

# **Prospectus for an Outfitting and Guiding Opportunity on the Gunnison Ranger District, Grand Mesa, Uncompahgre and Gunnison (GMUG) National Forests**



**GMUG National Forests**

**Gunnison Ranger District**

**November 2025**



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# I. Business Opportunity

## Introduction

The Gunnison Ranger District of the Grand Mesa, Uncompahgre and Gunnison (GMUG) National Forests has identified a need for outfitting and guiding services within the Appendix 1-Vicinity Map.

The Forest Service is seeking applications for the use of National Forest System lands by providers of public services that are compatible with the multiple use management objectives in the GMUG National Forests Land and Resource Management Plan (Forest Plan).

This prospectus is being issued to solicit applications for outfitting and guiding services for the following activities:

- **Off Highway Vehicle (including dirt bike) motorized use**
- **Walk/Wade Fishing**

The authorized officer for this business opportunity is **Dayle Funka**, District Ranger of the Gunnison Ranger District.

This prospectus is soliciting for use only on National Forest System lands of the Gunnison Ranger District. Use of private or other lands cannot be authorized through this award. If applicants plan to use private or other land as part of their proposed operation, they must obtain written permission from those landowners to use or cross non-Forest Service lands.

## Area Description

The Grand Mesa, Uncompahgre and Gunnison (GMUG) National Forests span over 3 million acres across western Colorado, encompassing a vast and diverse landscape of high mesas, rugged peaks, deep canyons, and alpine wilderness. This expansive forest system includes the Grand Mesa—home to the world’s largest flat-topped mountain—the dramatic terrain of the Uncompahgre, and the remote backcountry of the Gunnison National Forest. The GMUG is managed by five Ranger Districts: The Grand Valley Ranger District office in Grand Junction, the Paonia Ranger District office in Paonia, the Gunnison Ranger District office in Gunnison, the Ouray Ranger District office in Montrose, and the Norwood Ranger District office in Norwood. The GMUG Forest Supervisor's Office is located in Delta.

## Overview of the Gunnison Ranger District

Within GMUG, the Gunnison Ranger District stands out for its stunning geography and abundant recreation. Centered around the town of Gunnison, with the district office located at 216 N. Colorado Street, it covers terrain ranging from rolling sagebrush valleys to 13,000-foot peaks in the West Elk Mountains and Fossil Ridge Wilderness. Outdoor enthusiasts can explore an extensive trail network for hiking and mountain biking, fish in world-class rivers like the Taylor and Gunnison, or enjoy boating on Taylor Park Reservoir. The area also offers premier camping, off-road vehicle access, wildlife viewing, and winter sports such as snowmobiling and cross-country skiing, making it a year-round destination for adventure and solitude.

## Offering

The objective of this offering is to provide the public with additional opportunities for outfitted and/or guided experiences which are high-quality, safe, increase knowledge and skills of participants, and promote the Leave No Trace land ethic, while meeting Forest Service goals of land stewardship and resource protection.

## Needed Services

The original determination of needed outfitter-guide services for the Gunnison Ranger District was based on the district's desire to partner with highly qualified providers of recreational activities to provide service for Off Highway Vehicle (including dirt bike) motorized use and Walk/Wade Fishing. Demand for services by the public was also taken into consideration for this offering as seen in the responses submitted to our request for information published on May 7, 2025.

### A. Activity Types and Available Use

Service days will be allocated for the following activity types:

- **Off Highway Vehicle (OHV); including dirt bike motorized use:** Motorized uses are a popular recreation activities on the Gunnison Ranger District, but professionally guided opportunities do not currently exist. The primary goal of this activity is to provide a guided motorized recreation experience on the Gunnison Ranger District, which promotes safety, education, and responsible use. A total of 1,600 service days may be allocated for this activity.
- **Walk/Wade Fishing** – To meet the need for guided walk and wade fishing opportunities on the Gunnison Ranger District, 480 service days will be allocated for this activity. This is in addition to the 787 service days currently allocated and within the capacity analysis done for this recreational use.

