



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

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Use Code 153

# Prospectus for an Outfitting and Guiding Opportunity on the Cadillac/Manistee Ranger District, Huron-Manistee National Forests



Figure 1. Manistee River on the Cadillac/Manistee Ranger District.

Huron-Manistee National Forests      Cadillac/Manistee Ranger District

December 2025

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# I. Business Opportunity

## Introduction

The Cadillac/Manistee Ranger District, Huron-Manistee National Forests has identified a need for additional outfitting and guiding services within the Manistee River Permit Area (see Appendix 1, Vicinity and Area Map). Therefore, the Forest Service is seeking applications for use of National Forest System (NFS) lands by providers of public services that are compatible with the multiple use management objectives in the Huron-Manistee 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 activity:

- Single Day Fishing (Full or ½ day)

The Huron-Manistee National Forests intends to issue up to 9 special use authorizations (permits) as a result of this offering.

The authorized officer for this business opportunity is Christopher Frederick, District Ranger of the Cadillac/Manistee Ranger District.

This prospectus is soliciting for use only on NFS lands of the Cadillac/Manistee 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-National Forest System lands.

## Area Description

The Huron-Manistee National Forests span nearly one million acres in Michigan's Lower Peninsula. Although geographically separate, the Huron National Forest and Manistee National Forest are jointly managed. The landscape offers a rich mix of pine plains, hardwood forests, rolling hills, rivers, and dune ecosystems. Located within a few hours' drive from major metropolitan areas like Detroit, Grand Rapids, and Lansing, Michigan; it provides easy access to the outdoors for millions of area residents. Popular for its recreational opportunities and rich history, the Huron-Manistee National Forests draw visitors with its abundant wildlife, diverse forests, and national scenic rivers.

The Forests lie within the ancestral lands of the Anishinaabe peoples. These Indigenous communities continue to maintain a connection to the land and their stewardship remains an important and living part of the area's identity and heritage. In the 19<sup>th</sup> century, the area became a hub for Michigan's booming logging industry, later prompting land management efforts that helped form the National Forest System. Today, the Huron-Manistee National Forests honors its indigenous heritage and conservation legacy.

## Overview of the Cadillac/Manistee Ranger District

The Cadillac/Manistee Ranger District spans approximately 250,000 acres and features a diverse landscape of hardwood and pine forests, wetlands, rivers, and rolling hills. Elevations range from about 580 feet to 1,100 feet, offering a mix of flat terrain and higher ridges. The district is

located between the towns of Manistee and Cadillac and is bordered to the south by the Baldwin-White Cloud Ranger District.

In the spring and summer, visitors to the Cadillac/Manistee Ranger District enjoy hiking, camping, fishing, and boating on its many rivers and lakes. During fall, the vibrant foliage makes scenic drives, hiking, and hunting popular activities. In winter, the district transforms into a haven for cross-country skiing, snowmobiling, and fishing.

The district encompasses three designated National Scenic Rivers - the Manistee River, the Pine River, and Bear Creek. It is also home to Nordhouse Dunes Wilderness Area, which showcases the unique dune landscape along Lake Michigan.

## **Manistee River**

The Huron-Manistee National Forests is home to 44 miles of the Manistee River. Twenty-six miles of the river, from Tippy Dam to the Michigan State Highway 55 bridge, are designated part of the [National Wild and Scenic Rivers System](#) by the Michigan Scenic Rivers Act (PL 102-249). The outstandingly remarkable values include recreation, fisheries, wildlife and scenery, free-flowing character, and water quality.

The Manistee River is known for beautiful scenery, excellent fishing, and a variety of other recreational activities. In the spring and fall, high numbers of anglers are attracted to the superb steelhead and salmon runs. Increasingly, recreational use during the summer months has shifted away from walleye and pike fishing toward popular paddlesports sports such as canoeing, kayaking, and paddle boarding. In addition to fishing and water sports, the Manistee River corridor supports a variety of other recreation uses including wildlife viewing, hiking, and hunting.

Waters of the Manistee River are clear with a gentle meandering flow. The terrain surrounding the river corridor contains isolated stands of red pine intermixed with hardwood stands of oak, maple and aspen. This diversity of deciduous tree species creates a colorful backdrop with its changing leaves in the fall.

High levels of use are common during seasonal salmon and steelhead runs, when fishing pressure is greatest. Recreational use, outside of salmon and steelhead season, is highest on holiday weekends, with mid-week being relatively quiet. Nearly all of the Manistee River is easily accessible to its diversity of users.

## **Manistee River Access Sites**

The Forest Service regulates commercially outfitted and guided activities on a 44 mile segment of the Manistee River through issuance of special use permits. This permit area includes 5 federally owned river access sites with amenities provided for the public and maintained by the Forest Service and does not include sites owned by the State of Michigan or private access sites. See photos of these sites in Appendix 2. The number of outfitters and guides authorized to operate varies according to which access sites are used along the river. The following are a list of river access sites grouped by regulatory requirements:

### ***Red Bridge***

Special use permits are required for commercial outfitting and guiding when starting from the Red Bridge River Access Site. This access site has no allocation requirements if river departure is upstream of Tippy Dam. Tippy Dam is located 6 miles downstream of Red Bridge.

The Red Bridge River Access Site offers a boat launch, interpretive signage, parking lot, vault toilet, drinking water, and four campsites. It serves as the primary point of access for a collection of popular dispersed campsites along the river and the backwaters of the Tippy Dam. Additionally, this site serves as a starting point for hikers using the Manistee River Trail and North Country National Scenic Trail loop.

### ***High Bridge to Rainbow Bend***

Special use permits are required between the High Bridge and Rainbow Bend River Access Sites. A maximum of 55 commercial vessels a day are allowed for outfitting and guiding when the following federally owned access sites are used *and* use is concurrent with the river segment from Tippy Dam to the Michigan State Highway 55 Bridge.

- High Bridge
- Blacksmith Bayou
- Bear Creek
- Rainbow Bend

The High Bridge River Access Site is 5.8 miles downstream of Tippy Dam. It is located on the north side of the Manistee River and includes a drive-in boat launch, vault toilet, a small picnic area, interpretive signage, garbage service, and a paved parking lot. In winter, snowmobilers have access to groomed trails from this location. Day use fees apply at this site and it is maintained year round.

The Blacksmith Bayou River Access Site is 1.7 miles downstream of High Bridge. Blacksmith Bayou is located on the south side of the river and includes a drive-in boat launch, paved parking area, vault toilet, small picnic area, 8 camping sites, paved road, stairway to the bayou, and garbage service. The North Country Trail National Scenic Hiking Trail is an associated feature of the site. Day use fees apply at this site, which is open and maintained from April 1<sup>st</sup> to December 1<sup>st</sup>.

The Bear Creek River Access Site is 7 miles downstream of Blacksmith Bayou. Bear Creek includes a drive-in boat launch, paved parking lot, vault toilet, interpretive signage, small picnic area, garbage service, and an accessible fishing pier. Day use fees apply at the site, which is open and maintained year round.

The Rainbow Bend River Access Site is 3 miles downstream of Bear Creek. Rainbow Bend includes a drive-in boat launch, gravel parking lot, vault toilet, interpretive signage, small picnic area, garbage service, and two accessible fishing piers. Day use fees apply at the site, which is open and maintained year round.

### **Area Stipulations and Considerations**

- The Little River Band of Ottawa Indians maintains passive integrated transponder (PIT) tag sensors located underwater near Rainbow Bend River Access Site. Boats should avoid dragging anchors in this area. Sensor locations are marked by signs on the bank.

- The Bear Creek River Access Site is located upstream of the Manistee River confluence with Bear Creek. There is no commercial outfitting and guiding authorized within the Bear Creek River corridor.
- Future Great American Outdoor Act (GAOA) projects include vault toilet replacements proposed at High Bridge and Bear Creek River Access Sites. If approved, construction would temporarily impact site access in 2027 or 2028.
- See current Forest Orders in Appendix 3.

## **Offering**

This offering aims to provide the public with safe, high-quality guided experiences that build participants knowledge and skills, encourage a Leave No Trace ethic, and support Forest Service goals of land stewardship and resource protection.

## **Needed Services**

The determination of needed outfitter and guide services for the Cadillac/Manistee Ranger District was based on the district's preference to partner with highly qualified providers who offer services for recreational fishing on the Manistee River. Additionally, demand for services by the public was taken into consideration for this offering.

## **Activity**

Outfitter and guide use will be allocated for day-use fishing on the Manistee River within the Huron-Manistee National Forests.

## **Allocation of Use**

The allocated use for each permitted outfitter and guide is one (1) full-day trip per day or two (2) half-day trips per day, with the availability of 365 trips per year. A "trip" is defined as a single permitted vessel with a guide and client(s) on a day trip starting and/or ending at a federal access site. No more than one full-day trip or two half-day trips are permitted in a 24 hour period per permitted vessel. A full-day trip is defined as 6 hours or more. A half-day trip is defined as less than 6 hours.

## **Available Permits**

Nine (9) permits may be available in this prospectus offering.

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

1. Multiple applicants may be awarded permits for providing outfitted and guided services.
2. Applicants may apply for multiple permits; however, applicants are encouraged to apply only for what they would realistically use. There is no guarantee that applicants will be allocated the number of permits requested.

Per Forest Service policy, the Huron-Manistee National Forests reserve the right to change the amount of use authorized based on patterns of non-use, unacceptable performance, or other extenuating circumstances (see Appendix 4, Sample Permit).

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

Applicants must be aware that the permit(s) awarded do not authorize exclusive use of NFS lands. The general public also uses the offering location and there may be existing outfitter and guide services authorized in the area.

## **II. Forest Service Program and Policies**

### **Advertising**

Permit holders must submit brochures or website printouts that display current rates and services offered to the Huron-Manistee National Forests for approval. 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 Huron-Manistee National Forests and are authorized under a special use permit. Additionally, all advertising must include the full [USDA non-discrimination](https://www.usda.gov/non-discrimination-statement) (<https://www.usda.gov/non-discrimination-statement>) statement and/or indicate that the organization is an [Equal Opportunity Provider](https://www.eeoc.gov/employers) (<https://www.eeoc.gov/employers>).

### **Administrative 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 will 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 will be placed in non-use status as provided by FSH 2709.11, section 31.23. See current Forest Orders in Appendix 3.

### **Record Keeping**

At the end of each operating season, permit holders will be required to provide to the Forest Service annual financial and actual use records for the authorized activity to determine actual annual land use fees. All original records of use by date, activity, location, fee charged, number and name of clients must be retained and readily available for inspection for five years. For an example, see Appendix 5, Sample Use Report.

### **Non-Discrimination**

Permit holders will not discriminate against any employee, applicant for employment, or participant of the outfitted and guided activity because of race, color, religion, sex or national origin. The permit holder and their employees will not discriminate by segregation or otherwise against any person on the basis of race, color or national origin by curtailing or refusing to furnish accommodations. The holder will be required to display signs setting forth this policy of non-discrimination (provided by the Forest Service) at locations as directed by the Forest Service. The holder will be required to participate in any Title VI reviews with the district and adhere to related terms and conditions set forth in the permit. Print and online advertisements must identify the holder as an equal opportunity provider, employer, and lender.

## 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 4.

## Fees

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

A fee for the permit privileges and use of NFS 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 land use 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 land use 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 land use fee can be calculated on actual use and revenue.

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 each year.

## Performance Evaluations

Permit holders will receive annual performance ratings and periodic site inspections. Permit holders must receive an acceptable rating on evaluations in order to be considered in compliance with the permit. Non-compliance with permit requirements may result in suspension, revocation, or termination action; the evaluation system and site inspection form may be found in Appendix 6.

## III. Special Considerations

### Cost Recovery

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 fees may apply to applicants awarded additional use or a new permit through the solicitation process. A cost recovery agreement is mandatory for all Forest Service actions that involve more than 50 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.

## **Small Business Development Center Review**

It is strongly recommended that business plans are independently reviewed by a local Small Business Development Center (SBDC). Applicants can contact their local SBDC for this service which is generally provided free of charge.

## **National Environmental Policy Act**

All applications are subject to 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 in the summer of 2026.

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

Successful applicants not currently authorized to provide outfitting and guiding on the Huron-Manistee National Forests will be issued a priority use permit for a two (2) year term. After two consecutive years of successful performance, the permits may be extended for a term of eight years (for 10 years total).

Permits will be eligible for reissuance for subsequent terms if the holder maintains acceptable performance.

### **Insurance**

Holders must 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 \$500,000 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 must also name the United States as additional insured. The holder must send an authenticated copy of its insurance policy to the Forest Service immediately upon issuance of the policy. The policy must also contain a specific provision or rider to the effect that the policy must 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 Michigan requires a license (or other states where a business is registered) need to provide copies of all valid licenses before issuance of a permit to operate on National Forest System lands. If available, applicants must submit their Inland Pilot, Inland Sport Fishing Guide, and Michigan State Fishing License. If unavailable, indicate the reason.

## **V. Application**

### **Instructions for Submitting Applications**

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

**Huron-Manistee National Forests  
Cadillac/Manistee Ranger District  
Attn: Christopher Frederick, District Ranger  
1170 Nursery Road, Wellston, MI 49689**

Applications will be accepted until close of business (**4:00 p.m. EST**) on **March 9, 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 will result in a lower rating for the corresponding evaluation criteria.

Applicants should contact Reese Borlin at (231) 848-7090 ext. 5553115 or [sm.fs.hmnf@usda.gov](mailto:sm.fs.hmnf@usda.gov), no later than **February 13, 2026**, regarding any questions related to this prospectus.

