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

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

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

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of \$200 for Frenchman Lake Recreation Area Permit # 1 and \$100 for Lake Davis/Lakes Basin Recreation Areas Permit # 2, or \$300 if you are bidding on both permit areas, to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

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

The following evaluation criteria are listed in descending order of importance:

- Proposed annual operating plan (including required and optional services).

- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.

The Forest Service will consider only the applicant's written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

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

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

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

V. Post-Selection Requirements

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

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

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use

permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.