

COMMERCIAL OUTFITTER/GUIDE PROSPECTUS

**Department of the Interior
Bureau of Land Management
High Plains District
Casper Field Office
March 2019**

This is an invitation to submit an application for a Special Recreation Permit (SRP) to provide river related commercial outfitter/guide services (including fishing services) utilizing Bureau of Land Management (BLM) facilities and stream bank areas along the Gray Reef Dam to Casper section of the North Platte River. It is from this prospectus that companies will be offered a Special Recreation Permit for use in 2019, with the option of renewal based their performance as a permit holder. This packet includes the information necessary to complete an application.

Special Note: Permits issued are only for areas managed by the Bureau of Land Management, Casper Field Office. Areas that are managed by other agencies, other BLM Field Offices or private lands will require additional permits or authorizations if applicable and are not guaranteed under this prospectus.

Submission Deadline: Applications must be received by the Casper Field Office no later than 4:30 pm on Friday, March 29nd, 2019.

Information Contacts:

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Outdoor Recreation Planner
Casper Field Office
SRP Administrator
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**Department of the Interior – Bureau of Land Management
High Plains District – Casper Field Office**

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I. Introduction

The objective of this prospectus is to request applications for SRPs to give the public additional opportunities for high quality and safe outfitted and guided experiences, which increase knowledge and skills of participants, promote the Leave No Trace land ethic, and meets BLM goals of land stewardship and resource protection. The professional services provided by the SRP program enhance the public's ability to participate in recreation opportunities on BLM Public Lands that they otherwise may be missing out on due to lack of skills or equipment. Through this prospectus, the BLM Casper Field Office seeks proposals that offer services to those recreating on public lands managed by the Bureau of Land Management.

This prospectus is soliciting for services to be provided on the Gray Reef to Casper section of the North Platte River managed by BLM within the Casper Field Office. Use of private or other lands (including adjacent federal, state, county lands) cannot be authorized through this prospectus.

A. Background

The ability to conduct commercial services on BLM public lands is a privilege for which a permit is required. Section 302(b) of the Federal Lands Policy and Management Act (FLPMA) directs the Secretary of the Interior to regulate, through permits or other instruments, the use of the public lands, which includes commercial recreation use. The authority to collect supplemental information pertaining to SRP applications can be found in 43 CFR 2932.26 (g) and 43 CFR 2932.24 (a) (3).

The BLM Casper Field Office currently manages approximately 12 miles of river along the North Platte River. The Casper Field Office manages BLM Public Lands from the Gray Reef to Casper section of the North Platte River as a Special Recreation Management Area (SRMA). The SRMA is managed according to the Casper Field Office Resource Management Plan/Record of Decision (signed December 2007) and the Trapper's Route Special Recreation Area Management Plan (signed August 2006).

The Trapper's Route Special Recreation Area Management Plan implemented a cap to the number of SRPs granted along the Gray Reef to Casper section of the North Platte River, but there was no limit to the number of trips by the SRP holders. Over time, the number of permitted trips have increased from 3 trips in 2002 to 4340 in 2017. Initially, due to the increase in number of trips by permit holders, permits that were lost due to attrition or involuntary means such as permit violations, were not replaced. However, demand for permits continues to increase. In response to permit demands, the BLM underwent a public scoping process to determine the potential of allowing an unlimited number of SRP's for commercial guiding on this section of river to an unlimited amount. In direct response to the annual demand for increased permits, as well as the overwhelming public sentiment not to allow for a substantial and unlimited increase in the amount of commercial use on this section of river, the Casper Field Office Field Manager has recently decided to allow for the replacement of those permits that were previously lost due to attrition. This would allow for the number of SRP's to be raised back up to 24 total permits for this section of river, which is the total number of permits analyzed in the Management Plan from 2006. Ultimately, this would allow for one additional permit to be added to the current total of permits that are authorized for the Gray Reef to Casper section of the North Platte River. In the future, the Casper Field Office would likely continue to make future permits available if the number of permits falls below 24 permits.

B. Prospectus Overview

This prospectus is issued to solicit SRP applications from individuals interested in providing commercially outfitted and guided river related activities on the North Platte River from the Gray Reef Dam to the City of Casper. This permit opportunity will be subject to guidelines and stipulations as outlined by the BLM Casper Field Office, BLM WY and the national BLM SRP program.