## **Application Fee**

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 fee of **\$155.00** to cover the cost of preparing, issuing, and evaluating the prospectus. Payment due the United States for this application must be paid in the form of a money order or cashier's check payable to the **USDA-Forest Service**. Payment is due upon submission of an application and will be credited on the date received by the designated Forest Service collection officer.

## **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 will 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).

All definitions for term in this prospectus can be found in Appendix 7, Forest Service Program Definitions.

## Application Package Requirements

Items listed below outline the required documents for a successful application:

1. A completed special use federal application, Standard Form 299. **Applicants must use the form in the enclosed application package (see Appendix 8) with signature and date at the bottom of page 2.**
2. A completed proposed Operations and Safety Plan with detailed information for each underlined and italicized item, including safety procedures, guide qualification and licensing requirements, equipment information, and emergency precautions. **Applicants must use the Operations and Safety Plan template in the enclosed application package (see Appendix 9).** Previous operating plans are not acceptable.
3. A completed proposed Business Plan and Financial Resources, Appendix 10. Business and financial resources will be reviewed to assess applicants' capability to successfully operate and manage the proposed services. **Applicants must use the Business Plan and Financial Resources template included in the enclosed application package (see Appendix 10).** 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.
4. **Applicants must submit a completed Additional Application Proposal Requirements document (see Appendix 11).** Applicants must provide detailed information for the following:
  - a. Services offered to the public, including proposed fees charged to the public.
  - b. Experience and technical capabilities related to proposed services.
  - c. List of all permits currently or previously held to conduct commercial operations on National Forest or other public lands.
  - d. Provide performance history related to current or previously held commercial operation permits listed.
  - e. Provide three (3) references with contact information.
5. **Applicants must submit an initial application fee payment made out to the USDA Forest Service.** See Instructions for Submitting Applications above for details.
6. **If available, applicants must provide copies of all licensing required for the proposed services.**

To avoid unnecessary expense 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 need. The applicant(s) selected shall be those 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.

## **Evaluation of Applications**

Using information submitted by the applicant, this section describes how each application will be reviewed and evaluated.

### **Evaluation Criteria**

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

**#1 - Operations and Safety Plan** - Applicants are required to complete the provided Operations and Safety Plan template (see Appendix 9), including but not limited to detailed safety information, guide qualification and licensing requirements, emergency precautions, and equipment lists.

**#2 - Services Offered to the Public/Proposed Services** – Applicants must provide information regarding the types of services proposed, including fees. Indicating 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 Additional Application Proposal Requirements document (see Appendix 11).

**#3 - 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. Including but not limited to years of experience related to the proposed operations, licensing and record keeping procedures, and Leave No Trace educational practices. Evaluators may consider past performance information held by the Forest Service or obtained from other sources and may contact references provided by the applicant. Applicants must use the Operations and Safety Plan template (see Appendix 9) and the Additional Application Proposal Requirements document (see Appendix 11) to provide this information.

**#4 - Business Plan and Financial Resources** - Applicants must use the provided Business Plan and Financial Resources template (see Appendix 10) to ensure that all required business and financial information is included. The business plan should be clear, concise, and fully address operations in the offering area.

**#5 – 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. Indicate and clarify information related to non-compliance issues or citations received pertaining to permitted or unpermitted activities on public lands. Acknowledge an understanding of permit requirements as indicated in the Sample Permit (see Appendix 4). Applicants must use the Additional Application Proposal Requirements document (see Appendix 11) to provide this information. Additionally, provide a certificate of good standing from the Secretary of State and documentation of business/organization registration. Applicants must use the Standard Form 299 (Appendix 8) to provide this information.

In summary, applications will be considered complete and evaluated based on information provided in the following appendices:

1. Appendix 8, Standard Form 299

2. Appendix 9, Operations and Safety Plan
3. Appendix 10, Business Plan and Financial Resources
4. Appendix 11, Additional Application Proposal Requirements

## Evaluation Process

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

The evaluation panel will provide a written summary of applicant ratings, including strengths and weaknesses of each applicant, to the authorized officer. The authorized officer will 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 1. Evaluation criteria definitions**

Color	Definition
Blue	<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.
Green	<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.
Yellow	<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.
Red	<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**

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:

1. Final Operating Plan – The Operations and Safety Plan will become part of the recreation special use permit upon approval by the Authorized Officer.
2. Insurance – The holder must 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 is issued. Minimum coverage is \$500,000 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 Huron-Manistee 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 Huron-Manistee 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 Forest Service Handbook 2709.11, chapter 30. 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 inspection for the most recent five years (see Appendix 5, Sample Use Report).

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

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

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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).

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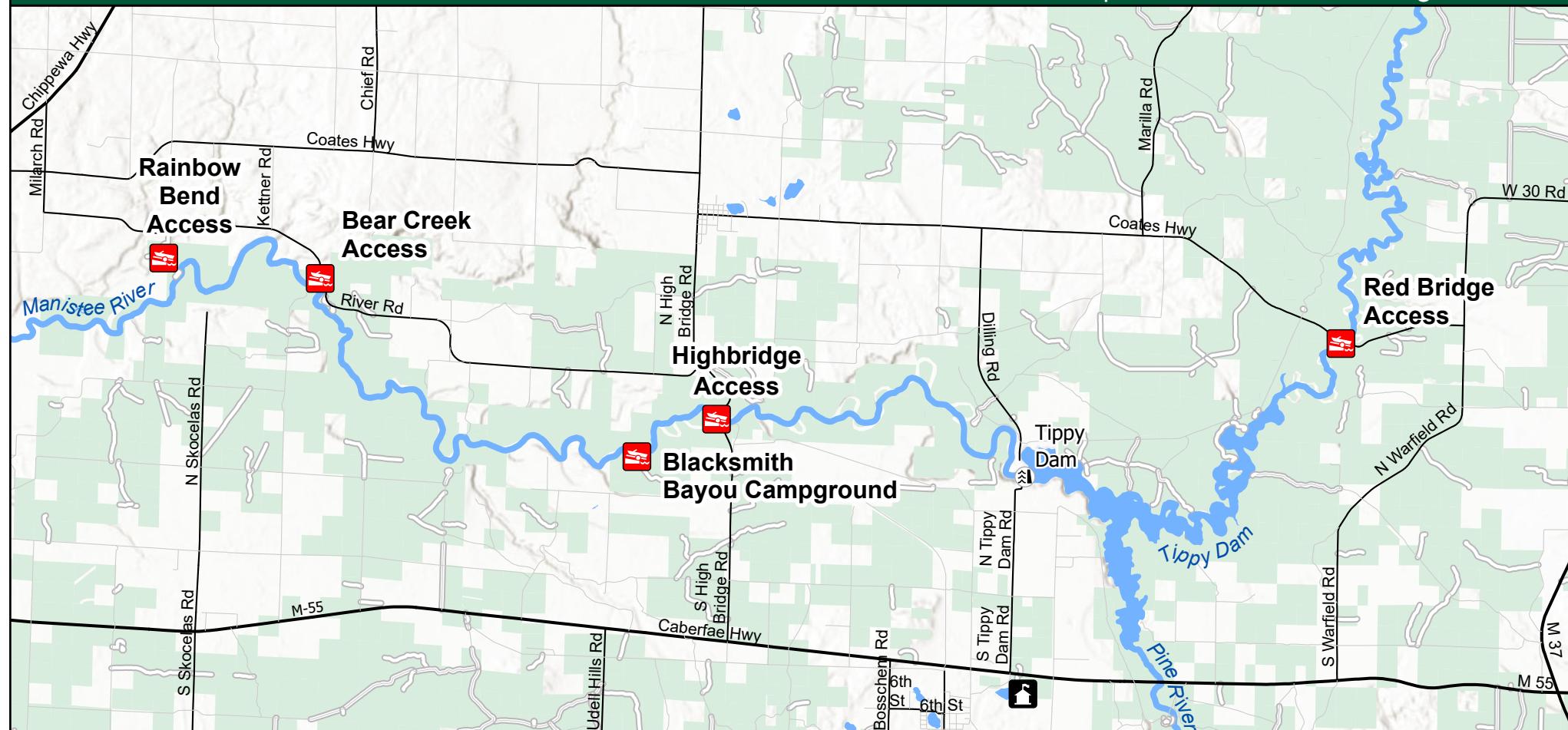
Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

Appendix 1: Vicinity and Area Map



## Manistee River Access Sites

Huron-Manistee National Forests | Cadillac/Manistee Ranger District



### Legend

-  USFS Manistee River Access Sites
-  Ranger Station
-  Tippy Dam
-  Highway
-  Forest Service Rd
-  Main Rd
-  Lakes and Rivers
-  Local Rd
-  USFS Ownership



N 0 2.5 5 10 Miles  
NAD 1983 StatePlane Michigan Central FIPS 2112 Feet

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Map Created by R. Berlin 3/14/2025



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

**Appendix 2: Additional Photos of Outfitting and  
Guiding Prospectus Opportunity**

## Additional Photos of Outfitting and Guiding Prospectus Opportunity

Huron-Manistee National Forests, Cadillac/Manistee Ranger District



Figure 1. Red Bridge River Access ramp from bridge.



Figure 2. Red Bridge and Red Bridge River Access Site ramp.



Figure 3. View of Red Bridge River Access Site ramp from river.



Figure 4. Red Bridge River Access Site sign.



Figure 5. High Bridge River Access Site ramp.



Figure 6. High Bridge River Access Site.



Figure 7. Signage at High Bridge River Access Site



Figure 8. Blacksmith Bayou Site sign.



Figure 10. Blacksmith Bayou River Access Site ramp



Figure 9. View of Blacksmith Bayou River Access



Figure 11. Bear Creek River Access Site ramp.



Figure 12. View of River from Bear Creek River Access Site.



Figure 13. Signage at Bear Creek River Access Site.



Figure 14. Bear Creek River Access Site sign.



Figure 15. View of river from Rainbow Bend River Access.



Figure 17. Signage and ramp at Rainbow Bend River Access Site.



Figure 16. Rainbow Bend River Access Site sign.



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

### Appendix 3: Applicable Forest Orders

## Applicable Forest Orders

Included in this appendix are all regionwide and forest wide orders which apply to the Huron-Manistee National Forests. They appear in order by effective date beginning with the most recent. Additional orders, individually specific to each district, are available on the [forest website](https://www.fs.usda.gov/hmnf) (<https://www.fs.usda.gov/hmnf>) This webpage will also provide the most up to date closures and orders.

**Table 1. Applicable Forest Orders.**

Effective Date	Order #	Description
03/07/2018	<a href="#">R904-18-02</a>	Occupancy and Use



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

Appendix 4: Sample Permit

Use Code: 153  
 Authorization ID: MAN#####  
 Contact Name: BUSINESS ENTITY  
 Expiration Date: MM/DD/YYYY

FS-2700-4i (09/2020)  
 OMB No. 0596-0082

**U.S. DEPARTMENT OF AGRICULTURE  
 FOREST SERVICE**

**SPECIAL USE PERMIT FOR OUTFITTING AND GUIDING**

**Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6801-6814  
 (Ref. FSH 2709.11, section 41.53)**

This permit authorizes priority use outfitting and guiding for 10 years.

or

This permit authorizes priority use outfitting and guiding for 2 years.

BUSINESS ENTITY of BUSINESS ADDRESS (hereinafter "the holder"), is hereby authorized to use and occupy National Forest System lands, subject to the terms of this permit, to provide outfitting and guiding services within the Cadillac/Manistee Ranger District of the HURON MANISTEE NATIONAL FOREST, described as Sec. ##, T. ## X., R. ## X., MICHIGAN MERIDIAN (the permit area), as shown on the map in Appendix A.

The purpose of this permit is to authorize the following outfitting and guiding activities:

Delivery, launching, resting, and recovery of one (1) watercraft owned or leased in the operation of a fishing guide business. Vessel and tow vehicle must display valid tag issued by the Forest Service. The following river access sites locations are authorized:

**MANISTEE RIVER - \*ONE (1) VESSEL AUTHORIZED**

<b>High Bridge Access Site</b>	<b>T22N, R14W, Section 28</b>
<b>Blacksmith Bayou Access Site</b>	<b>T22N, R14W, Section 32</b>
<b>Bear Creek Access Site</b>	<b>T22N, R15W, Section 22</b>
<b>Rainbow Bend Access Site</b>	<b>T22N, R15W, Section 20</b>
<b>Red Bridge Access Site</b>	<b>T22N, R13W, Section 22</b>

and assign use as follows:

**365 trips for guided fishing on the Manistee River.**

**The quota for this use is 1 full-day trip per day or 2 half-day trips per day.**

This use will be exercised as described in the 5-year operating plan.

The following appendices are attached to and made a part of this permit:

- APPENDIX A - Map of the Permit Area
- APPENDIX B - Five-year Operating Plan, dated February 1 and approved annually
- APPENDIX C - N/A
- APPENDIX D - N/A
- APPENDIX E - Actual Use Report Format

APPENDIX F - Performance Evaluation Criteria  
 APPENDIX G – N/A  
 APPENDIX H – N/A  
 APPENDIX I – N/A

## **I. GENERAL TERMS**

**A. AUTHORITY.** This permit is issued pursuant to Federal Lands Recreation Enhancement Act, 16 U.S.C. 6801-6814, and 36 CFR Part 251, Subpart B, as amended, and is subject to their provisions.

