Forest Service
U.S. DEPARTMENT OF AGRICULTURE

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Prospectus for Campground and Related Granger-Thye Concessions

Tahoe National Forest

U.S. DEPARTMENT OF AGRICULTURE
Forest Service

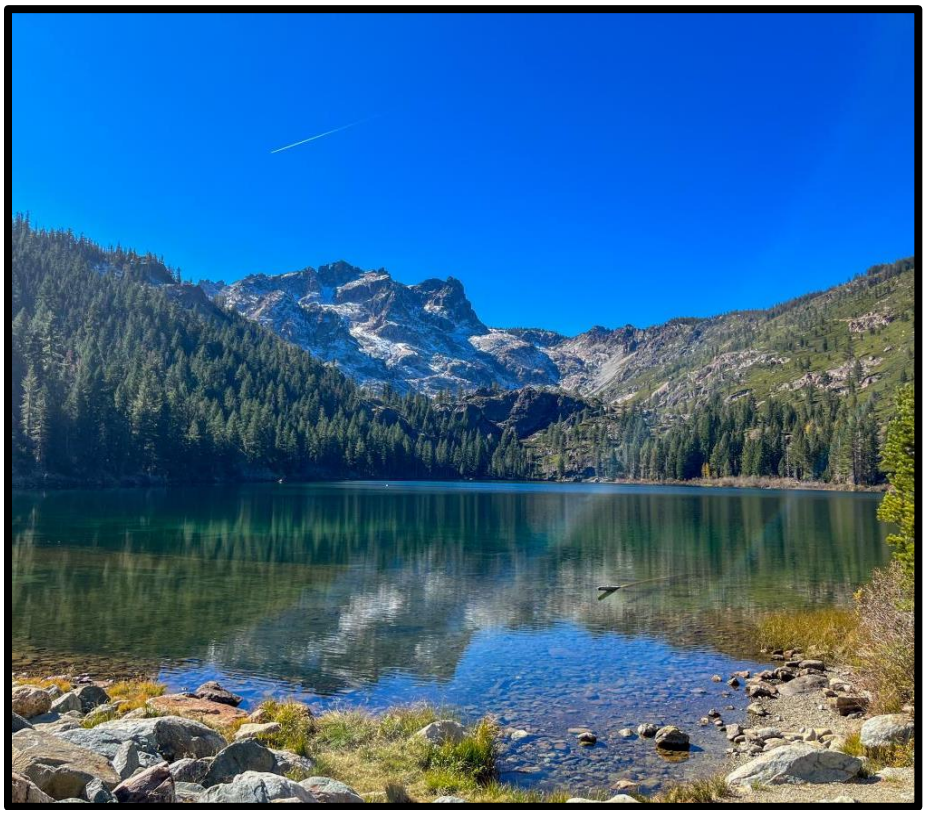

Figure 1. Sardine Lake

Tahoe National Forest **American River, Sierraville, Truckee, and Yuba River Ranger Districts**

June 2026

Previous edition obsolete

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Appendix 19: National Quality Standards for Recreation Site Management (formerly Meaningful Measures)
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VII. Pertinent Materials (Available Upon Request)

"*Cleaning Recreation Sites*" (USDA-Forest Service)
PDF: https://www.fs.usda.gov/t-d/pubs/pdf/95231206.pdf

"*In Depth Design and Maintenance Manual for Vault Toilets*" (USDA-Forest Service)
PDF: https://www.fs.usda.gov/t-d/pubs/pdfimage/91231601.pdf

"Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts"
PDF: https://www.fs.usda.gov/t-d/pubs/pdfimage/92231308.pdf

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the American River, Sierraville, Truckee, and Yuba River Ranger Districts, Tahoe National Forest, will be issued. The permit will include the following developed sites:

American River Ranger District
North Fork Campground
Onion Valley Campground
Tunnel Mills Group Campground

Sierraville Ranger District
Aspen Picnic Site
East Meadow Campground
Findley Campground
Fir Top Campground
Jackson Point Boat In Campground
Little Lasier Meadow Horse Camp
Lower Little Truckee Campground
Pass Creek Campground
Pass Creek Annex Campground
Upper Little Truckee Campground
Woodcamp Campground and Day Use Area

Truckee Ranger District
Boca Campground and Boat Ramp
Boca Rest Campground
Boca Springs Campground
Boyington Mill Campground
Captain Roberts Boat Ramp
Emigrant Group Campground
Goose Meadow Campground
Granite Flat Campground
Lakeside Campground
Logger Campground and Dump Station
Prosser Campground and Boat Ramp
Prosser Ranch Group Campground
Silver Creek Campground

Yuba River Ranger District
Berger Creek Campground
Big Bend Group Campground
Diablo Campground
Hampshire Rocks Campground
Packsaddle Campground
Salmon Creek Campground
Sardine Campground
Snag Lake Campground

The authorized officer for this business opportunity is the Forest Supervisor for the Tahoe National Forest.