II. How to Apply

A. Application Materials

Complete application packages will include the following:

1. Cover Sheet (contained in appendix);
2. Signed SRP Application, form 2930-1 (contained in appendix);
3. Operating Plan (contained in appendix);
4. Business Plan (See Business Plan Requirements in appendix) and financial documents;
5. Three professional reference letters; and
6. Written responses to the Rating Criteria (see below).

B. Submitting Applications

Proposals may be mailed, emailed, or hand delivered to:

Bureau of Land Management
Casper Field Office
Attn: Tammy Owens
2987 Prospector Dr.
Casper, WY 82604

Email:taowens@blm.gov

Applications, or portions thereof, will not be returned. Do not send or submit original documents from your files. Incomplete (those not containing all of the above requirements) or illegible applications will not be processed.

III. Selection and Award

A. Selection Process

Permittees will be selected based upon the proposals and qualifications of the applicants with the amount **ONE** permit to be issued at this time. If the BLM determines there are no acceptable proposals or qualified applicants, no permits will be issued. The selection of the successful applicant(s) will be based on the written materials submitted, the timing of the complete application submission, and any other relevant information derived through reference checks.

The selected applicants will be the ones who, in the judgment of BLM, are the best qualified to operate and provide these public services, based on, but not limited to, evidence gathered through the prospectus process (e.g. additional information derived through reference checks may be considered by the Authorized Officer). The BLM Authorized Officer will make the final selection.

Applicants will be screened using the following process:

1. The proposal package will be reviewed for completeness.
2. Proposals will be comparatively ranked, using the rating criteria scores (see section B. Rating Criteria below). Total points available to an applicant are 100. **In the case of a tie, priority**

will be given to the applicant who submits their complete application first.

3. Permits may be issued to the applicants who have the highest number of points as determined by the written rating criteria scores, timing of submission of complete application, and based on any other relevant information derived through reference checks.
4. Applicants not selected will receive a letter identifying that they were not selected and that their application was denied. A copy of their criteria rating sheet will be included.
5. Within 30 days of receipt of the decision, the unselected applicant will have the right of appeal to the Interior Board of Land Appeals, Office of the Secretary, in accordance with regulations in 43 CFR 4.400. If an appeal is taken, the applicant must follow the procedures outlined in Form 1842-1, Information on Taking Appeals to the Interior Board of Land Appeals (included with the decision letter). The appellant will have the burden of showing that the decision is in error.

B. Rating Criteria

This section describes how each proposal will be reviewed and evaluated by the panel, using the information submitted by the applicant. Valid, verifiable documentation is not a simple listing of trips, river locations, dates, and types of craft, nor are letters of referral that simply comment on character or expertise. A list of trips must be accompanied by business documents (ledgers, calendars, daily diaries, or work planners) that specifically support the number of trips, types of boats, and locations where the use occurred. Letters of referral must contain the same kind of quantifiable information. For those rivers that require an agency permit (Federal, State, or County) copies of the permit for each period of use, and agency use reports will be required to verify experience. **Some criteria require separate responses in writing. Applicants are highly encouraged to submit written responses and that they are clearly labeled as to what section they are in response to (e.g. 3. Type and Quality of Customer Service).**

The selection will be based on the criteria described below as well as potentially other criteria, and will include, but not be limited to the following:

1. Type of and Quality of Customer Service (20 Points)

The kind and quality of the service proposed in terms of meeting public need. Applicants will be evaluated according to items listed in the Operating Plan and supplemental narrative information that is submitted with the application, including: how the proposal meets the mission of the Bureau of Land Management; how the proposal provides education and interpretation of the natural environment (i.e. what specific measures you will do to educate and interpret the natural environment; how the proposed operation will provide for a quality client experience (i.e., how guests will be cared for); how safety is provided for and what kinds of emergency/evacuation procedures will be implemented (this includes the type of communications that will be used).

Points will be awarded in the following manner, according to how the business:

- (a) Demonstrates/meets the mission of the BLM (up to 5 points)
 - (i) One point will be awarded for demonstration of how the business will:
 1. Sustain the health of BLM public lands
 2. Sustain the diversity of BLM public lands
 3. Sustain the productivity of BLM public lands
 4. Facilitate use and enjoyment of BLM public land users
 5. Facilitate use and enjoyment of future BLM public land users
- (b) Provides education and interpretation of natural environment (up to 5 points)
 - (i) List up to 5 different specific measures (not topics) how the business intends to educate

its clients/public of the natural environment.