### B. Allocation of Use

Permits for outfitter-guide services will be competitively awarded in the following manner:

1. Multiple applicants may be awarded permits for providing outfitted/guided services.
2. Each applicant may apply for the maximum available allocation of “service days” (See Appendix 10- Forest Service Program Definitions); however, applicants are encouraged to apply only for what they would realistically use. Additionally, applicants are encouraged to consider variability of conditions within each season and from year to year when making these internal assessments. Days may be adjusted in the future in accordance with permit terms and conditions.
3. Service days will be allocated based on applicant's request whenever possible. If total requested service days exceed allowable allocation or use same routes, the authorized officer will determine how to allocate among applicants.
4. Applicants may apply for more than one type of activity; however, applicants should only apply for what they would realistically use.
5. There is no guarantee that all requested service days and activities will be approved.

6. Allocated service days are limited to the areas and activities as described in this prospectus.

The Forest Service reserves the right to change the amount of use authorized based on patterns of non-use, unacceptable performance, or other extenuating circumstances (See Appendix 7- Sample Permit).

The number of successful applicants will be based upon the overall qualifications of the applicants as ranked according to the evaluation criteria found in **Section V under Evaluation of Applications**.

All applicants must be aware that any award of service days does not authorize exclusive use of the National Forest. The general public already uses the area being offered, and there may be existing outfitter-guide services authorized in the area.

#### **Off Highway Vehicle (including dirt bike) motorized use:**

OHV/dirt bike outfitters will be permitted to operate only on roads and trails designated for motorized uses, as determined by the 2010 Record of Decision for Gunnison National Forest Travel Management. These designated routes can be seen in Appendix 2-1- Compartments and Off Highway Vehicle Trails Area Maps. Limitations apply to the Crested Butte compartment and applicants are encouraged to conduct activities in the vicinity of Taylor Park where there is a greater concentration of trails open to motorized users.

- **Season of Use**

June 15<sup>th</sup>- September 30<sup>th</sup>: Due to high elevations and lingering snow/mud there are limited days to provide guided tours on the Gunnison RD, many of the trails do not dry out until June, and during the rainy season many trails are mud. This creates a short operating season of about 107 days which can vary due to weather conditions.

- **Available Service Days**

In total there are 1600 Service Days available. The service days for OHV/Dirt bike are split into 5 compartments:

1. Crested Butte- The maximum number of Service Days that will be awarded in this area are 600. Since the operating season is roughly 107 days, and many of the trails have multiple uses already including biking, ATV rentals, and public use, the number of days in this area are limited.

For the following compartments a maximum of 1,000 Service Days will be awarded.

2. Taylor Park- Applicants are encouraged to conduct their activities in Taylor Park due to trails being more dispersed and a mix of ATV and dirt bike trails.
3. Pitkin-East
4. Cochetopa
5. Lake City

- **Specific Trails Stipulations**

- Some trails in the offering have more limitations due to seasonal and weekend closures. These can be found below.

**Table 1. Trail Stipulations.**

Area	Trails	Stipulations
Crested Butte Area	Cement Creek Drainage, Brush Creek Drainage, Reno, Flag, Bear	Open only Mondays to Fridays
Crested Butte Area	Slate River Drainage, Washington Gulch Drainage, and Gothic Drainage	Closed to commercial operations
Rest of the Forest	Cannibal Plateau and Calf creek	Open Seasonally from July 1 <sup>st</sup> to Sept 30 <sup>th</sup>

### Walk/Wade Fishing:

Fishing outfitters will be permitted to operate within the fishable waters in the Gunnison Ranger District. See attached Appendix 2-2- Walk/Wade Fishing Area Map for all available fishing locations.

- **Season of Use**

Fishing outfitters and guides will operate between May 1<sup>st</sup> and October 15<sup>th</sup> for walk/wade fishing only. Ice or boat fishing are excluded from this offering.

- **Available Service Days**

In total there are 1267 Service Days, out of which 787 Service Days are already awarded to multiple priority use permits in the area, leaving **480 Service Days available for this prospectus.**

A very limited number of service days will be issued for fishing on Spring Creek or Taylor River, and we encourage respondents to evaluate other fishable waters within the Gunnison Ranger District to avoid limitation on service days. See Appendix 11-2- Application Checklist & Cover Sheet for Off Highway Vehicle.