Chris Feutrier
Tahoe National Forest
631 Coyote Street
Nevada City, CA 95959

There is currently no permit for this concession. Over the past three years, this concession has generated the following gross revenues:

Table 1. Three Year Average Gross Revenue

Year	Gross Revenue
2023	$1,258,079.11
2024	$1,383,543.58
2025	$1,314,419.95
Three Year Average Gross Revenue	**$1,318,680.88**

These totals only include camping fees and day use fees, no additional amenities.

B. Area Description

Overview of the Tahoe National Forest

The Tahoe National Forest is located in the northern Sierra Nevada (east of Sacramento) and extends from the foothills across the Sierra crest to the California state line. The Forest includes more than 850,000 acres of public land intermixed with 350,000 acres of private land in a checkerboard pattern. Elevations range from 1,500 feet in the American River Canyon to over 9,400 feet atop Mt. Lola. National Visitor Use Monitoring survey results from FY2020 indicate that the Tahoe receives approximately 1.9 million visits per year.

The Forest is characterized by rugged beauty, scenic vistas, hidden waterfalls, deeply incised canyons, wildflower laden meadows, rough and tumble rivers, and serene lakes and reservoirs. During summer months the Forest offers a variety of recreation opportunities including motorized and non-motorized trails, fishing, camping, boating, and historic areas. In the winter months, the Forest is a playground where people from all over the world come to enjoy many miles of trails for cross-country skiing and snowmobiling. Several commercial downhill ski resorts are operated with special use permits on the Forest as well and snowplay and sledding can be enjoyed near many of the major highways.

For general information on the Tahoe National Forest and the sites that may be included in the prospectus, please refer to the forest webpage (https://www.fs.usda.gov/r05/tahoe).

C. Description of Developed Recreation Sites and Facilities

The description of each developed recreation site included in this prospectus is found in Appendix 20 Description of Developed Recreation Sites and Facilities. Please use descriptions in Appendix 20 together with the maps of developed sites in Appendix 2 and Appendix 3, Inventory of Government-Furnished Property.

D. Government Furnished Property

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

E. Government Furnished Supplies

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

- Forms to report use and revenue (see appendix 5).
- A copy of the Forest Service publications, "Cleaning Recreation Sites," "In-Depth Design and Maintenance Manual for Vault Toilets," and "Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts."
- A copy of "Recreation Opportunity Guides," which the holder may reproduce at its expense.
- Title VI signs.

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. The current utility providers are listed below in Table 2. Additional providers may be available.

Table 2. Utilities

Service	Truckee Ranger District	Yuba River and American River Ranger Districts	Sierraville Ranger District
Electrical *At sites where available*	Liberty Electric 1-800-782-2506 *https://libertyutilities.com/* NV Energy PO Box 98910 Las Vegas, NV 89151 (702) 402-1000 *https://www.nvenergy.com/*	PG&E 1-877-660-6789 *https://www.pge.com/en.html*	N/A *No hookups*
Garbage	Truckee-Tahoe Disposal 645 W Lake Blvd #5 Tahoe City, CA 96145 530-583-7800 *https://waste101.com/*	Intermountain Disposal (North) 1-530-832-4879 185 N Beckwith Street Portola, CA 96122 *https://www.intermountaindisposal.com/* Truckee-Tahoe Disposal (I-80) 645 W Lake Blvd #5 Tahoe City, CA 96145 530-583-7800 *https://waste101.com/* Waste Management of Nevada County *https://www.wm.com/us/en*	Intermountain Disposal (North) 1-530-832-4879 185 N Beckwith Street Portola, CA 96122 *https://www.intermountaindisposal.com/*