- (c) Provides quality client experience (up to 5 points)
 - (i) List up to 5 ways that the business will provide a quality client experience.
- (d) Provides for a safe experience (up to 5 points)
 - (i) Provide up to 5 safety features, communication devices, or practices the business employs to provide a safe experience for its clients.

2. Commercial Boating Experience (40 Points)

This section focuses on the applicant's commercial boating experience. This includes an evaluation of the applicant's response to items addressed in the Business Plan, Operating Plan, narrative responses/supplemental information and Special Recreation Application Form. In addition, **include a detailed explanation** of any experience relating to operation of an outfitting and guiding business and, more specifically, river operations along the North Platte River especially the Gray Reef to Casper section. **Written responses or additional documents should address the following items:**

- (a) Provide documentation of the number of years that the applicant has owned and/or operated a non-motorized boat for commercial operations in a river environment including the applicant's experience and qualifications necessary to satisfy the proposed outfitting/guiding activity by:
 - (i) Describing the outfitting and guiding operations. Provide specific documentation of **each year** including: business name (if different than listed on the application); the number of trips; dates; trip(s) description; services provided; public served; and locations (e.g. rivers and segments). *Please provide a client list for the most current year of operation to substantiate type of experience. Client lists are confidential information and may not be released by the BLM, to the extent allowed in the Freedom Of Information and Privacy Act, 5 U.S. C. 552 and 552(a), respectfully.*
 - (ii) Information regarding past performance, either through performance evaluations from agency representatives, customer survey reports, and/or letters of recommendation.
 - (iii) Knowledge of the area in which the applicant is applying for (i.e., applicant must provide a description of the river stretches, roads, trails, or other routes that will be used in their operation);
- (b) Provide documentation of permits issued by land management agencies and any violations issued by the BLM, US Forest Service, National Park Service, US Fish and Wildlife Service, Bureau of Reclamation, State Game and Fish authorities, local law enforcement, or an Outfitter's Registration/ Licensing Board.

Points will be awarded in the following manner:

- (a) Number of years as documented (referenced above section i) the applicant has owned, operated, or worked for a commercial boating operation on the Gray Reef to Casper section of the North Platte River (up to 15 points):
 - (i) 1-3 years (5 points)
 - (ii) 4-6 years (10 points)
 - (iii) 7 or more years (15points)

- (b) Number of years documented (referenced above in section i) the applicant has owned, operated, or worked for a commercial boating operation in a river environment other than the North Platte River (up to 5 points):
- (i) 1-3 years (1 point)
 - (ii) 4-6 years (3 points)
 - (iii) 7 or more years (5 points)
- (c) Provide a list of river stretches for trips and roads used to access the river access points that are to be used in the operation of proposed use (5 points).

3. Financial Information (15 Points)

This section focuses on the financial capability and demonstrated ability of the applicant to operate and maintain a successful outfitting and guiding business. Applicants are required to provide a business plan and 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).

Any financial information submitted by applicants shall conform to generally accepted accounting principles (GAAP) or other comprehensive basis of accounting. Any previously prepared financial documents that are submitted must be un-redacted and in their original form, including footnotes. The business plan and all financial information and projections are confidential information and may not be released by the BLM, to the extent allowed in the Freedom of Information and Privacy Act, 5 U.S.C 552 and 552a, respectfully.

If financial statements are not available, in addition to a business plan, applicants need to answer and/or address the following statements:

- List the business' start-up expenses.
- List the sources of financing (cash, non-cash assets, loans, etc.) and uses of financing (working capital needs, e.g. buildings, equipment, salary, etc.).
- Develop a monthly cash flow projection (income-debt) for the first year.

Points will be awarded in the following manner:

- Providing 3 fiscal years of financial statements that demonstrate ability to operate and maintain a successful outfitting and guiding business (5 points for each year submitted; up to 15 points)
OR if financial statements are unavailable
- Completely addressing the bulleted items above (5 points for each bullet point; up to 15 points)

4. Stewardship (10 Points)

Have you participated in the clean-up or restoration of a river or riparian ecosystem? Please describe your work and provide documentation including, but not limited to, articles; photographs; letters/certificates of appreciation; etc.