- **General Stipulations**

The outfitting and guiding offer is for walk/wade fishing only and does not apply to ice or float fishing. The offer is only for guiding in the listed streams in Appendix 11-1- Application Checklist & Cover Sheet for Off Highway Vehicle, and no permits will be issued for fishing in Wilderness Areas.

- Must abide by Colorado State fishing laws.

- The outfitter and client(s) must move from a hole or riffle/run after fishing for 45 minutes. This will not apply in the Taylor River “Catch and Release” area.
- If an outfitter/guide arrives at a stream stretch and finds a competitor or member of the general public on a particular stretch of stream that he or she also desires to fish, he or she must move a minimum of one-quarter mile upstream or downstream. This will not apply in the Taylor River “Catch and Release” area.
- Maximum of three clients per day per mile of stream (two clients is preferred) per outfitter, and a maximum of one guided trip per day on any one mile stretch of stream by a single outfitter. If the outfitter books two half day trips, trips must not take place on same stretch of stream.

- All fishing will be catch and release, flies and artificial lures only, except lakes and reservoirs listed in Appendix 11-2. Except where taking of species is recommended by the Colorado Parks & Wildlife.
- All commercial guides will wear a cap, armband, or patch, etc. that clearly identifies their guide business.

## II. Forest Service Program and Policies

### Advertising

Permit holders must submit brochures or website printouts that display current rates and services offered. If a permit is awarded, any print, online, or other advertisement must include language that states that the outfitting and guiding services are being offered on the GMUG National Forests and are authorized under a Special Use Permit. Additionally, all advertising must include the full USDA non-discrimination statement and/or indicate that the organization is an Equal Opportunity Provider.

### Record Keeping

Permit holders will be required to provide to the Forest Service annual financial and actual use records for the authorized activity(ies) to determine annual fees. All original records of use by date, activity, location, fee charged, number and name of clients must be retained and readily available for monitoring for five years. For an example, please see Appendix 3- Sample Use Report.

### Outfitter and Guide Policy

The Special Use Permit(s) will be administered in accordance with Forest Service policy (FSH 2709.14 Chapter 50). Permit holders and their employees are expected to understand the terms and conditions under which they operate. An example of a priority use permit can be found in Appendix 7- Sample Permit.

### Fees

There is a commercial use fee for any permit authorized. These fees are calculated using the guidelines in Chapter 30, Forest Service Handbook 2709.11. All fees must be paid before the special use permit is valid. These fees are:

- a. A fee for the permit privileges and use of Forest Service Lands based on the service days used and/or the amount the outfitter charges for the services provided to the clients. Prior to the season of use, the annual fee expected to be due for the authorization will be estimated by calculating the fee on 3% of the expected adjusted gross revenue. The final fee will be calculated following the operating season. The permittee is required to provide their financial and actual use records within 30 days of the end of the operating season or an established deadline in order that the final fee can be calculated on actual use and revenue.
- b. The minimum fee for outfitting and guiding use is 3% of gross revenue or the minimum annual fee of \$130 whichever is greater; minimum permit fees are

reviewed and updated on a scheduled basis, so the minimum fee may change over the permit term

All fees must be paid before the special use permit is valid. Estimated use or minimum fees must be paid *prior* to operating.

## Performance Evaluations

Permit holders will receive annual performance ratings and periodic site monitoring. Permit holders must receive an acceptable rating on evaluations to be in compliance with the permit. Non-compliance with permit requirements may result in suspension, revocation, or termination action; the evaluation system and site monitoring documents may be found in Appendix 5- Standard Performance Evaluation and Appendix 6- Monitoring Checklist.

## III. Special Considerations

### Cost Recovery

**An application fee is not required for this prospectus.** Applications submitted in response to this prospectus are subject to Cost Recovery pursuant to 36 CFR 251.58(c)(3)(iii) which will be collected through an application fee. The application fee will cover a portion of Forest Service costs of preparing and evaluating the applications. Fees are listed in **Section V Instructions for Submitting Applications** of this document. Fees are non-refundable.