**B. AUTHORIZED OFFICER.** The authorized officer is the Forest Supervisor, a District Ranger, or the Station, Institute, or Area Director with delegated authority pursuant to Forest Service Manual 2700.

**C. TERM.** This permit shall expire at midnight on MM/DD/YYYY. Expiration of this permit shall not require notice, a decision document, or any environmental analysis or other documentation.

**D. CONTINUATION OF USE AND OCCUPANCY.** This permit is not renewable. Upon expiration, this permit may be extended for up to 8 years if the priority use authorized by this permit is consistent with applicable law and the applicable land management plan and if the holder's performance is satisfactory.

**E. AMENDMENT.** This permit may be amended in whole or in part by the Forest Service when, at the discretion of the authorized officer, such action is deemed necessary or desirable to incorporate new terms that may be required by law, regulation, directive, the applicable land management plan, or projects and activities implementing the land management plan pursuant to 36 CFR 218.

**F. COMPLIANCE WITH LAWS, REGULATIONS, AND OTHER LEGAL REQUIREMENTS.** In exercising the rights and privileges granted by this permit, the holder shall 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.

**G. NON-EXCLUSIVE USE.** The use and occupancy authorized by this permit are not exclusive. The Forest Service reserves the right of access to the permit area, including a continuing right of physical entry to the permit area for inspection, monitoring, or any other purpose consistent with any right or obligation of the United States under any law or regulation. The Forest Service reserves the right to allow others to use the permit area in any way that is not inconsistent with the holder's rights and privileges under this permit, after consultation with all parties involved. Except for any restrictions that the holder and the authorized officer agree are necessary to protect the installation and operation of authorized temporary improvements, the lands and waters covered by this permit shall remain open to the public for all lawful purposes.

## **H. CHANGE IN CONTROL**

**1. Notification.** The holder shall notify the authorized officer when a change in control of the business entity that holds this permit is planned.

(a) In the case of a corporation, control is an interest, beneficial or otherwise, of sufficient outstanding voting securities or capital of the business so as to permit the exercise of managerial authority over the actions and operations of the corporation or election of a majority of the board of directors of the corporation.

(b) In the case of a partnership, limited partnership, joint venture, or individual entrepreneurship, control is a beneficial ownership of or interest in the entity or its capital so as to permit the exercise of managerial authority over the actions and operations of the entity.

(c) In other circumstances, control is any arrangement under which a third party has the ability to exercise management authority over the actions or operations of the business.

**2. Termination.** This permit is not transferable. Any change in control of the business entity as defined in clause I.H.1 shall cause this permit to terminate upon issuance of a new permit to another party for the use and occupancy authorized by this permit. The party who acquires control of the business entity must submit an application for a permit for the type of use and occupancy authorized by this permit. Issuance of a new permit to the party acquiring control shall be at the sole discretion of the authorized officer. The authorized officer shall determine that the applicant meets requirements under

federal regulations.

**I. LIMITATIONS.** Nothing in this permit gives or implies permission to build or maintain any structure or facility or to conduct any activity, unless specifically provided for in this permit. Any use not specifically identified in this permit must be proposed in accordance with 36 CFR 251.54 or 251.61. Approval of such a proposed use through issuance of a new permit or permit amendment is at the sole discretion of the authorized officer.

## **II. OPERATIONS**

**A. FIVE-YEAR OPERATING PLAN.** The 5-year operating plan, which shall be attached to this permit as Appendix B, shall be submitted by the holder and approved in writing by the authorized officer before the holder conducts any services authorized by this permit. The holder shall prepare, annually review, and revise as needed the 5-year operating plan by February 1, in consultation with the authorized officer. At a minimum, the five-year operating plan shall include (1) the season of use for authorized outfitting and guiding activities, including the start and stop date of operations; (2) limitations on use established by the Forest Service (including fire restrictions); (3) the fee calculation option to be used and a completed Estimated Fee Determination Sheet (appendix D); and (4) any of the following that are applicable: (a) a process for submitting trip itineraries (appendix C); (b) guidelines and limits for incidental grazing; (c) location and layout of assigned sites to be used for base, spike, and drop camps or other purposes; and (d) authorized temporary improvements on National Forest System lands, including a schedule for their construction and removal (e) identification of and schedule for any inspections that the holder is required to conduct at the holder's expense. Any operating plan revisions shall be submitted by the holder and approved in writing by the authorized officer or the authorized officer's designated representative before they are implemented.

**B. ITINERARY.** The holder shall submit an itinerary for each type of trip.

**C. PERFORMANCE REVIEW AND EVALUATION.** The holder's compliance with the terms of this permit and the five-year or annual operating plan is subject to annual performance review and evaluation by the authorized officer. The holder's performance will be documented using the Outfitter and Guide Performance Evaluation Criteria, Appendix F.

**D. TEMPORARY IMPROVEMENTS.** No permanent improvements may be constructed under this permit. Temporary improvements with negligible value, such as hitching posts, corrals, tent frames, and shelters, may be approved by the authorized officer in the five-year or annual operating plan. Plans and revisions to plans for design, development, and layout of temporary improvements must have prior written approval from the authorized officer.

**E. PROHIBITION ON ASSIGNMENT OF USE.** The holder may not assign all or part of the authorized use to others.

**F. PERFORMANCE OF SUPPORT SERVICES.** As a general rule, the holder shall conduct the day-to-day activities authorized by this permit. Activities that support the use authorized by this permit, such as food or shuttle services, may be conducted by a party other than the holder, but only with prior written approval from the authorized officer. The holder shall continue to be responsible for compliance with all the terms of this permit.

**G. MAINTENANCE.** The holder shall maintain authorized temporary improvements and the permit area to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the authorized officer and consistent with other provisions of this authorization. The holder shall comply with inspection requirements deemed appropriate by the authorized officer.

**H. SIGNS.** Signs posted on National Forest System lands must have prior written approval of the authorized officer.

## **I. NONDISCRIMINATION**

1. The holder and its employees shall not discriminate against any person on the basis of race, color, sex (in educational and training programs), national origin, age, or disability or by curtailing or refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally. In addition, the holder and its employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments Act of 1972, as amended, and the Age Discrimination Act of 1975, as amended.
2. The holder shall include and require compliance with the above nondiscrimination provisions in any third-party agreement made with respect to the operations authorized under this permit.
3. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific

performance or by any other available remedy under the laws of the United States or the State in which the violation occurs.

**J. EQUAL ACCESS TO FEDERAL PROGRAMS.** In addition to the above nondiscrimination policy, the holder agrees to ensure that its programs and activities are open to the general public on an equal basis and without regard to any non-merit factor.

**K. SANITATION.** The operation and maintenance of all sanitation and food service systems and facilities shall comply with applicable standards set by state and local health departments.

**L. REFUSE DISPOSAL.** The holder shall comply with all applicable federal, state, and local requirements related to disposal of any refuse resulting from the use and occupancy authorized by this permit.

**M. CUTTING, DISPOSAL, AND PLANTING OF VEGETATION.** This permit does not authorize the cutting of trees, brush, shrubs, and other plants ("vegetation"). Vegetation may be cut, destroyed, or trimmed only after the authorized officer or the authorized officer's designated agent has approved in writing and marked or otherwise identified what may be cut, destroyed, or trimmed. The holder shall notify the authorized officer when approved cutting, destruction, or trimming of vegetation has been completed. The Forest Service shall determine in advance of felling the method of disposal of trees felled in the permit area that meet utilization standards. Disposal may be by sale or without charge per 36 CFR Part 223, as may be most advantageous to the United States. Debris from felling that does not meet utilization standards shall also be disposed of according to methods determined by the Forest Service. Planting of vegetation in the permit area must have prior written approval from the authorized officer.

**N. FAILURE TO EXERCISE AUTHORIZED PRIVILEGES.** During the 5th year of operation and upon termination, the authorized officer shall review actual use and adjust the allocation of use to match the highest amount of actual use in 1 calendar year during the first 5 years of operation, plus 25 percent of that amount for holders with up to 1,000 service days or the equivalent in quotas or 15 percent of that amount for holders with more than 1,000 service days or the equivalent in quotas, provided that:

1. The combination of the highest amount of actual use in 1 calendar year and the additional 25 or 15 percent of use not exceed the amount of use allocated when the permit was issued; and
2. To ensure that 5 years of use are available for review as a basis for making the allocation adjustment, the authorized officer may adjust the review period to include a previous or an additional year of use based on a finding that extraordinary circumstances prevented a season of operation.

**O. USE OF NATIONAL FOREST SYSTEM ROADS AND NATIONAL FOREST SYSTEM TRAILS.** The holder's use of National Forest System roads and National Forest System trails shall comply with applicable requirements in 36 CFR Part 212, Subpart A; 36 CFR Part 261, Subpart A; and orders issued under 36 CFR Part 261, Subpart B. Motor vehicle use shall be consistent with designations made under 36 CFR Part 212, Subpart B, unless specifically provided otherwise in the operating plan. Over-snow vehicle use shall be consistent with designations made under 36 CFR Part 212, Subpart C, unless specifically provided otherwise in the operating plan.

**P. ADVERTISING.** The holder shall not misrepresent in any way, either orally; in online or print circulars, brochures, advertising, and other media; or on its website, signs, or letterheads, any aspect of the use authorized by this permit, including services provided by the holder, the status of this permit, or the permit area. All the holder's online or print circulars, brochures, advertising, and other media regarding use of the permit area shall state that the permit area is located in the HURON-MANISTEE NATIONAL FOREST.

### **III. RIGHTS AND LIABILITIES**

**A. LEGAL EFFECT OF THE PERMIT.** This permit, which is revocable and terminable, is not a contract or a lease, but rather a federal license. The benefits and requirements conferred by this authorization are reviewable solely under the procedures set forth in 36 CFR Part 214, and 5 U.S.C. 704. This permit does not constitute a contract for purposes of the Contract Disputes Act, 41 U.S.C. 601. The permit is not real property, does not convey any interest in real property, and may not be used as collateral for a loan.

**B. VALID EXISTING RIGHTS.** This permit is subject to all valid existing rights. Valid existing rights include those derived under mining and mineral leasing laws of the United States. The United States is not liable to the holder for the exercise of any such right.

**C. ABSENCE OF THIRD-PARTY BENEFICIARY RIGHTS.** The parties to this permit do not intend to confer any rights on

any third party as a beneficiary under this permit.

**D. WATER RIGHTS.** This permit does not confer any water rights on the holder. Water rights are not required by state law and may not be acquired to exercise the minor water uses authorized by this permit.

**E. NO WARRANTY OF ACCESS, SITE SUITABILITY, OR SERVICES.** This permit authorizes the use and occupancy of National Forest System lands by the holder for the purposes identified in this permit. The Forest Service does not make any express or implied warranty of access to the permit area, of the suitability of the permit area for the authorized uses, or for the furnishing of road or trail maintenance, water, fire protection services, search and rescue services, or any other services by a government agency, utility, association, or individual.

**F. RISK OF LOSS.** The holder assumes all risk of loss to authorized temporary facilities and all risk of loss of use and occupancy of the permit area, in whole or in part, due to public health and safety or environmental hazards. Loss to temporary facilities and of use and occupancy of the permit area may result from but is not limited to theft, vandalism, fire and any fire-fighting activities (including prescribed burns), environmental contamination, avalanches, rising waters, winds, falling limbs or trees, and other forces of nature. If the authorized officer determines that the permit area cannot be safely occupied due to a public health or safety or environmental hazard, this permit shall terminate. Termination under this clause shall not give rise to any claim for damages, including lost profits, by the holder against the Forest Service.

**G. DAMAGE TO UNITED STATES PROPERTY.** The holder has an affirmative duty to protect from damage the land, property, and other interests of the United States that are associated with the use and occupancy authorized by this permit. Damage includes but is not limited to destruction of or damage to National Forest System lands, fire suppression costs, and destruction of or damage to federally owned improvements.

1. The holder shall be liable for all injury, loss, or damage, including fire suppression costs, prevention and control of the spread of invasive species, and the costs of rehabilitation or restoration of natural resources, resulting from the holder's use and occupancy of the permit area. Compensation shall include but not be limited to the value of resources damaged or destroyed, the costs of restoration, cleanup, or other mitigation, fire suppression or other types of abatement costs, and all administrative, legal (including attorney's fees), and other costs.

2. The holder shall be liable for damage to all roads and trails of the United States caused by use of the holder or the holder's heirs, assignees, agents, employees, or contractors to the same extent as provided under clause III.G.1, except that liability shall not include reasonable and ordinary wear and tear.

**H. HEALTH AND SAFETY.** The holder shall address the health and safety of its employees, agents, contractors, and clients by having trained and qualified staff, utilizing properly maintained equipment, and providing supervision appropriate for the level of risk associated with the authorized activity. The holder shall avoid situations or conditions that cause or threaten to cause a hazard to public health or the safety of the holder's employees, agents, contractors, or clients. The holder shall as soon as practicable notify the authorized officer of all serious accidents that occur in connection with such activities. The Forest Service has no duty under the terms of this permit to inspect the permit area or operations and activities of the holder for hazardous conditions or compliance with health and safety standards.

