



United States Department of the Interior



FISH AND WILDLIFE SERVICE

Washita National Wildlife Refuge

20834 E 940 Rd

Butler, OK 73625

Phone: (580) 664-2205

www.fws.gov/refuge/washita/

The Washita National Wildlife Refuge is offering a Cooperative Agricultural Opportunity to bid for grazing on the refuge. Grazing will be used to manage grassland habitat and control Johnson grass in the grazed units.

In order to be considered, applicants must read and accept the Special Conditions, fill out the attached selection criteria information and Commercial Activities Special Use Permit Application and return the bid packet.

If selected, the successful cooperator will be issued a Special Use Permit (SUP) for the 2024 grazing season with options to extend as noted.

Instructions for applying:

- Review the grazing information sheet.
- Complete the *Selection Criteria* information on the bid sheet.
- Complete and sign the *Bid Sheet*.
- Review the *Special Conditions* and sign at the bottom certifying you have read and accept them
- Complete numbers **1b-12, 21 and sign 31** on the Commercial Activities Special Use Permit.

Submit all information/documents by **February 15, 2024** via email at washita@fws.gov or by mail to:

Washita National Wildlife Refuge
Attn: Grazing Bid
20834 E 940 Rd
Butler, OK 73625

Washita National Wildlife Refuge Grazing Information Sheet

Bids will be accepted for grazing management on the following unit at the Washita National Wildlife Refuge in Custer County.

<u>Unit Name</u>	<u>Unit Size</u>	<u>Initial Stocking Rate*</u>	<u>Water</u>	<u>Term of permit</u>
McClure	137 acre	30-55 AU	Access to Washita River	1 year; renewable for up to 4 additional years

*Stocking rates are dependent on habitat conditions. The primary goal of the grazing program is to reduce and control Johnson grass on the Refuge. Refuge staff will vary the stocking rate in each unit based on the amount of Johnson grass in each unit.

Grazing Period:

April 1st- August 31st

The Service does not guarantee grazing opportunities during all or any specific portions of the grazing period. Stocking rates, periods of use and turn-in and turn-out dates are subject to change by the Service due to variable rainfall, forage conditions, infrastructure, wildlife, management needs for refuge habitat, or other unforeseen factors. Failure to comply with the provisions of the Cooperative Agricultural Agreement (CAA) constitutes a breach of the CAA and may result in revocation of the CAA.

Requirements:

- The successful bidder is responsible for the maintenance of permanent fencing of unit during grazing period.
- Any purchase of fencing materials is the responsibility of the permittee. All fencing materials will become the property of the US Fish and Wildlife Service.
- Grazing fees will be reduced by cost of labor and materials for fence building, and materials will become the property of US Fish and Wildlife Service. Labor will be credited at \$15.20 per hour based on the US Bureau of Labor Statistics cost for farm/ranch labor in Oklahoma.
https://www.bls.gov/oes/current/oes_ok.htm#45-0000
- Permittee is responsible for keeping the livestock in pastures in accordance with the above timelines or at the Project Leader's direction as determined by site conditions.
- Variance from the original grazing schedule will have to be justified and approved by USFWS staff in writing.
- The cooperator will notify the Project Leader within 5 days of changes in cattle numbers. An accurate record of these movements will be provided within 24 hours of request to the Project Leader.
- Salt blocks and protein blocks/supplements (if used) must be at least 250 ft from nearest water and must be moved at least every 30 days.

Selection Criteria:

Successful applicants will be selected using the following selection criteria.