Additional cost recovery may apply to applications awarded additional use or a new permit through the solicitation process. A Cost Recovery Agreement is mandatory for all administrative work that involves 50 or more hours to complete. The cost to process an application includes labor and operating costs and any additional environmental analysis costs or site-specific studies associated with their operation that may lead to a special use permit. Authorized officers will notify successful applicants of any additional Cost Recovery fees in writing.

### National Environmental Policy Act

All applications are subject to the National Environmental Policy Act (NEPA) review. Some level of NEPA review is expected for all applications. Applications involving sensitive habitat areas or heritage sites may require additional NEPA analysis, which could in some cases incur additional cost recovery fees and delay issuance of the permit.

## IV. Special Use Permit

### Permit Term

Selection of successful applicants is anticipated by February 25, 2026. Successful applicants will be issued priority permits for two years. After two consecutive years of successful performance, the permits will be extended for a term of eight years (10 years total). Permits will be eligible for reissuance for subsequent terms if the holder maintains acceptable performance.

Successful applicants with existing special use permits on the GMUG National Forests may receive a permit amendment or may be issued a new priority use permit.

## Insurance

Holders shall have in force liability insurance to provide coverage for third party property damage, personal injury, and death that arise in connection with the authorized use and occupancy.

Combined Single Limit – A policy in the combined single limit format lists a single coverage limit for third-party property damage, personal injury or death to one person and personal injury or death to more than one person. The minimum combined general liability insurance requirement is **\$1,000,000** per occurrence. A general aggregate amount of at least twice the “per occurrence” limit is recommended.

- The Regional Forester may increase the minimum coverage amounts on the basis of the amount of use, likelihood and severity of injury, protection of forest visitors, potential liability of the United States, and cost of the insurance.
- The Forest Supervisor may increase the national or regional minimum coverage amounts based on a case-specific risk assessment. The same coverage limit in an insurance policy may apply to both per occurrence and in the aggregate, that is, an insurance policy may apply the same coverage limit per incident and per year, regardless of how many incidents occur. Therefore, it may be appropriate to increase the minimum coverage amounts that apply to claims in the aggregate, especially if a holder has operations in multiple locations on National Forest System lands.
- Such insurance shall also name the United States as additional insured. The holder shall send an authenticated copy of its insurance policy to the Forest Service immediately upon issuance of the policy. The policy shall also contain a specific provision or rider to the effect that the policy will not be cancelled, or its provisions changed or deleted before 30 days written notice to the Authorized Officer, at the appropriate Ranger District office by the insurance company.
- If the permit holder will be transporting clients on NFS roads, automobile liability insurance is required in the same amounts as set forth above.

## Licensing

Applications including activities where the State of Colorado requires a license (or other states where business is registered) need to provide a copy of their valid license before issuance of a permit to operate on National Forest lands. An example of this would be an outfitter license.

## V. Application

### Instructions for Submitting Applications

Proposals for a recreation special use permit to provide outfitting and guiding services will be accepted by mailing or delivering **one hard copy** and **one electronic copy on a USB drive** to:

**GMUG National Forests**  
**Attn: Megan Lynch**

216 N Colorado ST  
Gunnison, CO 81230  
United States

Applications shall be accepted until close of business (4:00 p.m. EST) on January 30, 2026.

Applicants must submit one hard copy and one electronic copy of their application to the Forest Service contact listed above. The electronic copy must be provided on a USB drive and must be prepared in a Microsoft Office program or PDF that allows for copying and pasting of text.

Material submitted with applications will not be returned. Applicants should make a copy of their application for their own records.

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

Applicants should contact either Isabel English at 970-642-4433, [Isabel.English@usda.gov](mailto:Isabel.English@usda.gov) or Megan Lynch at 970-642-4442, [megan.lynych@usda.gov](mailto:megan.lynych@usda.gov), no later than **January 8, 2026**, regarding any questions related to this prospectus.

## **Application Fee**

**An application fee is not required for this prospectus.**

## **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 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.

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

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).

## Application Package Requirements

Items listed below describe the required documents for a successful application.