## **I. ENVIRONMENTAL PROTECTION**

1. **Compliance with Environmental Laws.** The holder shall in connection with the use and occupancy authorized by this permit comply with all applicable federal, state, and local environmental laws and regulations, including but not limited to those established pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, 42 U.S.C. 9601 et seq., the Resource Conservation and Recovery Act, as amended, 42 U.S.C. 6901 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq., the Oil Pollution Act, as amended, 33 U.S.C. 2701 et seq., the Clean Air Act, as amended, 42 U.S.C. 7401 et seq., the Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq., the Federal Insecticide, Fungicide, and Rodenticide Act, as amended, 7 U.S.C. 136 et seq., and the Safe Drinking Water Act, as amended, 42 U.S.C. 300f et seq.

2. **Definition of Hazardous Material.** For purposes of clauses III.I and V, "hazardous material" shall mean (a) any hazardous substance under section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. 9601(14); (b) any pollutant or contaminant under section 101(33) of CERCLA, 42 U.S.C. 9601(33); (c) any petroleum product or its derivative, including fuel oil, and waste oils; and (d) any hazardous substance, extremely hazardous substance, toxic substance, hazardous waste, ignitable, reactive or corrosive materials, pollutant, contaminant, element, compound, mixture, solution or substance that may pose a present or potential hazard to human health or the environment under any applicable environmental laws.

3. **Oil Discharges and Release of Hazardous Materials.** The holder shall immediately notify all appropriate response

authorities, including the National Response Center and the authorized officer or the authorized officer's designated representative, of any oil discharge or of the release of a hazardous material in the permit area in an amount greater than or equal to its reportable quantity, in accordance with 33 CFR Part 153 and 40 CFR Part 302. For the purposes of this requirement, "oil" is as defined by section 311(a)(1) of the Clean Water Act, 33 U.S.C. 1321(a)(1). The holder shall immediately notify the authorized officer or the authorized officer's designated representative of any release or threatened release of any hazardous material in or near the permit area which may be harmful to public health or welfare or which may adversely affect natural resources on federal lands.

**4. Remediation of Release of Hazardous Materials.** The holder shall remediate any release, threat of release, or discharge of hazardous materials that occurs in connection with the holder's activities in the permit area, including activities conducted by the holder's agents, employees, or contractors and regardless of whether those activities are authorized under this permit. The holder shall perform remediation in accordance with applicable law immediately upon discovery of the release, threat of release, or discharge of hazardous materials. The holder shall perform the remediation to the satisfaction of the authorized officer and at no expense to the United States. Upon revocation or termination of this permit, the holder shall deliver the site to the Forest Service in compliance with all applicable laws and regulations and free and clear of contamination.

**J. INDEMNIFICATION OF THE UNITED STATES.** The holder shall indemnify, defend, and hold harmless the United States for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the holder in connection with the use and occupancy authorized by this permit. This indemnification and hold harmless provision includes but is not limited to acts and omissions of the holder or the holder's heirs, assignees, agents, employees, or contractors or lessees in connection with the use and occupancy authorized by this permit which result in (1) violations of any laws and regulations which are now or which may in the future become applicable; (2) judgments, claims, demands, penalties, or fees assessed against the United States; (3) costs, expenses, and damages incurred by the United States; or (4) the release or threatened release of any solid waste, hazardous waste, hazardous substance, pollutant, contaminant, oil in any form, or petroleum product into the environment. The authorized officer may prescribe terms that allow the holder to replace, repair, restore, or otherwise undertake necessary curative actions to mitigate damages in combination with or as an alternative to monetary indemnification.

**K. INSURANCE.** The holder shall furnish proof of insurance, such as a certificate of insurance, to the authorized officer prior to issuance of this permit and each year thereafter that this permit is in effect. The Forest Service reserves the right to review the insurance policy and require any changes needed to ensure adequate coverage of the United States in connection with the authorized use and occupancy. The holder shall send an authenticated copy of any insurance policy obtained pursuant to this clause to the authorized officer immediately upon issuance of the policy. Any insurance policies obtained by the holder pursuant to this clause shall name the United States as an additional insured, and the additional insured provision shall provide for insurance coverage for the United States as required under this clause and to the extent of the full limits of insurance available to the holder. The holder shall give 30 days prior written notice to the authorized officer of cancellation of or any modification to the insurance policy. The certificate of insurance, the authenticated copy of the insurance policy, and written notice of cancellation or modification of insurance policies should be sent to mailing address of administering office. Minimum amounts of coverage and other insurance requirements are subject to change at the sole discretion of the authorized officer on the anniversary date of this permit.

**1. Liability.** The holder shall have in force liability insurance covering losses associated with the use and occupancy authorized by this permit arising from personal injury or death and third-party property damage in the minimum amount of \$500,000.00 as a combined single limit per occurrence.

2. Depending on the holder's operations, the Forest Service may require the holder to demonstrate the availability of funds to address any release or threatened release of hazardous materials that may occur in connection with the holder's use and occupancy. Any requirements imposed would be established on a case-by-case basis by the authorized officer based on the degree of environmental risk from the holder's operations. The use and storage of normal maintenance supplies in nominal amounts generally would not trigger financial assurance requirements.

#### **IV. RESOURCE PROTECTION**

**A. VANDALISM.** The holder shall take reasonable measures to prevent and discourage vandalism and disorderly conduct and when necessary shall contact the appropriate law enforcement officer.

**B. PESTICIDE USE**

**1. Authorized Officer Concurrence.** Pesticides may not be used outside of buildings in the permit area to control pests, including undesirable woody and herbaceous vegetation (including aquatic plants), insects, birds, rodents, or fish without

prior written concurrence of the authorized officer. Only those products registered or otherwise authorized by the U.S. Environmental Protection Agency and appropriate State authority for the specific purpose planned shall be authorized for use within areas on National Forest System lands.

**2. Pesticide-Use Proposal.** Requests for concurrence of any planned uses of pesticides shall be provided in advance using the Pesticide-Use Proposal (form FS-2100-2). Annually the holder shall, on the due date established by the authorized officer, submit requests for any new, or continued, pesticide usage. The Pesticide-Use Proposal shall cover a 12-month period of planned use. The Pesticide-Use Proposal shall be submitted at least 60 days in advance of pesticide application. Information essential for review shall be provided in the form specified. Exceptions to this schedule may be allowed, subject to emergency request and approval, only when unexpected outbreaks of pests require control measures which were not anticipated at the time a Pesticide-Use Proposal was submitted.

**3. Safety Plan.** Before applying pesticides in the permit area, the holder shall submit to the authorized officer a safety plan that includes, at a minimum, a precise statement of the treatment objectives; a description of the equipment, materials, and supplies to be used, including pesticide formulation, quantities, and application methods; a description of the lines of responsibility for project planning, project monitoring, and after-action review; a description of any necessary interagency coordination; a copy of the current Pesticide-Use Proposal for the permit; a description of the process by which treatment effectiveness will be determined; and a spill plan, communications plan, security plan, and when required by applicable local requirements, a provision for prior notification to sensitive individuals.

**4. Reporting.** By September 30th annually, the holder shall submit to the authorized officer a written report of each pesticide application project completed during the previous 12-month period. The report shall contain information pertaining to the pesticide application projects as requested by the authorized officer.

**5. Labeling, Laws, and Regulations.** Label instructions and all applicable laws and regulations shall be strictly followed in the application of pesticides and disposal of excess materials and containers. No pesticide waste, excess materials, or containers shall be disposed of in any area administered by the Forest Service.

**C. ARCHAEOLOGICAL AND PALEONTOLOGICAL DISCOVERIES.** The holder shall immediately notify the authorized officer of any antiquities or other objects of historic or scientific interest, including but not limited to historic or prehistoric ruins, fossils, or artifacts discovered in connection with the use and occupancy authorized under this permit. The holder shall leave these discoveries intact and in place until otherwise directed by the authorized officer.

**D. NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT (NAGPRA).** In accordance with 25 U.S.C. 3002(d) and 43 CFR 10.4, if the holder inadvertently discovers human remains, funerary objects, sacred objects, or objects of cultural patrimony on National Forest System lands, the holder shall immediately cease work in the area of the discovery and shall leave the discoveries intact and in place. The holder shall follow the applicable NAGPRA protocols for the undertaking provided in the NAGPRA plan of action or the NAGPRA comprehensive agreement; if there are no such agreed-upon protocols, the holder shall as soon as practicable notify the authorized officer of the discovery and shall follow up with written confirmation of the discovery. The activity that resulted in the inadvertent discovery may not resume until 30 days after the authorized officer certifies receipt of the written confirmation, if resumption of the activity is otherwise lawful, or at any time if a NAGPRA plan of action has been executed by the Forest Service following tribal consultation and any preconditions have been met.

**E. PROTECTION OF THREATENED AND ENDANGERED, SENSITIVE SPECIES, AND SPECIES OF CONSERVATION CONCERN AND THEIR HABITAT**

**1. Threatened and Endangered Species and Their Habitat.** The location of sites within the permit area needing special measures for protection of plants or animals listed as threatened or endangered under the Endangered Species Act (ESA), 16 U.S.C. 531 et seq., as amended, or within designated critical habitat shall be shown on a map included in an appendix to this permit and may be shown on the ground. The holder shall take any protective and mitigation measures specified by the authorized officer as necessary and appropriate to avoid or reduce effects on listed species or designated critical habitat affected by the authorized use and occupancy. Discovery by the holder or the Forest Service of other sites within the permit area containing threatened or endangered species or designated critical habitat not shown on the map in the appendix shall be promptly reported to the other party and shall be added to the map.

**2. Sensitive Species and Species of Conservation Concern and Their Habitat.** The location of sites within the permit area needing special measures for protection of plants or animals designated by the Regional Forester as sensitive species or as species of conservation concern pursuant to FSM 2670 shall be shown on a map in an appendix to this permit and may be shown on the ground. The holder shall take any protective and mitigation measures specified by the authorized officer as necessary and appropriate to avoid or reduce effects on sensitive species or species of conservation concern or their habitat affected by the authorized use and occupancy. Discovery by the holder or the Forest Service of other sites within

the permit area containing sensitive species or species of conservation concern or their habitat not shown on the map in the appendix shall be promptly reported to the other party and shall be added to the map.

**G. CONSENT TO STORE HAZARDOUS MATERIALS.** The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. This approval shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include, or in the case of approval provided after this permit is issued, shall be amended to include specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, the volume, the type of storage, and a spill or release prevention and control plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

1. If the holder receives consent to store hazardous material, the holder shall identify to the Forest Service any hazardous material to be stored at the site. This identifying information shall be consistent with column (1) of the table of hazardous materials and special provisions given at 49 CFR 172.101 whenever the hazardous material appears in that table. For hazard communication purposes, the holder shall maintain Material Safety Data Sheets for any stored hazardous chemicals, consistent with 29 CFR 1910.1200(c) and (g). In addition, all hazardous materials stored by the holder shall be used, labeled, stored, transported, and disposed of in accordance with all applicable federal, state, and local laws and regulations. Any hazardous material transportation and disposal manifests shall clearly identify the holder as the generator of the hazardous waste.
2. If hazardous materials are used or stored at the site, the authorized officer may require the holder to deliver and maintain a surety bond.
3. The holder shall not release any hazardous material onto land or into rivers, streams, impoundments, or into natural or artificial channels leading thereto. All prudent and safe attempts must be made to contain any release of these materials. The authorized officer in charge may specify specific conditions that must be met, including conditions more stringent than federal, state, and local regulations, to prevent releases and protect natural resources.
4. If the holder uses or stores hazardous materials at the site, upon revocation or termination of this permit the holder shall provide the Forest Service with a report certified by a professional or professionals acceptable to the Forest Service that the permit area is uncontaminated by the presence of hazardous materials and that there has not been a release or discharge of hazardous materials upon the permit area, into surface water at or near the permit area, or into groundwater below the permit area during the term of the permit. If a release or discharge has occurred, the professional or professionals shall document and certify that the release or discharge has been fully remediated and that the permit area is in compliance with all applicable federal, state, and local laws and regulations.

## **V. LAND USE FEE AND DEBT COLLECTION**

**A. LAND USE FEE.** The holder shall pay to the USDA, Forest Service, an annual land use fee for the term of this permit based on the fair market value of the use and occupancy authorized by this permit. The annual land use fee shall include a commercial use fee and, if applicable, an assigned site fee and grazing fee, as enumerated in clauses V.B, V.C, and V.D. The minimum annual land use fee for the authorized use and occupancy shall be \$130.00. Estimates of service days, the number of assigned sites, and grazing use shall be determined from the five-year or annual operating plan. Estimated land use fees shall be calculated on an Estimated Fee Determination Sheet. The holder shall pay the annual land use fee in advance of the authorized use and occupancy, as provided in clause V.B. Payments due before commercial operations commence are not refundable. The Forest Service shall adjust and calculate land use fees authorized by this permit to comply with any new land use fee system based on market value that may be adopted by statute, regulation or directive issued by the Chief after issuance of this permit.

1. **Commercial Use Fee.** The annual land use fee shall be determined in accordance with option B (3% of gross revenue).
  - (a) **Definitions**
    - (1) **Adjusted Gross Revenue.** Gross revenue and revenue additions less applicable exclusions.
    - (2) **Gross Revenue.** The total amount of receipts from the sale of goods or services provided by the holder or third party under the permit.
    - (3) **Revenue Additions.** The market value of the following items, which are added to gross revenue:
      - (a) The value of goods and services that are donated or the value of goods and services that are bartered in exchange for goods and services received that are directly related to the outfitted or guided trip; and

(b) The value of gratuities, which are goods, services, or privileges that are not available to the general public and that are donated or provided without charge to organizations; individuals; the holder's employees, owners, or officers; or immediate family members of the holder's employees, owners, or officers.