Points will be awarded in the following manner:

- (a) Proof of stewardship activities for more than three years (10 points)
- (b) Proof of stewardship activities for up to three years (5 points)

5. Increasing Access to Extended Outdoor Experiences for Youth or Veterans (15 Points)

Increasing access to youth, especially those considered disadvantaged or under-resourced and/or veterans, is a priority for the BLM and Department of Interior. Do you currently provide programs that engage individuals 25 years of age or younger or former members of the military in the outdoors? If so, do you provide river related recreation/outdoor adventure opportunities who might fall into the following categories:

- Students (with an emphasis on educational programs);
- Disadvantaged or Challenged youth (e.g. homeless, former offenders, etc.);
- Disabled youth; and/or
- Past or present military service members.

Provide documentation of the location/length/duration of the trips you offer, outreach methods to connect with these specific populations and contact information for organizations to verify services rendered.

Points will be awarded in the following manner:

- (a) Services provided for youth will be worth 5 points
- (b) Services provided to disadvantaged or challenged youth will be worth 5 points
- (c) Services provided for veterans will be worth 5 points.

6. Compliance and Quality Control (15 Points)

Our permit holders are required to submit accurate and timely trip logs each year. To demonstrate your ability to comply with a required action of a BLM Special Recreation Permit, please read the directions and use the following information to input into the “Floating and Fishing Trip Log” form found in this information packet: A guide for ABC Fishing took 2 people out on a fly fishing trip on March 3, 2018. The boat was put in at Gray Reef, stopping at Ledge Creek for lunch and took the boat out at Lusby, 7 hours later. They used BLM a total of 18% during the day. The trip cost \$375. The next day, the same couple went out with the same guide on the same exact trip, spending the same amount of time on BLM. Since they were repeat customers, they got a discount and paid \$350 for their trip.

Points will be awarded in the following manner:

- (a) Correct forms will be worth 15 points
- (b) Forms with 1-2 mistakes will be worth 10 points
- (c) Forms with 3-5 mistakes will be worth 5 points.
- (d) Forms with 6+ mistakes will be worth 0 points.

C. Award

Applicants awarded a SRP will be contacted via an award letter by mail. Once contacted, they will be required to submit the following 30 days prior to the effective date:

1. Sign and completed Special Recreation Permit Form 2930-2;
2. Proof of insurance meeting BLM standards;
3. List of guides allowed to operate under your permit;
4. Statement of Ownership with Articles of Incorporation/Organization;
5. Copy of client-outfitter contract or participant registration/waiver;
6. Advertisements and Price list;
7. A signed copy of the Casper Field Office SRP Terms, Conditions, and Stipulations.

Permits issued as a result of this prospectus shall initially be for a term of one year. The decision on whether to reissue the permit after the first year will be based on the following criteria:

1. Compliance with the terms, conditions and stipulations attached to the permit, including user fee payments and yearly submission of accurate documents showing use.
2. Compliance with Federal, state, and local laws, regulations, and permits;
3. Providing an adequate service to the public; and
4. A record of positive contacts/relationships with other permittees and public users.

The permittee will be on automatic probation for the first year. If the permittee operates at an acceptable level, a multi-year permit can be requested for subsequent years.

2019 PROSPECTUS APPENDIX

The following forms are included in the Appendix:

- Application Cover Sheet
 - SRP Application Form 2930-1
 - SRP Operations Form 2932-9
 - Floating and Fishing Trip Log for responses to Section 6, Compliance and Quality Control
 - Business Plan Requirements
 - BLM Rating Matrix Form-for reference and BLM use only.
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2019 PROSPECTUS APPLICATION COVER SHEET

Name: _____

Business Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone #: _____

Email Address: _____

State Driver's License # _____
(attach photocopy)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
SPECIAL RECREATION PERMIT APPLICATION
(43 U.S.C. 1201; 43 U.S.C. 1701; 16 U.S.C. 460L-6(a); and 43 CFR 2930)

FORM APPROVED
OMB NO. 1004-0119
Expires: January 31, 2020
Permit No. _____

Instructions: Complete and return to appropriate BLM Office. (Use additional sheets, as necessary.)

Type or Print Plainly in Ink

1. New Application Permit Renewal

2. Name of Business
or Organization

3. First Name

Last Name

Middle Initial

4. Address

5. Phone No. (include area code) _____

6. FAX No. (include area code) _____

7. Email Address

8. Website

9. Applicant is: Individual Corporation Government Agency
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit:

11. Application is for (check all that apply): Commercial Competitive Event Organized Group Vending
(Definitions of these permit types are provided on page 3 of this form.)