1. A completed and signed proposed operations and safety plan with detailed information for each of the questions posted on the document, including safety procedures, guide qualification requirements, equipment information, and emergency precautions. **Applicants must use Appendix 8- Operations and Safety Plan template as part of their enclosed application package and will include detailed location maps of their desired areas of operations.** Previous operating plans are not acceptable.
2. A completed proposed business and financial resources plan. Business and financial resources will be reviewed to assess applicants' capability to successfully operate and manage the proposed services. **Applicants must use Appendix 9- Business Plan and Financial Resource Response Document and include it in the enclosed application package.** Financial information is confidential and will not be released without the permission of the applicant. Failure to submit a complete business plan (including all required financial data in the correct format) may affect applicant rating. Applicants may contact their local Small Business Development Center for assistance with strengthening business plans.
3. A completed and signed Application Checklist and Coversheet. Each of the services listed in this prospectus have their own Application Checklist and cover sheet. Be sure to select the one that corresponds to the desired use. If the Applicant wants to apply for both uses then they must fill out both Application Checklist and Coversheet for each use. **(Appendix 11-1- Application Checklist & Cover Sheet for Off Highway Vehicle) (Appendix 11-2- Application Checklist & Cover Sheet for Walk- Wade Fishing).**

Application packets and financial information are to be treated as confidential to the extent allowed under the Freedom of Information Act (5 USC 552 and 552a respectively).

To avoid unnecessary expenses for the applicant, insurance policies, brochures, etc., should not be obtained until after an award has been made.

Incomplete applications may delay the selection process or may result in removal from evaluation. All applications and supporting documents and photographs become the property of the US Government.

The objective is to select the applicant(s) whose proposed activities best meet the public and agency's needs. The applicant(s) selected will be the best qualified to operate and maintain these public services based on, but not limited to, the written materials submitted in the application package. The selection may be for less than the number of user days requested.

The selection of the successful applicants is an appealable decision under 36 CFR 214.4(c)(2). An appellant must file a notice of appeal within 45 days of the date on the notice of written decision of selection.

## Evaluation of Applications

This section describes how each application will be reviewed and evaluated by the panel, using the information submitted by the applicant.

### Evaluation Criteria

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

1. **Experience and Technical Capability** – Applicants must provide information regarding specific knowledge of the operating area, guide qualifications, and extent of specialized experience related to this offering. Include years of experience related to the proposed operations, licensing and record keeping procedures, Leave No Trace educational practices, and guide certifications. Evaluators may consider past performance information held by the Forest Service or obtained from other sources and shall contact references provided by the applicant.

Applicants must use the Appendix 8- Operations and Safety Plan template and the Appendix 9- Business Plan and Financial Resource Response Document to provide this information.

2. **Operations and Safety Plan**- Applicants must complete the provided Appendix 8- Operations and Safety Plan template. Previous versions of operating plans will not be accepted. They must provide detailed information for each item, including a safety plan, guide qualification requirements, and emergency precautions and communication procedures.
3. **Performance History and Good Standing**- Applicants must provide a list of all permits held for commercial operations on public lands and, if available, copies of evaluations received for these authorizations. Additionally, provide any information and clarification related to non-compliance issues or citations received pertaining to permitted or unpermitted activities on public lands as mentioned in the Appendix 9- Business Plan and Financial Resource Response Document.

Additionally, provide a certificate of good standing from the Secretary of State and documentation of business/organization registration.

4. **Services Offered to the Public/Proposed Services**- Applicants must provide information regarding the types of services proposed, including fees. Indicate how the proposal aims to reach diverse or underserved populations and how this activity supports the local community and local economy. Applicants must submit this information on the Appendix 9- Business Plan and Financial Resource Response Document.
5. **Business Plan and Financials**- Applicants must use Appendix 9- Business Plan and Financial Resource Response Document to ensure that all required business and financial information is included. The business plan should be clear, concise, and fully addresses operations in the area under consideration.
6. **Knowledge of Area** - Applicants must show ample knowledge of Gunnison Ranger District, surrounding area, and attractions. In addition, applicants must show familiarity

with Forest, state, and local regulations (stay limit, OHV restrictions, etc.). This can be completed in Appendix 9- Business Plan and Financial Resource Response Document.