Service	Truckee Ranger District	Yuba River and American River Ranger Districts	Sierraville Ranger District
Liquid & Solid Waste Disposal	Waters Vacuum Truck Service 4275 Rewana Way Reno, NV 89502 888-909-7867 *https://www.watersvacuum.com/*	Blue Ribbon Septic (South) 9160676-6325 blueribbonsep0tic@gmail.com Anderson Septic 530-273-4323 andersonseptic@yahoo.com Plumas Sanitation (North) 530-832-0370 plumassanitation@abcglobal.net	Curt's Pumping and Septic Citrus Heights, CA 95621 530-888-1023 *https://www.curtsseptic.com*

Water Systems

Upon selection, the successful applicant will be instructed on water and sewer system operation of the campgrounds, which may include maps and opening and closing procedures. This information will be available for review upon request at the Tahoe National Forest Supervisors Office, the American River, Yuba River, Sierraville and Truckee Ranger District offices. See Appendix 9 Minimum Content of the Proposed Annual Operating Plan for additional information on the operation and maintenance requirements of these systems.

American River Ranger District

North Fork Campground
The water source is a ground source with no surface water influence served by a horizontal well. The 1-inch line is approximately 1,000 feet. Flow is gravity fed with approximately 8 gallons per minute. There is one outlet that supplies the entire campground. The flow is non-stop and runs year-round.

Truckee Ranger District

Stampeded Reservoir
The system consists of a 200 ft. well below the dam that pumps water to a 30,000 gallon tank. The distribution lines are gravity-fed from the tank. The areas served are the Logger Campground, Emigrant Group, Captain Roberts Boat Ramp, and the Dump Station.

Boca Reservoir
The Boca water system consists of a spring-fed system located at Boca Spring Campground. This distribution line services Boca Spring and Boca Rest Campgrounds.

Prosser Reservoir
The Prosser water system is currently out of service and significant upgrades are needed. When functioning, it consists of a solar-powered closed well. Water is delivered to a 5,000-gallon storage tank and the distribution lines are gravity-fed from the tank. This system serves Lakeside Campground, Prosser Family Campground, Prosser Ranch Group campground, and the Prosser Boat Ramp.

Highway 89 South

There are three water systems that cover Highway 89 South. The Granite Flat Campground water system is supplied by a well system with eight (8) hydrants supplied from one well/pump house. The Silver Creek Campground water system includes one well/pump house and two (2) hydrants, one of which serves the designated host site. The Goose Meadows Campground water system includes one well/pump house and three (3) hydrants, one of which serves the designated host site. Silver Creek and Goose Meadow Campground water systems have sand filtration systems for iron/manganese.

Yuba River Ranger District

Hampshire Rocks Campground
The system consists of a well located approximately ¼ mile north of the campground with a water storage tank, seven (7) gravity-fed hydrants, and a water distribution line.

Big Bend Group Campground
The system consists of a well located approximately 300 yards northeast of the campground with a water storage tank, four (4) gravity-fed hydrants, and a water distribution line. This system also served the Big Bend Fire Station.

Sardine Lake and Salmon Creek Campgrounds
The water system that serves these campgrounds consists of a well, well house, and tank located at Sardine Lake Campground, in addition to the distribution lines.

Packsaddle Campground
The water system includes a well and handpump.

Water Systems – Sierraville Ranger District

Little Truckee Campgrounds
The Little Truckee water system serves both Upper and Lower Little Truckee Campgrounds. It consists of a well and tank located across the river from Upper Little Truckee, and distribution lines.

Little Lasier Meadow Horse Camp Campground
Little Lasier Campground has a hand pump with non-potable water that is available for equestrian use.

Jackson Meadow
The Jackson Meadow water system is operated in partnership with Nevada Irrigation District (NID). The system includes flush toilet buildings within the campgrounds. NID performs startup and shutdown procedures, but the concessionaire will be responsible for start-up of flush restrooms, and day-to-day operations, such as repairs to flush toilets. The specific roles and responsibilities with regards to the water system will be established post-selection after consultation with NID. During recent dry years, the water system has not been operational to the western recreation sites of Jackson Meadows (Findley, Fir Top, and Wood Camp Campgrounds). It may be necessary to rent portable toilets for campgrounds when restrooms are non-operational.