(4) Revenue Exclusions. The following are excluded from gross revenue:

(a) Revenue derived from goods or services sold on private land that are not related to outfitting and guiding operations conducted on National Forest System lands, such as souvenirs, telephone toll charges, and accident insurance sales.

(b) Amounts paid or payable to a State government licensing authority or recreation administering agency from sales of hunting or fishing licenses and recreation fee tickets.

(c) Revenue from the sale of operating equipment, rental equipment, capitalized assets, or other assets used in outfitting and guiding operations, such as horses, tack, watercraft, and rental skis and boots, which are sold periodically and replaced.

2. Assigned Site Fee. A fee shall be charged for the occupancy of National Forest System sites assigned to the holder. Assigned site fees shall not be prorated; the holder shall pay the full annual fee for each assigned site. No refunds or credits will be given for authorized but unused assigned sites.

3. Grazing Fee. A fee shall be charged for grazing livestock used in conjunction with the use and occupancy authorized by this permit. No refunds or credits will be given for authorized but unexercised grazing use.

**B. PAYMENT SCHEDULE**. The holder shall pay the annual estimated land use fee, including the fee for commercial use, assigned site fee, and grazing fee, in advance of the authorized use, as follows:

1. Single Payment. The holder shall pay the total annual estimated fee in advance when it is less than \$500.

2. Two Payments. The holder shall pay half the total annual estimated fee in advance and the remainder by mid-season when the total is equal to or greater than \$500, but less than \$2,500.

3. Three Payments. The holder shall pay one-third of the total annual estimated fee in advance and the remainder in two equal payments by mid-season when the total is \$2,500 or more.

4. Final Payment. The Forest Service shall reconcile annually the actual land use fee against land use fee payments made. The holder shall pay any additional fees owed for the past year's operation within 30 days of billing.

**C. DOCUMENTATION OF REVENUE**. The holder shall provide documentation of use and revenue for purposes of land use fee verification.

1. Actual Use Report. Within 30 days of completion of the holder's approved operating season, the holder shall submit to the authorized officer an actual use report in accordance with the format in Appendix E.

2. Income Statements. No later than 90 days after the close of the holder's fiscal year, the holder shall submit to the authorized officer a statement of income reporting the results of the holder's annual operations. The statement shall include gross revenue, the value of donated goods and services, the value of gratuities, the value and description of items excluded from gross revenue, and all adjustments, such as taxes deducted, and shall be broken down by permitted activities.

#### **D. LAND USE FEE PAYMENTS**

1. Crediting of Payments. Payments shall be credited on the date received by the deposit facility, except that if a payment is received on a non-workday, the payment shall not be credited until the next workday.

2. Disputed Fees. Land use fees are due and payable by the due date. Disputed fees must be paid in full. Adjustments will be made if dictated by settlement terms or an appeal decision.

3. Late Payments

(a) Interest. Pursuant to 31 U.S.C. 3717 et seq., interest shall be charged on any fee amount not paid within 30 days from the date it became due. The rate of interest assessed shall be the higher of the Prompt Payment Act rate or the rate of the

current value of funds to the Treasury (i.e., the Treasury tax and loan account rate), as prescribed and published annually or quarterly by the Secretary of the Treasury in the Federal Register and the Treasury Fiscal Requirements Manual Bulletins. Interest on the principal shall accrue from the date the land use fee is due.

(b) **Administrative Costs.** If the account becomes delinquent, administrative costs to cover processing and handling the delinquency shall be assessed.

(c) **Penalties.** A penalty of 6% per annum shall be assessed on the total amount that is more than 90 days delinquent and shall accrue from the same date on which interest charges begin to accrue.

(d) **Termination for Nonpayment.** This permit shall terminate if the holder fails to pay any land use fee, interest, or any other charges within 90 calendar days of the due date. The holder shall remain responsible for the delinquent charges.

4. **Administrative Offset and Credit Reporting.** Delinquent fees and other charges associated with the permit shall be subject to all rights and remedies afforded the United States pursuant to 31 U.S.C. 3711 et seq. and common law. Delinquencies are subject to any or all of the following:

(a) Administrative offset of payments due the holder from the Forest Service.

(b) If in excess of 90 days, referral to the United States Department of the Treasury for appropriate collection action as provided by 31 U.S.C. 3711(g)(1).

(c) Offset by the Secretary of the Treasury of any amount due the holder, as provided by 31 U.S.C. 3720 et seq.

(d) Disclosure to consumer or commercial credit reporting agencies.

**E. ACCOUNTING RECORDS.** The holder shall follow generally accepted accounting principles or another comprehensive basis of accounting, such as the cash, modified cash, or income tax basis of accounting, in recording financial transactions. The minimum acceptable accounting system shall include:

1. Systematic internal controls and separate recording of gross receipts from each type of business conducted under this permit, separate from any other commercial or personal activity. Receipts shall be recorded daily without reduction and, if possible, deposited into a bank account. Receipt entries shall be supported by documentation such as cash register tapes, sales invoices, reservation records, and cash accounts from other sources.

2. For permits with land use fees greater than \$10,000, when requested by the Forest Service, the holder at its own expense shall have its annual accounting records audited by an independent public accountant acceptable to the Forest Service.

**F. ACCESS TO ACCOUNTING RECORDS.** The holder shall make all of the accounting books and supporting records for the business activities authorized by this permit available for audit by the Forest Service or other federal agencies authorized to review Forest Service activities. The holder shall retain these records and make them available for review for five years after the end of the year they were generated, unless disposition is otherwise authorized by the Forest Service in writing.

## **VI. REVOCATION, SUSPENSION, AND TERMINATION**

### **A. REVOCATION AND SUSPENSION.**

1. The authorized officer may revoke or suspend this permit in whole or in part:

- (a) For noncompliance with federal, state, or local laws and regulations;
- (b) For noncompliance with the terms of this permit;
- (c) For failure of the holder to exercise the privileges granted by this permit;
- (d) At the discretion of the authorized officer, for specific and compelling reasons in the public interest.

2. The authorized officer may revoke this permit at the request of the holder. Revocation at the request of the holder must be agreed to in writing by the authorized officer. As a condition of revocation of this permit at the request of the holder, the authorized officer has discretion to impose any terms deemed appropriate as provided for in this permit.

### **B. REVOCATION BASED ON PERFORMANCE RATING.** If the holder receives an annual rating of unacceptable based

on deficiencies identified but uncorrected in a mid-season review and evaluation, the Forest Service shall revoke this permit or, if it is about to expire, shall allow it to terminate.

**C. NOTICE AND OPPORTUNITY TO TAKE CORRECTIVE ACTION.** Prior to revocation or suspension, other than revocation at the request of the holder under clause VI.A or immediate suspension under clause VI.D, the authorized officer shall give the holder written notice of the grounds for the action to be taken. For purposes of revocation under clause VI.B, written notice must be given to the holder after the mid-season review and evaluation that if the identified deficiencies are not corrected, they will result in an annual rating of unacceptable, which in turn will result in revocation of the permit. Prior to revocation or suspension under clause VI.A.1(a), VI.A.1(b), or VI.A.1(c) or revocation under clause VI.B, the authorized officer also shall give the holder a reasonable period, not to exceed 30 days, to complete corrective action prescribed by the authorized officer. The period between the mid-season review and evaluation and the annual rating shall constitute adequate opportunity to take corrective action for purposes of revocation under clause VI.B.

**D. IMMEDIATE SUSPENSION.** The authorized officer may immediately suspend this permit in whole or in part when necessary to protect public health or safety or the environment. The suspension decision shall be in writing. The holder may request an on-site review with the authorized officer's superior of the adverse conditions prompting the suspension. The authorized officer's superior shall grant this request within 48 hours. Following the onsite review, the authorized officer's superior shall promptly affirm, modify, or cancel the suspension.

**E. APPEALS AND REMEDIES.** Written decisions by the authorized officer relating to administration of this permit, including annual ratings of probationary and unacceptable and revocation or suspension decisions, are subject to administrative appeal pursuant to 36 CFR Part 214, as amended. Revocation or suspension of this permit shall not give rise to any claim for damages by the holder against the Forest Service.

**F. TERMINATION.** This permit shall terminate when by its terms a fixed or agreed upon condition, event, or time occurs without any action by the authorized officer. Examples include but are not limited to expiration of the permit by its terms on a specified date and, in the case of a permit issued to a business entity, termination upon change of control of the business entity. Termination of this permit is not subject to administrative appeal and shall not give rise to any claim for damages by the holder against the Forest Service.

**G. REMOVAL OF TEMPORARY FACILITIES.** Upon revocation or termination of this permit, the holder shall remove within a reasonable time prescribed by the authorized officer all temporary facilities, except those owned by the United States, and shall restore the site. If the holder fails to remove all temporary facilities within the prescribed period, they shall become the property of the United States and may be sold, destroyed, or otherwise disposed of without any liability to the United States. However, the holder shall remain liable for all costs associated with their removal, including costs of sale and impoundment, cleanup, and restoration of the site.

#### **H. CONTINUATION OF OBLIGATIONS AND LIABILITIES BEYOND TERMINATION OR REVOCATION.**

Notwithstanding the termination or revocation of this permit, its terms and conditions shall remain in effect and shall be binding on the holder and the holder's personal representative, successors, and assignees until all the holder's obligations and liabilities accruing before or as a result of termination or revocation of this permit have been satisfied.

### **VII. MISCELLANEOUS PROVISIONS**

**A. MEMBERS OF CONGRESS.** No member of or delegate to Congress or resident commissioner shall benefit from this permit either directly or indirectly, except to the extent the authorized use provides a general benefit to a corporation.

**B. CURRENT ADDRESSES.** The holder and the Forest Service shall keep each other informed of current mailing addresses, including those necessary for payment of fees.

**D. SUPERIOR CLAUSES.** In the event of any conflict between any of the preceding printed clauses and any subsequent clauses or any provisions in the appendices attached to this permit, the preceding printed clauses shall control.

**E. Paid Sick Leave Requirement (C-6).** Executive Order 13706, *Establishing Paid Sick Leave for Federal Contractors*, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, are incorporated by reference into this authorization as if fully set forth in this authorization.

**THIS PERMIT IS ACCEPTED SUBJECT TO ALL ITS TERMS.**

**BEFORE THIS PERMIT IS ISSUED TO AN ENTITY, DOCUMENTATION MUST BE PROVIDED TO THE AUTHORIZED OFFICER OF THE AUTHORITY OF THE SIGNATORY FOR THE ENTITY TO BIND IT TO THE TERMS OF THIS PERMIT.**

ACCEPTED:

BUSINESS ENTITY

HOLDER NAME, PRECEDED BY NAME AND TITLE  
OF PERSON SIGNING ON BEHALF OF HOLDER,  
IF HOLDER IS AN ENTITY

SIGNATURE

DATE

APPROVED:

Christopher Frederick  
District Ranger  
Huron-Manistee National Forest USDA Forest Service

DATE

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).

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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

## Appendix 5: Sample Use Report

**Huron-Manistee National Forests**  
**ACTUAL USE REPORT**

Outfitter Name: \_\_\_\_\_

Permit #: \_\_\_\_\_

Year: \_\_\_\_\_

MONTH:					MONTH:						
Day	River	In	Out	# Clients	Trip Cost	Day	River	In	Out	# Clients	Trip Cost
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					
11						11					
12						12					
13						13					
14						14					
15						15					
16						16					
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24						24					
25						25					
26						26					
27						27					
28						28					
29						29					
30						30					
31						31					
<b>TOTALS</b>						<b>TOTALS</b>					

**Huron-Manistee National Forests  
ACTUAL USE REPORT**

**Outfitter Name:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**GROSS RECIEPTS**

For Period Beginning: \_\_\_\_\_ For Period Ending: \_\_\_\_\_

Gross receipts generated from operating on National Forest lands in connection with the above business and permit this calendar year were \$ \_\_\_\_\_. The attached actual use report table for this year totals this amount. I certify the information provided on this report is a complete and accurate summary of my operations and can be verified upon request.

**Total Priority Use Service Days and Gross Income Totals by River: (required)**

Manistee (1000): \_\_\_\_\_

White (1300): \_\_\_\_\_

Little Manistee (1100): \_\_\_\_\_

Pere Marquette (1400): \_\_\_\_\_

Au Sable (1200): \_\_\_\_\_

Pine (0500): \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_  
*Permit Holder Signature*

**DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_  
*FS Permit Administrator*

**DATE:** \_\_\_\_\_



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

## Appendix 6: Performance Evaluation and Inspection

**OUTFITTER/GUIDE PERFORMANCE EVALUATION****SPECIAL USE PERMIT INSPECTION/EVALUATION****OUTFITTER / GUIDES**

<b>DATE OF INSPECTION / EVALUATION</b>			
<b>I. SERVICE</b>			
A. Rates, Services and accommodations provided as represented.			
B. Courtesy to public.			
C. Operations coordinated with other landowners.			
D. Compliance with Title VI of the Civil Rights Act.			
Additional comments:			
<b>II. COMPLIANCE WITH PERMIT</b>			
A. Required submittals on time and properly completed.			
B. Use reports submitted accurately and on time.			
C. Compliance with terms and conditions of permit.			
Additional Comments:			
<b>III. COMPLIANCE WITH OPERATING PLAN</b>			
A. Participation in operating plan preparation.			
B. Adherence to operating plan, schedule, and itineraries, notification of changes.			
C. Adherence to use of site.			
Additional Comments:			
<b>IV. EQUIPMENT</b>			
A. Equipment provided as advertised.			
B. Equipment is safe and well-maintained.			
C. Boats, aircraft or vehicles licensed or certified when required.			
D. Livestock treated properly and humanely.			
Additional Comments:			
<b>V. SAFETY</b>			
A. Concern for health and safety of guests, employees, & public.			
B. Staff current with first aid and know safety procedures.			
C. Guests receive safety orientation of the operation.			
Additional Comments:			
<b>VI. RESOURCE PROTECTION</b>			
A. Minimum impact techniques used.			
B. Operation neat and orderly.			
C. Following appropriate procedures for human waste management and garbage.			
D. Adherence to Laws, rules & regulations (snagging or other unethical means of catch, discarding of fish remains, customers have license on hand, etc.).			
Additional Comments:			

**A**=fully acceptable, **NI**=needs improvement, **U**=unacceptable, **NC**=not checked, **NA**=not applicable

Other Comments:

FINAL RATING (circle one): Acceptable      Probationary      Unacceptable

SIGNATURES:

Permit Holder:	Date:
Permit Administrator:	Date:

This performance rating constitutes a decision which is subject to appeal pursuant to Secretary of Agriculture Regulation 36 CFR 251, Subpart C. Any such appeal and a statement of reasons must be submitted within 45 days of the date of this rating to the Forest Service Official next higher to the authorized officer.