**In short, a completed application is expected to have all the following Appendices completed with all their requested attachments:**

- A) Appendix 8- Operations and Safety Plan.
- B) Appendix 9- Business Plan and Financial Resource Response Document.
- C) Appendix 11-1- Application Checklist & Cover Sheet for Off Highway Vehicle. (If this is the desired use)
- D) Appendix 11-2- Application Checklist & Cover Sheet for Walk- Wade Fishing. (If this is the desired use)

## Evaluation Process

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

The evaluation panel shall provide a written summary of applicant ratings, including strengths and weaknesses of each applicant, to the authorized officer. The authorized officer shall make the selection decision based on which applicant offers the best overall value to the federal government. All applicants will be notified of the successful applicant(s) via certified mail.

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 Forest Service may conduct a Financial Ability Determinations (FAD) on the selected applicant(s) 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.

If the Forest Service rescinds the prospectus, application fees will be returned.

The following are the qualitative factors for each criterion:

**Table 2. Evaluation criteria definitions**

Color	Definition
<b>Blue</b>	<b>Exceeds</b> – The application exceeds all minimum requirements. The application is very comprehensive, in-depth, clear, and uniformly outstanding in quality. The application demonstrates an exceptional understanding of goals and objectives of the prospectus. One or more major strengths exist. No major weaknesses exist. Consistently high-quality performance can be expected.
<b>Green</b>	<b>Acceptable</b> - The application easily meets all minimum requirements. The application generally is of high quality and demonstrates a strong understanding of the goals and objectives of the prospectus. Strengths significantly outweigh weaknesses. Weaknesses are minor and easily addressed. Satisfactory performance can be expected.

Color	Definition
<b>Yellow</b>	<b>Marginal</b> - The application meets some of the minimum requirements. The application is of fair quality and demonstrates a fair understanding of the goals and objectives of the prospectus. Weaknesses are present and should be addressed. Marginal performance can be expected if weaknesses are not addressed.
<b>Red</b>	<b>Unacceptable</b> - The application fails to meet most or all minimum requirements. The application is of poor quality and fails to demonstrate an understanding of the goals and objectives of the prospectus. Weaknesses significantly outweigh strengths. Weaknesses are major and difficult to address. Consistently unsatisfactory performance can be expected.

## VI. Post Selection Requirements

If your application is selected and you are awarded use for this offering, you will then need to obtain an Outfitter and Guide special use permit. An example of a special use permit is included in Appendix 7- Sample Permit.

The selected applicant will be responsible for the following prior to operating:

1. Final Operating Plan – The Plan and accompanying itinerary will become part of the recreation special use permit upon approval by the Authorized Officer.
2. Insurance – The holder will have in force commercial general liability insurance that provides coverage for third-party property damage, personal injury, and death that arises in connection with the authorized use and occupancy. Liability insurance may be either in the split limit or combined single limit format. In addition, the insurance must indemnify the United States against any liability for damage to life or property. The full policy documenting general commercial liability insurance coverage must be provided before a special use permit will be issued. Minimum coverage is \$1,000,000 dollars per occurrence for a combined single limit.
3. Brochure – Selected applicants must provide a brochure advertising current rates and services offered. An EEO (Equal Employment Opportunity) statement and statement that the outfitting and guiding is occurring on the GMUG National Forests under a special use permit must be included on all advertisements including electronic advertising on the Internet.
4. All State certifications, training, and licensing requirements must be met before a permit is issued.
5. If the proposed operation includes the use of any land other than the GMUG National Forests, the applicant must obtain written permission from the manager or landowner to use these lands as part of their operation prior to permit issuance. Other lands include other federal, state, county, and/or private lands.
6. Applicable fees are described in Chapter 30, Forest Service Handbook 2709.11. All fees must be paid before the special use permit is valid.
7. Record Keeping – The permittee will be required to provide annual financial and actual use records to determine the final annual fee. All original records of use by date, trip, fee and number and name of persons must be retained and readily available for monitoring for the most recent five years (See Appendix 3- Sample Use Reports (Estimated and Actual)).

## **Burden and Non-Discrimination Statement**

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency or contact USDA through the Telecommunications Relay Service at 711(voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

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.