II. Forest Service Concession Programs and Policies

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

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

A. Recreation.gov

The Tahoe National Forest participates in Recreation.gov, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, permits, tours, tickets, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site that is unreserved and charge on site for that use). Recreation.gov is part of the Recreation One-Stop Program, which is managed by the Washington Office Recreation, Heritage, and Volunteer Resources staff. The Forest Service contacts and program managers for Recreation.gov are listed below. Applicants should not contact the Recreation.gov contractor directly.

Table 3. Rec.gov contacts

Name	Location	Contact
Sarah Belcher	Region 5	Email: Sarah.Belcher@usda.gov
Griffin Schireman	Forest Service Contracting Officer's Technical Representative (COTR)	Phone: (202) 360-7234 Email: Griffin.Schireman@usda.gov

Recreation.gov is the only authorized reservation system for Forest Service-developed recreation sites, including but not limited to campgrounds, cabins, and group use areas. Applicants may recommend adding sites to or deleting sites from Recreation.gov or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under Recreation.gov, the following guidelines must be followed, unless there are compelling operational reasons:

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

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

- Individual campsites: from 6 months to 0-4 days prior to arrival date, depending on location.
- Group use areas: from 12 months to 0- 4 days prior to arrival date, depending on location.

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

- Obtain daily arrival reports (DARs) each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 26 hours past the posted check-in time.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a valid federal pass (listed below) before giving the discount on fees for those passes (see section II.B). Do not discount fees if a visitor cannot present a valid pass.
    - Golden Age or Golden Access Passport.
    - America the Beautiful–The National Parks and Federal Recreational Lands Senior Pass or Access Pass.
    - Other passes as required by the authorized officer and described in this prospectus, such as local area passes.
- Develop inventory data for sites being added to Recreation.gov, and update data for sites including fees charged the public and temporary site closures. Submit data updates to Recreation.gov at least annually.
- Communicate to Recreation.gov any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through Recreation.gov. Refund policies can be found at Recreation.gov (https://www.recreation.gov/rules-reservation-policies).

Because reservations can be made up to a year in advance for group sites and up to 6 months in advance for family sites, Recreation.gov is currently accepting reservations for the upcoming operating season. Fees received by Recreation.gov will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made. If funds are distributed prematurely for dates outside the permit term, a bill for collection will to be issued to the permit holder.

B. Pass Discounts

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

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

those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

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

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

All single-family sites identified in Appendix 20 Description of Developed Recreation Sites and Facilities.

Standard Amenity Recreation Fee Sites Under REA [Reserved]. The Forest Service is proposing a revision to FSM 2344.3 to address treatment of standard amenity recreation fee sites in the concession program. The agency reserves the right to amend a special use permit issued under this prospectus to be consistent with any change in that directive.

The following is a list of sites covered by this prospectus where a Standard Amenity Recreation Fee is charged:

Aspen Picnic Site
Big Bend Day Use Area
Boca Boat Ramp
Captain Roberts Boat Ramp
Pass Creek Boat Ramp
Woodcamp Day Use Area

C. Camp Stamps

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

D. Site Closure

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

E. Administrative Use

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

F. Applicable Forest Orders

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

G. Fee Tickets and Compilation of Use and Revenue Data

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

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

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

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

In addition, year-end use reports must include:

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

H. Customer Service Comment Mechanism

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

I. Performance Evaluations

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

J. Accessibility

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

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

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

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

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit

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

Group Site Capacity

Table 4. Group Site Capacity

Ranger District	Facility / Site Name	People	Vehicles
American River	Tunnel Mills Group Campground (*2 sites*)	30 each	6 each

Ranger District	Facility / Site Name	People	Vehicles
Truckee	Boca Springs Campground	25	8
Truckee	Emigrant Group Campground (*2 sites*)	25 each	8 each
Truckee	Emigrant Group Campground (*2 sites*)	50 each	15 each
Truckee	Prosser Ranch Group Campground	50	10
Yuba River	Big Bend Group Campground (*2 sites*)	25 each	5 each

Day Use Site Capacity

Table 5. Day Use Capacity

Ranger District	Facility / Site Name	People	Vehicles
Sierraville	Aspen Picnic Site	20	10
Sierraville	Woodcamp Day Use Area	60	30
Truckee	Boca Boat Ramp	80	40
Truckee	Captain Roberts Boat Ramp – Main Lot	140	70
Truckee	Captain Roberts Boat Ramp – Overflow Lot	100	50
Truckee	Prosser Boat Ramp	80	40

L. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit during any consecutive 30-day period.