Holders Comments:

The permit holder's signature acknowledges receipt and review of the rating, not necessarily agreement.

Ratings are confidential between the Forest Service and the holder to the extent allowed by law and regulation.



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

Appendix 7: Forest Service Program Definitions

# Forest Service Program Definitions

The following terms and definitions will be helpful in reviewing the information presented in *Prospectus for an Opportunity for Outfitting and Guiding on the Huron-Manistee National Forests*.

**Allocation of Use:** - An amount of use allocated to a holder that is measured in service days or quotas and that is enumerated in a programmatic or project decision that is consistent with the applicable land management plan.

**Commercial Use:** Any use or activity on National Forest System lands (a) where an entry or participation fee is charged or (b) where the primary purpose is the sale of a good or service and, in either case, regardless of whether the use or activity is intended to produce a profit (36 CFR 251.51).

**Extenuating Circumstances:** a circumstance that renders conduct less serious and thereby serves to reduce the damages to be awarded or the punishment to be imposed. i.e. Wildfire reduces use of service days; recession reduces recreational tourism and impacts service day use.

**Guiding:** Providing services or assistance (such as supervision, protection, education, training, packing, touring, subsistence, transporting people, or interpretation) for pecuniary remuneration or other gain to individuals or groups on National Forest System lands. The term "guide" includes the holder's employees and agents.

**Holder:** An individual or entity that holds a special use permit authorizing outfitting or guiding activities on National Forest System lands.

**Outfitting:** Renting on or delivering to National Forest System lands for pecuniary remuneration or other gain any saddle or pack animal, vehicle, boat, camping gear, or similar supplies or equipment. The term "outfitter" includes the holder's employees and agents.

**Priority Use:** Authorization of use for up to 10 years, based on the holder's past use and performance and applicable programmatic or project decisions to allocate use. Except as provided in 36 CFR Part 251, Subpart E, authorizations providing for priority use are subject to renewal (FSH 2709.11, sec. 41.531).

**Service Day:** An allocation of use constituting a day or any part of a day on National Forest System lands for which an outfitter or guide provides services to a client. For a day trip, the number of service days is the same as the total number of clients.

**Trip:** A full-day trip is defined as a trip with a duration of 6 hours or more. A half-day trip is a trip with a duration of less than 6 hours.

**Underserved populations:** As defined by the segment of the population that doesn't generally have the financial wherewithal to participate in these activities. Primarily (but not exclusively) the youth in this financial demographic.

**Quota:** An allocation of use that is measured as the number of stock per trip, people at one time, trips per hour or per day, the number of launches per day, or other unit of measure other than a service day; that is consistent with applicable land management plan guidance, and that is established in a programmatic or project decision.



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

Appendix 8: Standard Form 299

**APPLICATION FOR TRANSPORTATION, UTILITY SYSTEMS, TELECOMMUNICATIONS AND FACILITIES  
ON FEDERAL LANDS AND PROPERTY**

**FORM APPROVED**  
**OMB Control Number: 0596-0249**  
**Expiration Date: 1/31/2027**

**FOR AGENCY USE ONLY**

**NOTE:** Before completing and filing the application for an authorization (easement, right-of-way, lease, license or permit), the applicant should completely review this package, including instructions, and schedule a pre-application meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the pre-application meeting.

1. Name and address of applicant	2. Name and address of authorized agent if different from item 1	3. Applicant telephone number and email:
		Authorized agent telephone number and email:

4. As applicant are you? (check one)	5. Specify what application is for: (check one)
a. <input type="checkbox"/> Individual b. <input type="checkbox"/> Corporation* c. <input type="checkbox"/> Partnership/Association* d. <input type="checkbox"/> State Government/State Agency e. <input type="checkbox"/> Local Government f. <input type="checkbox"/> Federal Agency	a. <input type="checkbox"/> New authorization b. <input type="checkbox"/> Renewing existing authorization number c. <input type="checkbox"/> Amend existing authorization number d. <input type="checkbox"/> Assign existing authorization number e. <input type="checkbox"/> Existing use for which no authorization has been received * f. <input type="checkbox"/> Other*

\* If checked, complete supplemental page

\* If checked, provide details under item 7

6. If an individual, or partnership, are you a citizen(s) of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Project description (describe in detail): (a) Type of use or occupancy, (e.g., canal, pipeline, road, telecommunications); (b) related structures and facilities; (c) physical specifications (Length, width, grading, etc.); (d) term of days/years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for activity/construction (Attach additional sheets, if additional space is needed.)

8. Attach a map covering area and show location of project proposal.

9. State or Local government approval:  Attached  Applied for  Not Required

10. Nonrefundable application fee:  Attached  Not required  To be determined by agency

11. Does project cross international boundary or affect international waterways?  Yes  No (if "yes," indicate on map)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

13a. Describe other alternative locations considered.

b. Why were these alternatives not selected?

c. Give explanation as to why it is necessary to use or occupy Federal assets (lands or buildings).

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name)

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability; and, (g) historic or archaeological resources or properties.

18. Describe the probable effects that the proposed project will have on (a) populations of fish, plant life, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

19. State whether any hazardous material, as defined in this paragraph, would be used, produced, transported or stored on or in a federal building or federal lands or would be used in connection with the proposed use or occupancy. "Hazardous material" shall mean (a) any hazardous substance under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 9601(14); (b) any pollutant or contaminant under section 101(33) of CERCLA, 42 U.S.C. § 9601(33); (c) any petroleum product or its derivative, including fuel oil, and waste oils; and (d) any hazardous substance, extremely hazardous substance, toxic substance, hazardous waste, ignitable, reactive or corrosive materials, pollutant, contaminant, element, compound, mixture, solution or substance that may pose a present or potential hazard to human health or the environment under any applicable environmental laws. The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. This approval shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include (or in the case of approval provided after this permit is issued, shall be amended to include) specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, the volume, the type of storage, and a spill plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

20. Name all the Federal Department(s)/Agency(ies) where this application is being filed.

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

Signature of Applicant

Date

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

GENERAL INFORMATION  
ALASKA NATIONAL INTEREST LANDS

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Transportation utility systems telecommunication installations facility uses for which the application may be used are:

1. Canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the transportation of water.
2. Pipelines and other systems for the transportation of liquids other than water, including oil, natural gas, synthetic liquid and gaseous fuels, and any refined product produced therefrom.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the transmission and distribution of electric energy.
5. Wired and wireless systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved right-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airports, landing strips, docks, and other systems of general transportation.

This application must be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture  
Regional Forester, Forest Service (USFS)  
P.O. Box 21628  
Juneau, Alaska 99802-1628  
Telephone: (907) 586-7847  
(or a local Forest Service Office)

Department of the Interior  
Bureau of Indian Affairs (BIA)  
Alaska Regional Office  
709 West 9th Street  
Juneau, Alaska 99802  
Telephone: (907) 586-7177

Department of the Interior  
Alaska State Office  
Bureau of Land Management  
222 West 7th Avenue #13  
Anchorage, Alaska 99513  
Public Room: 907-271-5960  
FAX: 907-271-3684  
(or a local BLM Office)

U.S. Fish & Wildlife Service (FWS)  
Office of the Regional Director  
1011 East Tudor Road  
Anchorage, Alaska 99503  
Telephone: (907) 786-3440

National Park Service (NPS)  
Alaska Regional Office  
240 West 5th Avenue  
Anchorage, Alaska 99501  
Telephone: (907) 644-3510

Department of Transportation  
Federal Aviation Administration  
Alaska Region AAL-4, 222 West 7th Ave., Box 14  
Anchorage, Alaska 99513-7587  
Telephone: (907) 271-5285

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

OTHER THAN ALASKA NATIONAL INTEREST LANDS

Use of this form is not limited to National Interest Conservation Lands of Alaska.

Individual department/agencies may authorize the use of this form by applicants for transportation, utility systems, telecommunication installations and facilities on other Federal lands outside those areas described above.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

SPECIFIC INSTRUCTIONS  
(*Items not listed are self-explanatory*)

- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
- 8 Generally, the map must show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
- 9, 10, and 12 The responsible agency will provide additional instructions.
- 13 Providing information on alternate locations in as much detail as possible, discussing why certain locations were rejected and why it is necessary to use Federal assets will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate locations as related to current technology and economics.
- 14 The responsible agency will provide instructions.
- 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
- 16 through 19 Providing this information with as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use a sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, do not address this subject. The responsible agency will provide additional instructions.

Application must be signed by the applicant or applicant's authorized representative.

Note - Filings with any Interior agency may be filed with any office noted above or with the Office of the Secretary of the Interior, Regional Environmental Officer, P.O. Box 120, 1675 C Street, Anchorage, Alaska 99513.

### **PUBLIC BURDEN STATEMENT**

The Federal agencies collect this information from proponents and applicants requesting a right-of-way, permit, license, lease, or certification for use of Federal assets. The Federal agencies use this information to evaluate a proponent's or applicant's proposal to use Federal assets. A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid Office of Management and Budget (OMB) Control Number. The approved OMB Control Number for this information collection is 0596-0249. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the USDA Forest Service email address [SM.FS.InfoCollect@usda.gov](mailto:SM.FS.InfoCollect@usda.gov) and include the OMB Control Number in the subject line. Disclosure of the information is voluntary. If all the information is not provided, the proposal or application may be rejected. Concerns about this form can be sent to Director, Lands, Minerals, and Geology Management Staff, 1st Floor Southeast, 201 14th Street, SW, Washington, DC 20250-1124

### **USDA NONDISCRIMINATION STATEMENT**

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 that administers the program 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 Complaint 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, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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.

**SUPPLEMENTAL**

NOTE: The responsible agency(ies) will provide instructions		CHECK APPROPRIATE BLOCK	
<b>I - PRIVATE CORPORATIONS</b>		ATTACHED	FILED *
a. Articles of Incorporation		<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws		<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State		<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing		<input type="checkbox"/>	<input type="checkbox"/>
e. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.		<input type="checkbox"/>	<input type="checkbox"/>
f. If application is for an oil or gas pipeline, describe any related right-of-way or temporary use permit applications, and identify previous applications.		<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.		<input type="checkbox"/>	<input type="checkbox"/>
<b>II - PUBLIC CORPORATIONS</b>			
a. Copy of law forming corporation		<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization		<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws		<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing		<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.		<input type="checkbox"/>	<input type="checkbox"/>
<b>III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY</b>			
a. Articles of association, if any		<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is		<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other		<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by item "I - f" and "I - g" above.		<input type="checkbox"/>	<input type="checkbox"/>

\* If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g., *number, date, code, name*). If not on file or current, attach the requested information.

# SF-299 Instructions for Outfitters & Guides

Below are instructions to assist outfitters and guides with filling out the Standard Form 299, *Application for Transportation and Utility Systems and Facilities on Federal Lands*. This is the official form the Forest Service utilizes for all special use requests. This form is required when submitting an acceptable application for outfitter and guide services.

- Box 1: Who will the permit be issued to? Per Forest Service policy, the following may hold a special use authorization: individuals, business entities, corporations, partnerships, associations, municipalities, or agencies of Federal, State, or local governments.
- Box 2: Who in the corporation/business will be submitting documents, signing documents, and requesting changes?
- Box 3: Telephone number and email address for the primary person listed in Box 2.
- Box 4: Fill out according to whom the permit will be issued.
- Box 5: If there is a current, valid permit (authorization) with the Huron-Manistee National Forests, select “amend existing authorization.” If no current authorization exists in these areas, select “new authorization”.
- Box 6: Complete if not incorporated.
- Box 7: This section has eight parts. Suggestions:
  - a. Type: Outfitting and guiding – Fishing on the Manistee River.
  - b. Structures/Facilities: Not applicable.
  - c. Specifications: Example, number of parking spaces needed.
  - d. Term of Years Needed: Outfitter and guides can request up to 10 years.
  - e. Time of Year of Use: Season: (i.e., summer - fall). Dates: (i.e., May 5 - Oct. 30).
  - f. Volume: Estimated number of annual trips and average number of clients per trip for the activity proposed (i.e., 50 trips per year with 2 clients per trip for guided fishing on the Manistee River).
  - g. Duration/Timing of Construction: Not applicable.
  - h. Work areas needed: Not applicable.
- Box 8: Provide a list of the access sites proposed for use.
- Box 9: State/Local Government approval: Indicate and/or attach required licenses for proposed activities.
- Box 10: Nonreturnable application fee: Cost recovery fees apply (see Prospectus, Section V).
- Box 11: Does project cross international boundaries? No.
- Box 12: Technical and Financial Capability for the authorization requested.
  - Highlight the number of successful years the business has been in operation, years without accidents to demonstrate technical ability.
  - Is the business already financially established, financially sound and able to pay associated fees. No major purchases needed to get started, just maintenance and upkeep, and a client base is already established.