12. To use the following public lands/related waters (provide name, legal description and/or attach map or GIS data file as required by BLM):

13. For the following purpose (attach a complete Operations Plan as required by the issuing BLM Office):

14. Dates of proposed use
Beginning Date:

Ending Date:

Check if applying for a multiple year permit, subject to annual authorization.

Other schedule:

15. Do you have a permit with BLM/USFS/NPS? Yes No 15a. Have you had a permit previously? Yes No

15b. Have you ever been denied or had a permit revoked? Yes No 15c. Have you forfeited a bond or other security? Yes No

15d. Do you have any unresolved, criminal, civil or administrative actions related to a permit or the activities you plan to conduct under this permit? Yes No 15e. Have you been convicted, or paid a fine, or forfeited a bond, for violations regarding natural resources, cultural resources or any activity related to your proposal? Yes No

If the answers to any of the above questions are, "Yes:" Provide a detailed explanation on a separate piece of paper.

16. Certification of Information: I CERTIFY the information in this application and supporting documents is true, complete, and correct to the best of my knowledge and belief and is given in good faith.

I acknowledge that I (we) am (are) required to comply with any conditions or stipulations required by the BLM, including but not limited to the General Terms listed on page 2 of this form.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 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 TERMS

- a. The permittee shall comply with all Federal, State, and local laws; ordinances; regulations; orders; postings; or written requirements applicable to the area or operations covered by the Special Recreation Permit (SRP). The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, and spectators under the permittee's supervision.
- b. An SRP authorizes special uses of the public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including modification of the amount of use. The authorized officer may suspend or terminate an SRP if necessary to protect public resources, health, safety, the environment, or because of non-compliance with permit stipulations. Actions by the BLM to suspend or terminate an SRP are appealable.
- c. No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit privileges are not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price, or compensation. The use of a permit as collateral is not recognized by the BLM.
- d. Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the federal land by other users. The United States reserves the right to use any part of the area for any purpose.
- e. The permittee or permittee's representative may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary to supplement a permittee's operations. Such contracting should not constitute more than half the required equipment or services for any one trip or activity and the permittee must retain operational control of the permitted activity. If equipment or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.
- f. All advertising and representations made to the public and the authorized officer must be accurate. Although the addresses and telephone numbers of the BLM may be included in advertising materials, official agency symbols may not be used. The permittee shall not use advertising that attempts to portray or represent the activities as being conducted by the BLM. The permittee may not portray or represent the permit fee as a special federal user's tax. The permittee must furnish the authorized officer with any current brochure and price list if requested by the authorized officer.
- g. The permittee assumes responsibility for inspecting the permitted area for any existing or new hazardous conditions, e.g., trail and route conditions, landslides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous flora/fauna, abandoned mines, or other hazards that present risks for which the permittee assumes responsibility.
- h. In the event of default on any mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP.
- i. The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- j. The permittee must present or display a copy of the SRP to an authorized officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on equipment used during the period of authorized use.
- k. The authorized officer, or other duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee or the permittee's operator, employee, or agent for up to three years after expiration of the permit.
- l. The permittee must submit a post-use report to the authorized officer according to the due dates shown on the permit. If the post-use report is not received by the established deadline, the permit will be suspended and/or late fees assessed.
- m. The permittee shall notify the authorized officer of any incident that occurs while involved in activities authorized by this permit, which result in death, personal injury requiring hospitalization or emergency evacuation, or in property damage greater than \$2,500 (lesser amounts if established by State law). Reports should be submitted within 24 hours.

DEFINITIONS

Commercial use is defined as recreational use of the public lands and related waters for business or financial gain. The activity, service, or use is commercial if any person, group or organization makes or attempts to make a profit, receive money, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands led, sponsored, or organized by that person, group, or organization. An activity, service, or use is commercial if anyone collects a fee or receives other compensation that is not strictly a sharing of, or exceeds, actual expenses incurred for the purposes of the activity, service or use. Commercial use is also characterized by situations where there is paid public advertising to seek participants or participants pay for a duty of care or an expectation of safety. Profit-making organizations and organizations seeking to make a profit are automatically classified as commercial, even if that part of their activity covered by the permit is not profit-making or the business as a whole is not profitable. Use of the public lands by scientific, educational, and therapeutic institutions or non-profit organizations is commercial and subject to a permit requirement when it meets any of the threshold criteria above. The non-profit status of any group or organization does not alone determine that an event or activity arranged by such a group or organization is noncommercial.