M. Fees Charged to the Public

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

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.

- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

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

O. Other Pertinent Information

Sierra Nevada Yellow-Legged Frog

The Sierra Nevada yellow-legged frog (SNYLF) is a small frog native to the Sierra Nevada that has seen a population decline due to widespread introduction of non-native trout, fungal disease, and habitat loss in previous years. SNYLF are currently listed as federally endangered and state threatened. In efforts to aid the species recovery the Forest Service, California Department of Fish and Wildlife (CDFW), US Fish and Wildlife Service, and San Francisco Zoo and Gardens (SF Zoo) have partnered on a multi-year project to reintroduce the frog to its native habitat within the western side of the Tahoe National Forest. Further details and information on this project can be found on the forest website (https://www.fs.usda.gov/r05/tahoe/newsroom/stories/sierra-nevada-yellow-legged-frog-reintroduction). In the coming years, CDFW and Tahoe National Forest will continue to monitor the newly reestablished frog population and may perform additional frog reintroductions. The Forest will correspond and coordinate with concession operators should the need arise for reintroduction efforts within the permit area.

Golden Mussels

In October 2024, the California Department of Water Resources discovered non-native, highly invasive Golden Mussels in the Bay-Delta near Stockton, California. Once established, Golden Mussels can spread rapidly, significantly damaging natural ecosystems, water infrastructure, agriculture, and economies. Response and prevention measures are everchanging. The Forest asks that the permit holder be open to coordinating with the Forest and adhering to any future requirements to aid in prevention of Golden Mussel spread such as displaying education materials on information boards or verbally informing visitors of expectations. For more information and the latest updates on Golden Mussel, visit the California Department of Fish and Wildlife (CDFW) Aquatic Invasive Species webpage (https://wildlife.ca.gov/Conservation/Invasives/Species/Golden-Mussel).

Jackson Point Boat-In Campground

Due to its location on a peninsula on Jackson Reservoir's east side, the Jackson Point Boat In Campground can only be accessed via watercraft. The concessionaire will be required to own and

utilize their own watercraft to adequately operate and maintain this campground. The Forest will coordinate with the permit holder to address any needs for storage of this watercraft. See Appendix 20 for further details on this site.

Hazard Tree Removal

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

Butane and Propane Installations

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

III. Special Use Permit

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

A. Permit Term

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

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

B. Permit Holder Responsibilities

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

Responsibility for Day-to-Day Activities

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the

permit holder, but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

Permit Holder-Furnished Supplies and Equipment

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

Holder-Furnished Vehicles

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

Holder Maintenance, Reconditioning, or Renovation (MRR)

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

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder’s expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. See Appendix 14 of the prospectus and FS-2700-4h, clause IV.E.

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

Either the holder or the Forest Service may perform GT fee offset work. This determination will be made annually. When the holder performs GT fee offset work, if it includes construction that costs more than $2,000, it is subject to the Davis-Bacon Act and the fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the

holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (see Appendix 13 of the prospectus).

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

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (see FS-2700-4h, clause IV.E.3, and Appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **$1,000,000** for injury or death to one person per occurrence; **$2,000,000** for injury or death to more than one person per occurrence; and **$25,000** for third-party property damage per occurrence, or in the minimum amount of **$2,000,000** as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (see Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

IV. Applications

A. Instructions for Submitting Applications

Applicants must submit a, application for all developed recreation sites covered by this prospectus.

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

Forest Led Facility Tour

A facility tour led by the Forest is scheduled for June 23rd and 24th, 2026. Interested parties must RSVP to **Mary Sullivan** at **mary.sullivan2@usda.gov** by **June 16th.**

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

All applications must be submitted to;

Table 6. Application submittals

Addressee	Title	Attention	Address
Chris Feutrier	Forest Supervisor	Mary Sullivan	631 Coyote Street Nevada City, CA 95959

Applications must be received by close of business (4:30 p.m.) on September 7th, 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 flash drive. The electronic copy must be prepared in a Microsoft Office program or PDF that allows for copying and pasting of text and must separately address each evaluation criterion listed in the prospectus.

Applications will not be returned to applicants.