- Describe employee skills and experience leading trips for the proposed activity including education, training, qualifications, and abilities.
  - Ensure the natural resources will not be negatively impacted by the proposed operations.
- Box 13: This section has three parts. Suggestions:
  - A. Other reasonable alternatives: What other alternatives besides public lands have been considered for the proposed commercial endeavors?
  - B. Why were these not selected. Describe.
  - C. Why necessary to use federal/public lands: Describe why the proposed activity is dependent on National Forest lands.
- Box 14: Other related authorizations, applications: List other related special use authorizations.
- Box 15: Three parts to emphasize the need for this authorization:
  - Cost of proposal
  - Cost of next alternative: What would it cost to do this operation under the choices in 13a.
  - Public Benefits: Describe the benefits to the public.
- Box 16: Effects on population in the area including social, economic, and rural lifestyle: Does this outfitting and guiding business help, hinder, or have no impact on any of those three factors? Describe the potential impacts.
- Box 17: Environmental Effects: Describe Leave No Trace practices to prevent environmental effects.
- Box 18: Wildlife Considerations: Elaborate on any impacts on wildlife that are minimized from the method of use.
- Box 19: Hazardous Material: Not applicable.
- Box 20: Where is this being filed: Huron-Manistee National Forests, Cadillac-Manistee Ranger District.



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

## Appendix 9: Operations and Safety Plan



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

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# Outfitter & Guide Operations and Safety Plan

Huron-Manistee National Forests,  
Cadillac/Manistee Ranger District

**BUSINESS NAME:**

**DESIGNATED REPRESENTATIVE:**

**BUSINESS ADDRESS:**

**BUSINESS PHONE:**

**MOBILE PHONE:**

**EMAIL ADDRESS:**

**BUSINESS WEB ADDRESS:**

**IDENTIFICATION TAG NUMBER:** *(to be assigned upon receipt of permit)*

When signed by both the Permit Holder and the District Ranger, this Operations and Safety Plan becomes part of the Special Use Permit. Forest Service approval is required before changes may be made in the operations described herein. Changes may be necessary for the Permit Holder to improve public service or for the Forest Service to meet resource management objectives. This plan will be reviewed annually and updated or revised as needed.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Designated Representative -print and sign)

**Recommended  
for Approval by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(USFS Permit Administrator -print and sign)

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Authorized Officer -District Ranger -print and sign)

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## 1. Introduction

Outfitter and guide special use permits are required for all commercial outfitting and guiding services provided on the Huron-Manistee National Forests. This outfitting and guiding designation covers all commercial operations involving services for accommodating guests, guiding, or transporting persons and/or equipment on National Forest System lands. The operation described herein will be conducted in accordance with the Forest Management Plan, applicable Federal and State laws, regulations, and policies.

The purpose of this plan is to define the responsibilities of the holder for protecting public health, safety, and the environment and for ensuring delivery of high-quality services as authorized through a special use permit for outfitting and guiding. This operations and safety plan describes conditions pertaining to the permit holder's outfitting and guiding special use permit

**Complete all pertinent sections (*indicated with italicized and underlined text*), providing as much detail as possible for the Authorized Officer to fully understand the proposed annual operations on National Forest System lands. Attach supplemental pages if requested and applicable. If a section does not apply, indicate that it is not applicable with “N/A”.**

## 2. Administrative Requirements

The permit holder will submit the following documentation annually or as indicated. The permit holder understands and acknowledges that no operations can commence until all the documentation referenced below has been received by the Forest Service and approved by the Authorized Officer. Failure to submit the required documentation or timely fee payment may result in a notice of non-compliance, probation, suspension, revocation, or termination of the authorization.

- Actual Use Reports
- Current Guide List with Certifications and Qualifications
- Vehicle, Vessel, and Equipment Lists
- Proposed Access Points
- Advertising Material
- Safety and Emergency Plans
- Insurance
- Copies of State Registrations
- Other Land Use Agreements

To identify authorized use, two identification tags will be provided by the Forest Service to permit holders for the duration of the permit term. The vehicle used with a permitted vessel requires display of a hanging rear view mirror tag with an assigned identification number at the access site. Additionally, a tag with the same assigned identification number is required to be with the vessel on every trip.

### 3. Overview of Operations

Describe in detail the annual operations proposed.

3.1. List the activities and services you will be providing on National Forest System lands.  
Include the operating season and access points used.

3.2. Describe any ancillary services that may be provided regarding the permitted activities.

3.3. What is the average client to guide ratio and group size for these activities?

3.4. Describe any services that will be provided for persons with disabilities, including special equipment or accommodations.

3.5. Describe how conflicts with other Forest users will be prevented and/or minimized.

3.6. How will employees and customers will be informed of Forest Service regulations, and both permit and operations and safety plan requirements.

3.7. Explain your methods for sanitation. Include trash, human waste, and fish remains.

3.8. Describe the “Leave No Trace” educational practices you use to reduce resource impacts.

3.9. How do you communicate day use fee requirements to clients at Fee Sites.

## 4. Estimated Use Reports

An estimated use report indicating the proposed use and estimated fees for the upcoming operating season will be completed annually by the Forest Service. See Appendix 2 for a sample estimated use report. The estimated fee determination will be based on 75% of the previous year's gross revenue for current permit holders or the minimum fee for new permit holders. Upon completion, the Forest Service will create a bill and either mail or email it with instructions for payment.

The allocated use for each permit holder is one (1) full-day trip per day or two (2) half-day trips per day, with the availability of 365 trips per year. A trip is defined as a single permitted vessel with a guide and client(s) on a day trip starting and/or ending at a federal access site. No more than one full-day trip or two half-day trips are permitted in a 24 hour period per permitted vessel. A full day trip is defined as 6 hours or more. A half day trip is defined as less than 6 hours.

The Authorized Officer may withhold authorization for the permit holder to use all or part of an assigned amount of trips for reasons of resource protection, public health and safety, user conflict, or violations of the terms and conditions of the permit.

## 5. Actual Use Reports

An actual use report for the yearly activities must be submitted annually to the Huron-Manistee National Forest by February 1st. This report must include the number of trips taken during the operating season, the date of each trip, trip start and end locations, gross revenue received from the client, and the value of donated services, barters, tips and gratuities. See Appendix 3 for a sample actual use report. The actual use report must be completed and signed by the designated representative. Final fee determination will be based on the actual annual gross revenue plus the value of goods and services that are donated or the value of goods and services that are bartered and the value of gratuities minus the estimated fees paid, until the minimum fees are met. Upon receipt, the Forest Service will create a bill and either mail or email with instructions for payment.

## 6. Guide Contact and License/Certifications/Qualifications List

List the names, certifications and qualifications of all guides working with clients on National Forest System lands within the permitted area.

6.1. *Include the following information:*

- Name and title
- Licenses required to conduct authorized activities. All guides for the proposed use are required to have an Inland Pilot, Inland Sport Fishing, and Michigan State Fishing License. If available, provide copies as attachment to this plan. If unavailable, indicate the reason.
- Trainings or certifications required by the holder.
- List other qualifications of employees relevant to your authorized activities.

Table 1. Employee Information and Qualifications

<b>Employee Name/Phone#/Email</b>	<b>License/Certifications/Qualifications</b>
Example: Smokey Bear 123-456-7890 <a href="mailto:SmokeyBear1@gmail.com">SmokeyBear1@gmail.com</a>	USCG Uninspected Passenger Vessel 6-pack license (#), Alaska Sport Fish Guide Registration (#), American Red Cross First Aid and CPR expires 05/2022, 10 years' experience guiding freshwater fishing on Kenai Peninsula, AK

<b><u>Employee Name/Phone#/Email</u></b>	<b><u>License/Certifications/Qualifications</u></b>

## 7. Vehicle, Vessel, Trailer Lists

A complete list of equipment including the number, type, licenses, registration, and insurance for applicable vehicles, vessels, or trailers used on National Forest System lands must be provided to the Authorized Officer annually.

### 7.1. Include the following information:

**Table 2. Vehicle List**

<b><u>Vehicle Color/Make/Model*</u></b>	<b><u>Owner</u></b>	<b><u>License Plate #</u></b>
Example: Black Ford F-150	Smokey Bear	MI SJT-345

<b><i>Vehicle Color/Make/Model*</i></b>	<b><i>Owner</i></b>	<b><i>License Plate #</i></b>

\*The vehicle used with a permitted vessel requires display of a hanging rear view mirror tag with an identification number provided by the Forest Service.

**Table 3. Vessel List**

<b><i>Vessel Make/Model*</i></b>	<b><i>Owner</i></b>	<b><i>MC Registration #</i></b>
Example: Alumacraft T380LX	Smokey Bear	MC 1234 XW

\*The permitted vessel is required to possess a tag with an identification number provided by the Forest Service.

**Table 4. Trailer List**

<b>Trailer Make/Model</b>	<b>Owner</b>	<b>License and Registration #</b>
Example: Shorelander XVL	Smokey Bear	MI W84412

## **8. Location of Operation -Access Sites**

### **8.1. Check locations used for operations in the competitive offering area.**

- High Bridge River Access
- Blacksmith Bayou River Access
- Bear Creek River Access
- Rainbow Bend River Access

### **8.2. OPTIONAL OFFERING – Check if proposed operations include access in the non-competitive offering area.**

- Red Bridge River Access

## 9. Safety and Emergency Requirements

All injuries requiring professional medical attention, accidents, medical emergencies, deaths, or damage to government property in connection with operation of this permit and occurring on National Forest System lands must be reported within 5 business days to the Authorized Officer. In the case of a serious injury, fatality, or lost person(s) report, the Forest Service and County Sheriff shall be notified as soon as possible.

All requests for search and rescue, including any injury, accident, or medical emergency requiring helicopter evacuation must be coordinated through the local County Sheriff. The permit holder shall obtain a copy of the Sheriff Office's report of the incident and must submit to the Forest Service within 10 business days of the incident.

The permit holder must provide as safe an environment for all customers, guests, and employees as is reasonably possible under the permitted use conditions. It is the responsibility of the permit holder, if an accident, injury, or medical emergency involving a client or employee occurs, to care for and transport the victim to a location where they can receive professional medical help.

Safety equipment appropriate for the activities permitted, must be provided and made available to customers, clients and employees, pursuant to the permit holder's insurance requirements. A group-sized first aid kit must be available in each vessel. Clients must receive pre-trip safety instructions regarding the environment to be encountered and the activities authorized under this permit including what the clients should do if their guide is injured.

The permit holder and all employees must have, as a minimum, current American Red Cross Standard First Aid and CPR cards (8 hours) or an equivalent First Aid and CPR certificate. These qualification must be available for review by the Forest Service upon request.

*Describe your emergency communication, safety, and response plan. At minimum, this plan should include the following information:*

*9.1. List safety equipment to be used in your activity.*

*9.2. Explain the procedures to be taken in the event of injuries, accidents, or medical emergencies.*

9.3. Describe the first aid equipment that will be available for use if there is an emergency and the location(s) it will be stored.

9.4. Describe the communication systems that will be used during general operations and for emergencies. Include any contingency plans for failed equipment.

9.5. Detail the protocols for trip cancellations (i.e. “go” or “no-go”) due to inclement conditions.

## 10. Advertising Material

The permit holder is responsible for ensuring their advertisements do not misrepresent in any way, either the accommodations provided, the status of the permit, or the area in which they are authorized to operate. A copy of current brochures must be submitted prior to operations each year. In addition, all advertising media must state the permit holder’s business is an “Authorized permit holder of the U.S. Forest Service and an equal opportunity service provider”.

10.1. Include current brochures or links to advertising material and social media pages, if applicable.

## **11. Insurance**

Commercial general liability insurance coverage must be obtained by the permit holder for the outfitting and guiding services authorized by the permit. In addition, motor vehicle insurance must also be obtained by the permit holder and employees if clients will be transported on National Forest System Lands. Proof of insurance must be submitted on a Standard Accord 25 Form at least 30 days prior to the policy expiration. The permit holder's commercial general liability and motor vehicle insurance policies must name the United States Government as the additionally insured and meet coverage requirements.

## **12. State Registrations**

The permit holder will be responsible for acquiring and maintaining all necessary permits, licenses, and authorities to legally perform outfitter and guide business operations in Michigan. The proposed annual operations and safety plan must indicate which permits, licenses, and authorities will be maintained for each vehicle, vessel, and trailer. The holder must comply with all applicable laws, regulations, and inspection requirements of these authorities.

## **13. Supervision of Children**

This section is required only if the proposed operation involves supervision of children under the age of 18 without the presence of a parent or guardian. Under these circumstances, please provide the following:

13.1. Name, address, telephone number, facsimile (fax) number, and email address of local law enforcement or child protective services, as designated in 28 CFR Part 81, Subpart A.

13.2. A schedule for providing periodic training on the signs of child abuse and reporting requirements when child abuse is suspected.