Financial Gain occurs when an individual or entity receives or attempts to receive money, donations, gratuities, or gifts, amortizes equipment, or barter for goods or services.

Competitive Use means any organized, sanctioned, or structured use, event, or activity on public land in which two or more contestants compete and any of the following elements apply: (1) Participants register, enter, or complete an application for the event; or (2) A predetermined course or area is designated. It also means one or more individuals contesting an established record such as speed or endurance.

Organized Group Activity or Event means a structured, ordered, consolidated, or scheduled event on, or occupation of, public lands for the purpose of recreational use that is not commercial or competitive, and which BLM has determined needs a special recreation permit based on planning decisions, resource concerns, potential user conflicts, or public health and safety.

Vending means selling or renting recreation related goods or services such as firewood, equipment repair, shuttles, rentals, etc. on the public lands or related waters.

NOTICES

The Privacy Act and 43 CFR 2.48(d) require that you be furnished the following information in connection with the information requested by this form.

AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 2930

PRINCIPAL PURPOSE: BLM will use your information to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information to determine your qualifications for the permit and other information to determine the merits of your proposal.

ROUTINE USES: BLM will disclose the information in accordance with the regulations at 43 CFR 2.56(d).

EFFECT OF NOT PROVIDING INFORMATION: Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in BLM rejecting your application.

The Paperwork Reduction Act requires us to inform you that:

BLM will use the information to determine whether or not to issue you a Special Recreation Permit. Response to this request is required to obtain the benefit of receiving a Special Recreation Permit.

You do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a valid OMB control number.

BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 30 minutes per response and 3 hours and 30 minutes for accompanying information. You may submit comments regarding the burden estimate or any other aspect of this form to: U.S. Department of the Interior, Bureau of Land Management, 1849 C St., N.W., Room 2134LM, Attention: Bureau Information Collection Clearance Officer (WO-830), Washington, D.C. 20240



**United States Department of the Interior
Bureau of Land Management
Wyoming State Office**



Operating Plan for River Guides

Permit # _____
(Agency Use Only)

This operating plan is used in BLM decision process. Once the permit is issued, this plan, along with your compliance with permit stipulations, will be evaluated at the end of each permit year.

Company Name: _____

Date: _____

Check all items and fill in the blanks with details. If additional space is needed, attach supplemental pages. If a section does not apply, indicate with NA.

1. Company Contact Information: Individual Partnership Corporation

a. Owner/Partner(s) _____

b. Phone number where messages are regularly picked-up: (____) _____

c. Other contact if you are unavailable (emergencies only):

Name: _____ Phone number (____) _____

d. Do you use an emergency contact device? Yes No

Radio frequencies used _____

Cell Phone Number (____) _____

2. Company Background Information:

a. Year this company was established _____ Years with current owner _____

b. Have you ever been previously permitted for this activity? Yes No

c. Permitting Agency: _____ Dates: _____

Have you ever been previously permitted under another name or company owner?

Yes No

Please provide all previous permit holders:

d. Do you have additional currently held recreation permits? Yes No

Permitting Agency: _____ Dates: _____

3. Public/Private Land Use Information:

Are you a private land owner or do you have access agreements with private land owner(s)?

Yes No

If so, please attach a copy(ies) of the warranty deed(s) or access agreement(s).

a. List all waterways, lakes/reservoirs, other water bodies

Waterway/Waterbody	Location (Put in/Takeout)
_____	_____
_____	_____
_____	_____
_____	_____



**United States Department of the Interior
Bureau of Land Management
Wyoming State Office**



Operating Plan for River Guides

Permit # _____
(Agency Use Only)

4. Description of Proposed Use

a. **Describe what experiences you will be providing to customers.** (*Skill development, tranquility, adventure*)

b. **River Related Services and Competitive Events** (List # of craft owned and check all other services provided):

- Boating Oar Rafts Canoes Kayaks Inflatable Kayaks Motorboats Jet Skis
 Drift Boats Paddle Boats Other: _____
 Fishing Photography Shuttle Service
 Instructional Classes (Describe): _____
 Services for People with Disabilities (Describe): _____
 Competitive Event (Describe): _____
 Other (Describe): _____

c. **Duration:** Day Use Overnight Use

d. **Do you rent boats or other equipment?** Yes No

If yes, describe: _____

e. **Location where you propose to operate**

River Name/Section	Put-in	Take-Out	Frequent Stops/Camps	Estimated Client Days	Dates of Use