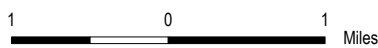
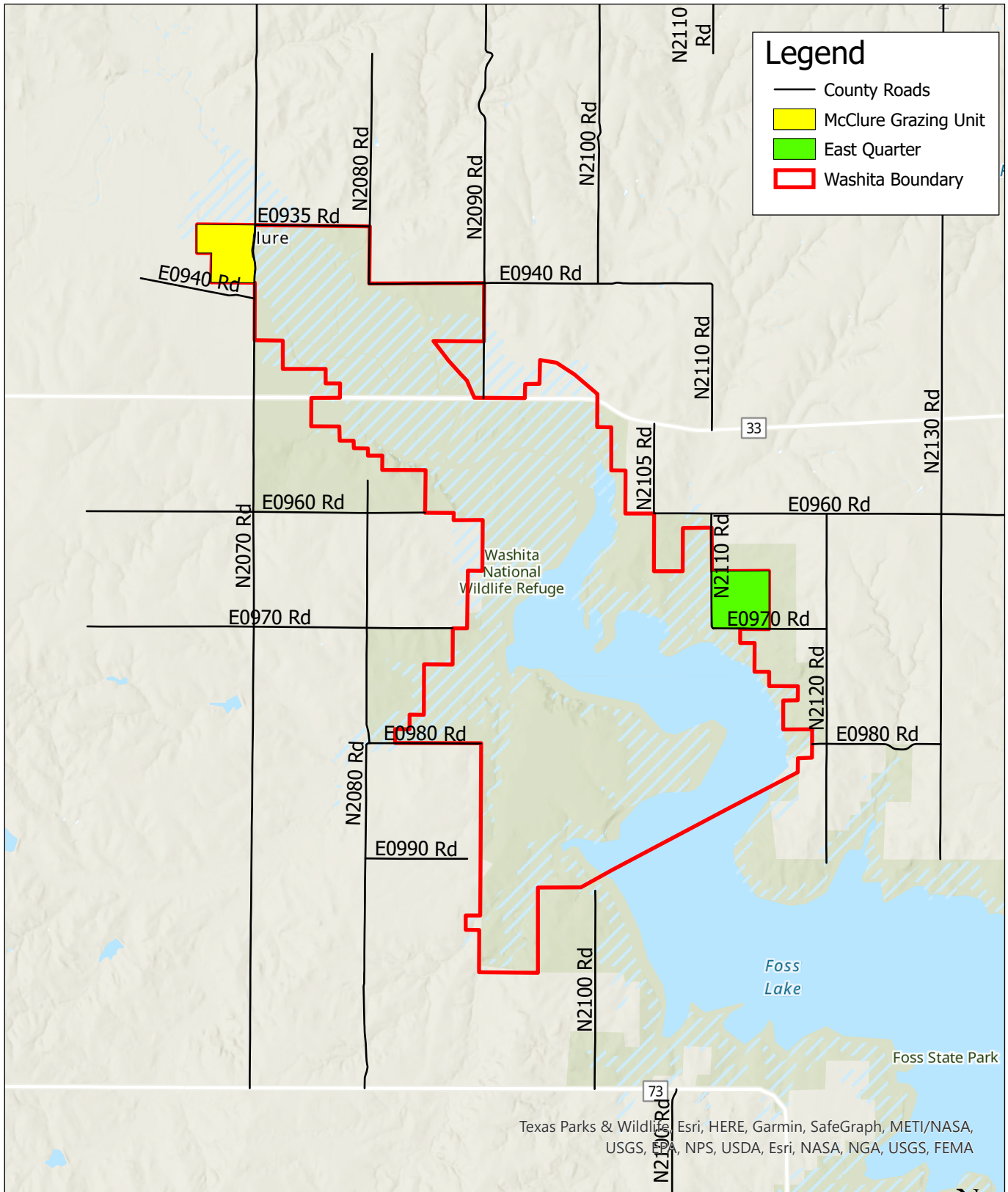
Ranking Criteria	Ranking Score		
Ability to respond within 24 hours to an issue/loose animals.	Yes (eligible)		No (not eligible)
Ability to remove animals when required within 7 days of notification by refuge personnel.	Yes (eligible)		No (not eligible)
Ability to obtain and hold liability insurance as stated in Special Conditions.	Yes (eligible)		No (not eligible)
Ability to install temporary electric fence and maintain permanent and temporary fencing, and gates.	Yes (eligible)		No (not eligible)
Ability to provide the number of animals requested.	Yes (eligible)		No (not eligible)
Ability to provide water for cattle as detailed for each unit.	Yes (eligible)		No (not eligible)
Ability to inspect cattle and infrastructure at least twice weekly.	Yes (eligible)		No (not eligible)
Experience grazing for wildlife habitat improvement on federal or state lands.	< 5 years (1 pt)	5 - 10 years (2 pts)	> 10 years (3 pts)
Experience managing invasive species	< 5 years (1 pt)	5 - 10 years (2 pts)	> 10 years (3 pts)
Total Annual Grazing Bid.	All else being equal grazing bid will be the deciding factor		

Both successful and unsuccessful applicants will be contacted by **March 1, 2024**.