13.3. Attach a sample form for reporting suspected child abuse or neglect and, to the extent mandated by applicable state law, evidence that all employees who work with children under the age of 18 have undergone a criminal background check.

If the permit holder, holder's employees, agents, or contractors learn of facts that give reason to suspect that a child under the age of 18 has suffered physical injury, mental injury, sexual abuse, exploitation, or negligent treatment (child abuse), the permit holder, holder's employees, agents, or contractors shall as soon as possible report the child abuse to local law enforcement or child protective services agency, as designated in 28 CFR Part 81, Subpart A and as soon as practicable thereafter to the authorized officer.

## **14. Performance Evaluation**

The objective of outfitter and guide annual performance evaluations is to provide feedback to the permit holder on how well the operation met conditions of the permit and operating plan. The overall goal is increased resource protection, service to the public, and safety.

The Forest Service Performance Evaluation and Inspection report, Appendix 6, will be prepared and conducted every 3 to 4 years, at minimum. Evaluations are based on the performance review standards established by the Authorized Officer. Permit holders will be made aware of the evaluation factors during the permitting process. Evaluations may include observations from field inspections and progress on the part of the permit holder to remedy deficiencies. Probationary or unacceptable evaluations given by the Authorized Officer will be discussed with the permit holder prior to finalizing.

## **15. Other Land Use Agreements**

The permit holder must obtain and be in compliance with any land use agreements from landowners, either public or private, which grant parking, utilization of, or access through their lands to or from National Forest System lands if used as part of the operation.

## **16. Sale of Outfitter Operations**

The Forest Service is under no obligation to issue a new permit to a business purchaser. If a permit holder decides to sell his/her commercial business, he/she and the prospective buyer must meet with the Forest Service to discuss the past operation and future use prior to concluding the sale or applying for a new permit. Information on procedures, necessary documentation, and qualification requirements will be provided at that time. The Forest Service requires prospective buyers to submit a business plan, financial capability statement, and technical capability statement for review, which must be approved prior to the issuance of a permit.

## 17. Points of Contact

### 17.1. U.S. Forest Service Contact Information

**Table 5. Contact Information**

POSITION	NAME	PHONE	EMAIL
Permit Administrator - Primary Point of Contact	Reese Berlin	p: 231-848-7090 x5553115  c: 231-655-3481	<a href="mailto:Reese.Berlin@usda.gov">Reese.Berlin@usda.gov</a>
Recreation Staff Officer	Scott Cichoracki	p: 231-848-7090 x5553105  c: 231-655-1047	<a href="mailto:Scott.Cichoracki@usda.gov">Scott.Cichoracki@usda.gov</a>
District Ranger - Cadillac/Manistee Ranger District	Christopher Frederick	p: 231-848-7090 x555310	<a href="mailto:Christopher.Frederick@usda.gov">Christopher.Frederick@usda.gov</a>



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

## Appendix 10: Business Plan and Financial Resources



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# Outfitter & Guide Business Plan and Financial Resources

Huron-Manistee National Forests,  
Cadillac/Manistee Ranger District

A business plan and financial capability proposal in response to the outfitting and guiding prospectus for fishing on the Manistee River within the Huron-Manistee National Forests.

**BUSINESS NAME:**

**DESIGNATED REPRESENTATIVE:**

**BUSINESS ADDRESS:**

**BUSINESS PHONE:**

**MOBILE PHONE:**

**EMAIL ADDRESS:**

**BUSINESS WEB ADDRESS:**

Complete all pertinent sections (*indicated with italicized and underlined text*), providing as much detail as possible for the Authorized Officer to fully understand your business plan and finances for the proposed operations on National Forest System lands. Attach supplemental pages if necessary. If a section does not apply indicate that it is not applicable with “N/A”.

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2. Financial Resources.....	2
Table 1. Capital Equipment List.....	3
Table 2. Start-Up Expenses.....	3
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Table 4. Start-Up Balance Sheet.....	7
Table 5. Income Projection by Month: Year One .....	8
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## 1. The Business

A. Check the structure below that most accurately describes your business:

- Individual
- Corporation\*
- Partnership/Association\*
- Other: \_\_\_\_\_

\*If checked, complete Attachment 1.

B. Provide a short statement that defines your business and the services it provides.

C. How many years have you been in business and describe your knowledge of the industry.

D. Define your short-term and long-term business goals.

E. List owners, key management personnel, and essential employees. Provide job titles and required skills.

F. Explain how you plan to recruit, develop, and maintain your staff.

## 2. Financial Resources

**Table 1. Capital Equipment List**

Equipment	Quantity	New/Used	Life	Cost
<b>Total Cost of Capital Equipment</b>				<b>\$0.00</b>

E. List your anticipated start-up costs for the first year of operation in the table below.

**Table 2. Start-Up Expenses**

Item	Cost
Total cost of capital equipment	
Beginning inventory of operating supplies	
Legal, accounting, or other professional fees	
Licenses and permits	
Remodeling and repair work	
Deposits (public utilities, etc.)	
Advertising	
Insurance	
Bonds	
Other expenses:	
<b>Total Start-Up Expenses</b>	<b>\$</b>

F. Do you have a firm financial commitment for this operation and what percentage of the total start-up or operational costs are already secured through liquid assets or committed funds? Please describe.

G. What is the total estimated cost to conduct this proposed use through its full operational phase? Use any of the tables below to demonstrate your financial planning.

H. What is your break-even point for this operation, and how long do you expect it will take to reach it?

I. A cash flow projection is the most important financial planning tool available to you. The cash flow projection attempts to budget the cash needs of a business and shows how cash will flow in and out of the business over a stated period of time. A cash flow deals only with actual cash transactions. Depreciation, a noncash expense, does not appear on a cash flow. Loan repayments (including interest), on the other hand, do, since they represent a cash disbursement. Use the table below to illustrate your monthly cash flow projection.

**Table 3. Cash Flow Projection (or Cash Flow Budget) by Month: Year One**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>
1		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2	Cash Receipts													
3	Sales Receivables													
4	Wholesale													
5	Retail													
6	Other Services													
7	Total Cash Receipts													
8	Cash Disbursements													
9	Cost of Goods													
10	Variable Labor													
11	Advertising													
12	Insurance													
13	Legal and Accounting													
14	Delivery Expenses													
15	Fixed Cash Disbursements*													
16	Mortgages (Rent)													
17	Term Loan													
18	Line of Credit													
19	Other													
20	Total Cash Disbursements													
21														
22	Net Cash Flow													
23														
24	Cumulative Cash Flow													
25														
26	*Fixed Cash Disbursements													

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>
27	Utilities													
28	Salaries													
29	Payroll Taxes and Benefits													
30	Office Supplies													
31	Maintenance and cleaning													
32	Licenses													
33	Boxes, Paper, etc.													
34	Telephone													
35	Miscellaneous													
36	Total FCD/Year													
37	FCD/Month													
38														
39	Cash on Hand													
40	Opening Balance													
41	+ Cash Receipts													
42	-Cash Disbursements													
43	Total = New Balance													

J. Balance sheets are designed to show how the assets, liabilities, and net worth of a company are distributed at a given point in time. Use the table below to illustrate your start-up assets and liabilities.

**Table 4. Start-Up Balance Sheet**

Item	Cost
<b>Assets:</b>	
Current Assets	\$
Fixed Assets	\$
Less Accumulated Depreciation	\$
Net Fixed Assets	\$
Other Assets	\$
Total Assets	\$
<i>Footnotes:</i>	
<b>Liabilities:</b>	\$
Current Liabilities	\$
Long-Term Liabilities	\$
Total Liabilities	\$
Net Worth or Owner's Equity (Total assets minus total Liabilities)	\$
Total Liabilities and Net Worth	
<i>Footnotes:</i>	

K. Income statements (also called profit and loss statements) complement balance sheets. The income statement provides a moving picture of the company during a particular period of time. If you are in a start-up situation, look for financial statement information and income ratios for businesses similar to yours. Use the table below to project your monthly income.

**Table 5. Income Projection by Month: Year One**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>
1		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2														
3	Sales													
4	Wholesale													
5	Retail													
6	Total Sales													
7														
8	Cost of Material													
9	Variable Labor													
10	Cost of Goods Sold													
11														
12	Gross Margin													
13														
14	Operating Expenses													
15	Utilities													
16	Salaries													
17	Payroll Taxes and Benefits													
18	Advertising													
19	Office Supplies													
20	Insurance													
21	Maintenance and Cleaning													
22	Legal and Accounting													
23	Delivery Expenses													
24	Licenses													
25	Boxes, Paper, etc.													
26	Telephone													

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>
27	Depreciation													
28	Miscellaneous													
29	Rent													
30	Total Operating Expenses:													
31														
32	Other Expenses													
33	Interest (Mortgage)													
34	Interest (Term Loan)													
35	Interest (Line of Credit)													
36	Total Other Expenses:													
37	Total Expenses:													
38														
39	Net Profit (Loss) Pre-Tax													

## **Figure 1: Business Structure**

### **Private Corporations:**

Please include the following with your response form.

1. Articles of Incorporation
2. Corporation Bylaws
3. A certification from the State showing the corporation is in good standing and is entitled to operate within the State
4. Copy of resolution authorizing filing
5. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.

### **Public Corporations:**

Please include the following with your response form.

1. Copy of law forming corporation
2. Proof of organization
3. Copy of Bylaws
4. Copy of resolution authorizing filing

### **Partnership Or Other Unincorporated Entity<sup>i</sup>:**

Please include the following with your response form.

1. Articles of association, if any
2. If one partner is authorized to sign, resolution authorizing action
3. Name and address of each participant, partner, association, or other

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<sup>i</sup> A sole proprietorship is considered an unincorporated entity.



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Prospectus for Outfitting and Guiding  
Huron-Manistee National Forests

**Appendix 11: Additional Application Proposal  
Requirements**



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# Outfitter & Guide Additional Application Proposal Requirements

Huron-Manistee National Forests,  
Cadillac/Manistee Ranger District

A proposal of services offered to the public, experience and technical capabilities, and performance history in response to the outfitting and guiding prospectus for fishing on the Manistee River within the Huron-Manistee National Forests.

**BUSINESS NAME:**

**DESIGNATED REPRESENTATIVE:**

**BUSINESS ADDRESS:**

**BUSINESS PHONE:**

**MOBILE PHONE:**

**EMAIL ADDRESS:**

**BUSINESS WEB ADDRESS:**

Complete all pertinent sections (*indicated with italicized and underlined text*), providing as much detail as possible for the Authorized Officer to fully understand the proposed business and financial plan related to the offering National Forest System lands. Attach supplemental pages if requested and applicable. If a section does not apply indicate that it is not applicable with "N/A".

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2. Services Offered to the Public .....	1
3. Experience and Technical Capabilities .....	2
4. Performance History .....	3
5. References .....	4

Table 1. Current and Proposed Special Use Permits ..... 1

Table 2. List of Current/Previous Public Land Permits ..... 3

Table 3. References..... 4

## 1. Current and Proposed Forest Service Special Use Permits on the Manistee River

- 1.1. How many special use permits do you currently hold with the Forest Service on the Manistee River? Reply “N/A” if no permits are currently held.
  
- 1.2. Use the table below to list all current Forest Service permits and vessel identification tags on the Manistee River, as well as the proposed number of permits requested in this application package. Reply “N/A” in the first 2 columns if you do not currently have any special use permits or vessel tag identification numbers.

Table 1. Current and Proposed Special Use Permits

Current Number of Special Use Permits on Manistee River	Vessel Tag Identification Numbers	Proposed Number of Special Use Permits on the Manistee River

## 2. Services Offered to the Public

- 2.1 Describe the services provided and benefits to the public.

- 2.2 List fees to the public for the services you propose to provide. Discuss any variable pricing or discounts.

2.3 Describe how your services will directly benefit local economies, communities, youth, and educational groups.

### **3. Experience and Technical Capabilities**

3.1 Provide a detailed description of your experience related to the proposed operations. Include the number of years performing this service in the local area, level of skill, competence, and any experience subcontracting in conjunction with existing special use permit holders.

3.2 Demonstrate your knowledge of the operating environment (i.e. terrain, climate, hazards, etc.).

3.3 Describe record keeping protocols ensuring licensing, certifications, and trainings are current and on file.

3.4 Use the table below to list all permits you have held on public lands.

Table 2. List of Current/Previous Public Land Permits

Authorization ID / Permit #, etc.	Managing Organization (Forest/BLM/State)	Authorized Activities & Locations	Number of Years	Performance Evaluation Attached
				<input type="checkbox"/>

## 4. Performance History

4.1 Attach copies of performance evaluations you have received for the permits listed above (check box if evaluation is attached).

4.2 If you have not received a performance evaluation for the permit, provide documentation that you are in compliance with the terms and conditions of your authorization (i.e. a letter from the permit administrator).

*4.3 Indicate your understanding of permit requirements (i.e. compliance with terms and conditions, fee payments on time, record keeping and reporting complete and by due date, etc.).*

*4.4 Clarify any non-compliance issues or citations the business or employees have received in relation to operations.*

## 5. References

*5.1 Applicants must furnish three (3) references in support of relevant experience (see below).*

- A. Personal: One reference who can attest to the applicant's personal attributes and character traits.
- B. Professional: One reference who can speak the applicant's job specific skillset, knowledge, and experience.
- C. Financial: One reference who can speak to the financial accountability of the applicant.

**Table 3. References**

Reference Type	Name	Email	Phone
Personal			
Professional			
Financial			