United States Department of the Interior
Bureau of Land Management
Wyoming State Office



Operating Plan for River Guides

Permit # _____
(Agency Use Only)

8. Sanitation:

Toilets (check): [] Pit [] Portable [] Chemical [] Other

If waste is carried out, please describe method:

Solid waste removal: _____

Liquid waste removal: _____

9. Check safety equipment carried on each trip (indicate the # of each item or check all that apply).

- [] First Aid Kits [] First Aid Station [] Signaling device [] Life Jackets
[] MREs [] Fire Extinguisher [] Cell Phones

Are you or any of your guides certified in first Aid or CPR? Yes [] No []

Are you certified life guard?

Please attach a copy of current certifications.

10. Persons that are authorized to represent your business: (list the name, address and position of all employees, guides, part time, and full time. Attach another sheet if needed.)

Table with 3 columns: Name, Address, Position. Includes multiple rows of blank lines for data entry.

In the past two years have you or any of your company representatives or employees been convicted of a federal, state or local violation in connection with your guide/outfitting operations or associated activities?

Yes [] No []

If so, please explain:

I certify that the information given by me in this application is true, accurate, and complete to the best of my knowledge. I acknowledge that I am required to comply with the requirements and stipulations on form 2930-1 and any additional stipulations that are required by the authorized officer when the permit is issued. I further understand that the provision of false information, the failure to abide by this Operating Plan, or the failure to keep permit information updated, are grounds for probation, suspension, or revocation of the permit.

Permittee/Applicant _____

Date _____



**United States Department of the Interior
Bureau of Land Management
Wyoming State Office**



Permit # _____
(Agency Use Only)

FLOATING AND FISHING DAILY TRIP LOG

Outfitter: _____ Reporting Period: _____

This log is to be submitted with the Post Use Report by January 1, following the reporting year. Include staff in the party size. Base the percent of time on BLM lands on the portion of time that was spent on BLM lands. For example, if your party was at the launch site for an hour, floated for four hours, stopped for an hour on BLM lands, floated another two hours, and then took out on BLM lands which took an hour, then you spent three hours on BLM and six on the river. This would be one third or 33% on BLM.

Date (mm/dy)	Launch Location	Stop Location	Takeout Location	Number of Boats	Gross Income for Trip	Number of Days (a)	Party Size (b)	User Days (a) x (b) = (c)	Percent on BLM (d)	User days on BLM (c) x (d)

Totals: (e) gross income) \$ _____ (f) user days _____ (g) User Days on BLM _____

Enter total (e) on line 1 of the Post Use Report

Enter totals (f) and (g) in the following calculation: (g) / (f) X 100 = %

Put the resulting percentage on line 6 of the Post Use Report.

BUSINESS PLAN REQUIREMENTS

A business plan is essential in starting a business, improving a business, and giving a detailed view of the business. BLM requires each prospective permit holder to provide a business plan before a permit will be authorized. Low cost assistance and training in preparing a business plan is available through Small Business Development Centers (SBDC) located throughout the United States. Local SBDC's can be located through the United States Small Business Administration (SBA) at www.sba.gov.

Although a complete business plan as described by the SBA is recommended, the minimum requirements for the business plan being requested are as follows:

1. Documentation of the business, company, or organization;
2. Description of past business experience related to outfitting river trips (or any other business experience if none of the latter);
3. A geographical analysis;
4. A market analysis;
5. Benefits to public lands recreation;
6. A statement of financial resources.

Documentation of the Business, Company, or Organization

Applicants need to include information about the business including its purpose and goals, a description of the business, the legal structure of the business, the location of the business, and the marketing strategy of the business. At a minimum, answer and/or address the following statements:

- What is the purpose in pursuing this business (i.e. what is your mission statement)?
 - Define your business goals for the next year and what you foresee five years from now.
 - Briefly describe the business, your knowledge, and the services you will provide.
 - Identify the designated permit agent, including their contact information.
 - Describe how your company is legally organized (sole proprietorship, corporation, LLC)?
 - Include any appropriate information including shareholder or partnership agreements, and a complete list of the owners.
 - Describe the location of your business, and if not local, describe what your process would be in overcoming local problems that might arise in your day-to-day river operations (i.e. loss of a head guide, equipment issues, etc.).
 - Describe your anticipated target market (e.g. age, income, hobbies, regional, national, international, etc.).
 - Discuss your advertising campaign in terms of how, when, and where you will advertise, and estimate your annual cost.
-

Description of Past Business Experience related to Outfitting Services

Applicants need to provide a detailed description of their experience as it relates to outfitting and guiding of river trips. If no experience in outfitting and guiding of river trips exists, then describe any past business experience. At a minimum, applicants need to answer and/or address the following statements:

- The dates of your business experience.
- The location of the business experience.
- A description of the services provided.
- A description of the customers served.
- The number of employees supervised.
- The volume of business.
- Business references.