For more information or questions, please contact:
Carla Weinkauff (Project leader) or Levi Feltman (Wildlife Biologist) at (580) 664-2205.

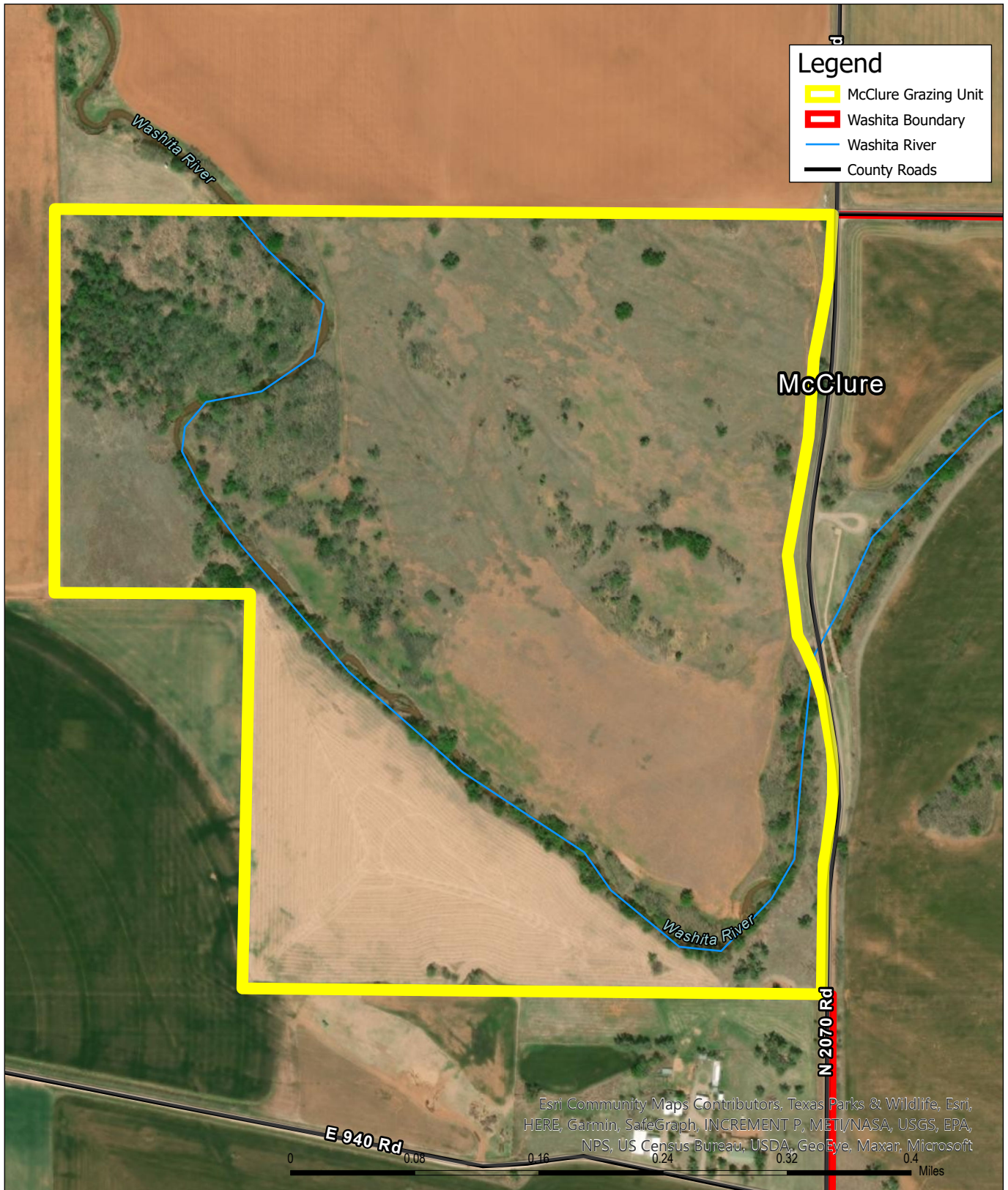


Washita National Wildlife Refuge Grazing Map





U.S. Fish & Wildlife Service
McClure Grazing Unit



Esri Community Maps Contributors, Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, GeoEye, Maxar, Microsoft

