Guidance to Managers on Reporting
Costs, Revenues, Visitation, Infrastructure and Accomplishments
Associated with the Fee Demonstration Program

Congress authorized the Recreational Fee Demonstration Program in Section 315 of Public Law 104-134. Four agencies were mandated to implement the Recreational Fee Demonstration Program - National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the U.S. Forest Service.

Each agency has participated in an evaluation process to measure public reactions to the fee program, internally or through an outside contract. From each project manager we need data related to visitation, revenues, costs, and accomplishments associated with the fee demonstration program from your projects. **Last year we converted all of our fee sites over to 1232 accounts. We are going to include all of the BLM's fee sites, each project with a project number, in the report to Congress this year and subsequent years.**

Management information needed for the evaluation is specified below. Similar information is being obtained from each of the four agencies involved in the Recreational Fee Demonstration Program. Since the information should be as comparable as possible across the four agencies, we are providing guidance to help you consistently report the management information.

The following types of data must be collected and reported for all sites/projects (same as FY02), from all four agencies, participating in the fee demonstration program. The following items numbered 1 - 7 refer to Attachment 2 and item number 8 refers to Attachment 3, Accomplishments. If a particular section of any form does not apply to your project, please indicate by entering NA.

1. Fee Revenues (Spreadsheet # 1)

Each fee demonstration unit or project must report its fee revenues by project name and project code (same as last year). The revenue amounts reported should be based on the fiscal year treasury account report. Thus, some revenues at the end of the year will be reported for the year in which they are deposited and recorded in the system, not the year they are actually collected. The following data are required for each of the demonstration pilot projects:

- Total amount of fees collected, at the project site, during Fiscal Year 2003.
- Estimate Fiscal Year 2004's revenue.

2. Visitation (Spreadsheet #2)

Visitation data is needed to determine the extent to which a change in fees impacts and affects visitation to a site, as well as to assess the potential for fee revenues from visitors and users. The following data are required:

- Total number of visitors to the unit during Fiscal Year 2003.

3. Cost of Collecting Fees (Spreadsheet # 3)

Information on cost of fee collection is essential for calculating *net* revenues, or the cost-effectiveness of the fee program. This includes *all costs that can reasonably be attributed to the activity of collecting fees* from the public for entrance into, or for use of, your unit or project during the year. The following data are required:

- Total direct and indirect fee collection costs separated into capital costs and operating costs. These costs should then be totaled and then indicate the costs as a percent of fee revenue (excluding general overhead costs).

- Program Elements: those shown are for the Fiscal Year 2003 report to Congress.

All the fee demonstration agencies are now using the cost categories that are used by the National Park Service, which are summarized below. You need only to report a total annual figure of collection costs for your unit, even though for calculation purposes you may tally each of these categories separately. **Only report the amount that can be directly attributed to the cost of collection**. **The cost of collection for an SRP is only the billing and depositing of the SRP fee! Please do not over state the cost of collection.**

- Salaries and benefits (on a pro-rata basis for individuals with other duties in addition to fee collection activities).
- Utilities charges (e.g., electric, gas, phone) for fee collection facilities.
- Costs associated with fee collection training.
- Maintenance costs (e.g., janitorial or repairs) associated with fee collection activities, facilities, or equipment.
- Communication items (e.g., radios, phones) needed for fee collection.
- Other costs associated with fee collections (e.g., bank contracts, armored car services, money orders, printing park specific passes).
- Fee demonstration project-specific law enforcement.

4. Expenditures of Fee Revenues (Spreadsheet # 4)

Each fee demonstration unit or project must report its expenditure of fee revenues by project name and project code. Program Elements shown are for the Fiscal Year 2003 report to Congress.
Many of the PEs are applicable in more than one category. Use your best judgment where and how much is to be distributed among the categories. The following data are required for each of the demonstration pilot projects:

- Fill in the columns using the total Fiscal Year 2003 expenditures of fee collections for each category for the entire project. ***Note: we expanded one of the categories from previous years to reflect the Department moving towards similar Program Elements.***

5. Description of the Backlog Maintenance Projects (Table # 1)

Next, list your top five (5) priority deferred maintenance (backlog) projects for the fee demonstration project.

- Indicate the estimate of the total project cost, total funds expended cumulative from Fiscal Year 2001 through Fiscal Year 2003, and expected completion year of backlog projects.

6. Description of Enhancement Projects (Table # 2)

List and describe any enhancement projects for the site, added services, or other key areas of public service where fee demonstration funds were expended on a particular fee demonstration project.

- Indicate total project cost, funds spent cumulative from Fiscal Year 2001 through Fiscal Year 2003, and the year you expect to complete the project.

7. Summary Data for BLM Fee Demonstration Projects, Fiscal Year 2003 (Table # 3)

Summarize the data from your individual projects onto this table by project and include the project number. This report form goes, just as it is, directly into the report to Congress Appendix.

8. Accomplishments: Narrative, **due COB November 14, 2003**
(Reference Attachment 3)