Financial Resources

A critical component of a business plan is a financial statement. Any financial information submitted by applicants should conform to generally accepted accounting principles or other comprehensive bases of accounting. The business plan and all financial information and projections are confidential information and may not be released by the BLM, to the extent allowed in the Freedom of Information and Privacy Act, 5 U.S.C 552 and 552a, respectfully. At a minimum, applicants need to answer and/or address the following statements:

- List your start-up expenses.
 - List your sources of financing (cash, non-cash assets, loans, etc.) and uses of financing (working capital needs, e.g. buildings, equipment, salary, etc.).
 - Develop a monthly cash flow projection (income-debt) for the first year.
-

Total Points _____

Date complete application submitted _____

2019 Outfitter and Guide Prospectus
Bureau of Land Management
Casper Field Office
Rating Matrix

Applicant _____

Does the application have all of the required documents?

	Cover Sheet		Business Plan
	SRP Application, form 2930-1		Written responses to rating criteria
	Operating Plan		Three professional reference letters

Points Awarded

1. Type and Quality of Customer Service (up to 20 points)

How does the business meet the BLM mission? (1 point each; up to 5 points total) _____ /5

Sustain health of public lands _____

Sustain diversity of public lands _____

Sustain productivity of public lands _____

Facilitate use of current users _____

Facilitate use of future generations _____

List the specific ways the business intends to provide natural environment education/interpretation (1 point each; up to 5 points total) _____ /5

1. _____ 2. _____

3. _____ 4. _____

5. _____

List the ways the business intends to provide a quality client experience (1 point each; up to 5 points total) _____ /5

1. _____

2. _____

3. _____

4. _____

5. _____

List the ways the business intends to provide for a safe experience (1 point each; up to 5 points total)

_____ /5

1. _____
2. _____
3. _____
4. _____
5. _____

2. Commercial Boating Experience (up to 25 points)

Did the applicant provide copies of any existing agency permits they are operating under at this time?

Yes No

If the applicant has permits from other agencies, did they include performance evaluations and copies of their current permits?

Yes No

How many years did the applicant provide documentation of owning, operating or working for a commercial boating operation along the Gray Reef to Casper section of the North Platte River? (up to 15 points) _____

1-3 years = 5 points, 4-6 years = 10 points, 7 or more years = 15 points _____ /15

How many years did the applicant provide documentation of owning, operating or working for a commercial boating operation in a river environment other than the North Platte River? (up to 5 points)

1-3 years = 1 point, 4-6 years = 3 points, 7 or more years = 5 points _____ /5

Did the applicant provide a list of river stretches for trips and roads used to access the river access points? (up to 5 points)

Yes No _____ /5

3. Financial Information (up to 15 points)

Was a business plan submitted with the application?

Yes No

Did the applicant supply financial statements that demonstrate the ability to operate and maintain a successful guiding business? (5 points per years supplied; up to 15 points)

_____ number of years Yes No

OR

Did applicant answer and/or address the following financial statements (5 point per entry)

	List business start-up expenses
	List sources of financing and uses of financing
	Develop a monthly cash flow projection for first year

_____/15

4. Stewardship (up to 10 points)

Did the applicant submit documentation of stewardship projects? _____ number of years

1-3 years = 5 points, >3 years = 10 points

_____/10

5. Increasing Access to Extended Outdoor Experiences for Youth or Veterans (up to 15 points)

Did the applicant provide documentation of the location/length/duration of trips, method of outreach and contact information for organizations they have worked with to connect with specific populations mentioned in prospectus? Yes No

Documented evidence provided for serving: (5 points each)

	Youth
	Disadvantaged/Challenged/Disabled Youth
	Veterans

_____/15

6. Compliance and Quality Control (up to 15 points)

Correct forms = 15 points

less than 2 mistakes = 10 points

2-5 mistakes = 5 points

6+ mistakes = 0 points

_____/15