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

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

Corporations also must include:

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

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

Applicants should contact Mary Sullivan at **530-394-8054** and **mary.sullivan2@usda.gov** regarding any questions related to this prospectus. The deadline to submit questions regarding the prospectus is August 10th, 2026.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

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

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

C. Application Package Requirements

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

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (see section IV.C.2).
    - SBDC business plan review fee of $350 made payable to El Camino College SBDC
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

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

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (see Appendix 9, Minimum

Content of the Proposed Annual Operating Plan) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

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

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the Minimum Content of the Proposed Annual Operating Plan in Appendix 9 of the prospectus.

Operating Season

The minimum operating season for all sites is Memorial Day weekend through the first full weekend in October. The Forest is open to and highly receptive to proposed shoulder seasons, see Appendix 9 Minimum Content of the Proposed Annual Operating Plan for further information.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 9 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

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

Uniforms and Vehicle Identification

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

(vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

2. Business Plan, Business Experience, and References

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

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

SBDC Review

All business plans will be independently reviewed by an SBDC. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Along with a business plan, applicants also must submit a cashier's check in the amount of **$350.00 made payable to El Camino College SBDC**. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment.

Performance Evaluations

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

References

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

3. Financial Resources

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

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant

who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number, Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

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

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

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

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

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (see Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through15 of the form and mail the completed form to [**USDA Forest Service, Albuquerque Service Center**], Attention: **[name of forest service auditor], [address]**. Auditor, ASC-B&F, 101 B Sun Ave NE, Albuquerque, NM 87109.

4. Fees Charged to the Public

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

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is **$67,516.46** per year. The minimum fee is the concession’s average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

Table 7. Minimum Fee Calculation

Year	Gross Revenue
2023	$1,258,079.11
2024	$1,383,543.58
2025	$1,314,419.95
Grand Total	$3,956,042.64
Average = Grand Total ÷ 3	$3,956,042.64 ÷ 3 = $1,318,680.88
Three Year Average Gross Revenue	**$1,318,680.88**

Total gross revenue ÷ 3 = average gross revenue

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 5.12 percent.

$1,318,680.88 x 0.0512 = $67,516.46 minimum annual fee

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

Applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

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

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

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of **$600** to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

A Forest Service evaluation team will evaluate each application utilizing the non-fixed method.

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

- Proposed annual operating plan (including required and optional services).
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.

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

The evaluation team 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. The authorized officer is not required to select the applicant that proposes the highest land use fee. All applicants will be notified of the successful applicant via certified mail.

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

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

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

V. Post-Selection Requirements

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

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (see Appendix 10 of the prospectus and FS-2700-4h, clause IV.C.1).

- Documentation that utility services have been obtained in the name of the selected applicant.
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to an information collection request unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection request is 0596-0082. Response to this information collection request is required to obtain or retain benefits, specifically, a special use authorization. The authority for this information collection request is Section 7 of the Granger-Thye Act, 16 U.S.C. 580d. The time required to complete this information collection request is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed, and completing and reviewing the information collection request. Send comments regarding this burden estimate or any other aspect of this information collection request, including suggestions for reducing the burden, to Forest Service Information Collections Officer, SM.FS.InfoCollect@usda.gov, with OMB control number 0596-0082 in the subject line.

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act statement serves to inform you of the following concerning the collection of the information on this form.

Purpose: The Privacy Act of 1974 requires that the Director of Recreation, Heritage, and Volunteer Resources staff and the Director of Lands, Minerals, and Geology Management staff provide the following statements to individuals from whom they request information.

Authority: Collection of this information solicited on this form is authorized by Section 7 of the Granger-Thye Act, 16 U.S.C. 580d.

Routine Uses: The information collected will be used by Forest Service officials to ensure that your use of National Forest System lands is administered in accordance with applicable statutes, regulations, and directives. The information collected from you is retained in the Special Uses Data System (SUDS) and is retrieved by the Forest Service to create reports for the Agency's Special Uses Program, generate bills for collection of land use fees for your authorization, monitor compliance with your special use authorization, and other matters pertaining to administration of your special use authorization. SUDS is a component of the Forest Service's Natural Resources Manager database (NRM). A complete list of the routine uses of NRM can be found in the system of records notice associated with this form, FS-24.

Disclosure: The submission of this information is required to obtain or retain benefits, specifically, a special use authorization.

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 the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit the 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, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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