

	Appendix 3C
	Time Frame for Issuance of a Prospectus

The time line below assumes a typical recreation operating season of May 15 to September 15. Adjust the schedule if appropriate, but note that a late start does not assure adequate time for the successful applicant to prepare for the operating season.

Before May 1	Complete NEPA analysis.
May 1	Make decision to operate as concession for following season. Notify National Recreation Reservation Service that sites will be operated by concessionaire the following year. All fee collections for upcoming season must be deposited in escrow in lockbox so that fees can be sent to proper concessionaire. Start to collect information on services required and fixed operating costs. Assemble applicant mailing list.
June 15	Send out letter to potential applicants inviting them to inspect sites being offered for concessionaire management. Formal on-site tour is helpful. Begin preparation of prospectus. Select evaluation team.
July 1	Publish notice of opportunity.
July 15	Schedule on-site tour.
Aug. 1	Send prospectus to those on mailing list and those who have requested copy. Allow 45 days for preparation of applications.
Sept. 30	Application deadline. Convene evaluation team.
Oct. 15	Determine whether best and final applications are warranted. Notify appropriate applicants and request submissions.
Nov. 1	Any best and final applications are received and evaluated.
Nov. 15	Notify all applicants by certified letter of selection decision, which begins 45-day appeal period under administrative appeal regulations. This notification also begins the 30-day period in which the selected applicant must meet all prerequisites to permit issuance.

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Dec. 15	Deadline for selected applicant to meet prerequisites to permit issuance. If prerequisites are met, submit selected applicant's name, mailing address, telecopier numbers, and bank deposit information to the National Reservation Center. Transfer any reservation funds held in lockbox to selected applicant.
Jan. 1	Deadline for filing administrative appeal of selection decision. If appeal filed, District/Forest has 30 days to prepare response. If no appeal filed, issue permit to selected applicant. Completed and fully executed AOP should be attached to permit.
Feb. 1	Deadline for response to appeal.
March 1	Appeal decision notice filed.