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 Butler, OK
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Washita NWR BID SHEET
National Wildlife Refuge System

Washita National Wildlife Refuge
20834 E 940 Rd, Butler, OK 73625



APPLICANT INFORMATION:

Name (Proposal Submitter): _____

Partner Name (if applicable): _____

Name of Business or Farm: _____

Mailing Address: _____

Tax ID #: _____ Phone Number _____ Work Cell

E-mail Address: _____

BID INFORMATION:

Write your bid amount for the corresponding Unit(s) in the space(s) provided below. If you are bidding on both units, please indicate 1st and 2nd preference. If you are only bidding on one unit indicate NA for second preference.

1. Amount bid per AUM is \$ _____ Amount of Animal Units you intend to graze (AU) _____
2. Total Annual Grazing Bid for 1st unit preference _____

ADDITIONAL INFORMATION

Describe how your proposed activity, based on your background, knowledge and experience, meets the objective criteria by which the Service will evaluate your application as outlined in the Service's notice of the opportunity (Notice). In addition, please identify how your proposed activity is different from the description of the opportunity outlined in the Notice.

Grazing Selection Criteria: Please describe your ability to fulfill the criteria listed below. Attach additional pages if necessary.

- Ability to respond within 24 hours to an issue/loose animal.

- Ability to remove animals within 7 days of refuge request.

- *Ability to obtain and hold liability insurance as stated in Special Conditions.*
- *Ability to set up and maintain temporary 2- strand electric fencing and maintain permanent fencing and gates during grazing period.*
- *Ability to provide the number of animals requested.*
- *Ability to provide water for cattle as detailed in unit information.*
- *Experience grazing for wildlife habitat improvement on federal or state lands.*
- *Experience managing invasive species.*

Send sealed bids to:
U.S. Fish and Wildlife Service
Washita National Wildlife Refuge
20834 E 940 Rd
Butler, OK 73625
Or email to: washita@fws.gov

The U.S. Fish and Wildlife Service reserves the right to reject any or all bids.

Certification: I hereby certify that I have read and, if selected, agree to the permit conditions listed in the bid package. The U.S. Fish and Wildlife Service reserves the right to reject any or all bids. I further certify that the information submitted in this bid sheet is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.

Signature: _____

Date: _____

NOTICES

All information you provide will be considered in reviewing this application. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the permit and may be punishable by fine or imprisonment (18 U.S.C. 1001).

PRIVACY ACT STATEMENT

Authority: The information requested is authorized by the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) and the Refuge Recreation Act (16 U.S.C. 460k-460k-4)

Purpose: To collect the applicant's information to process permits allowing for commercial activities such as: guiding hunters, anglers or other outdoor users; commercial filming; agriculture; rental of cabins and trapping while on the National Wildlife Refuge System.

Routine Uses: The information will be used by the refuge's administrative office for processing Commercial Activity Special Use permits. More information about the routine uses maybe found in the Systems of Records Notice, FWS-5 National Wildlife Refuge Special Use Permits.

Disclosure: Providing the information is voluntary. However, submission of information is required to process and approve commercial activity usage on the National Wildlife Refuge System.

PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the qualifications, determine eligibility, and document permit applicants and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. The information that you provide is required to obtain or retain a benefit; however, failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1018-0102.

ESTIMATED BURDEN STATEMENT

The public reporting burden for this information collection varies based on the requested specific refuge use. We estimate the relevant public reporting burden for the Commercial Activity Special Use Permit Application form to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or via email to Info_Coll@fws.gov. Please do not send your completed form to this address.



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FISH AND WILDLIFE SERVICE

Washita National Wildlife Refuge

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Phone: (580) 664-2205

www.fws.gov/refuge/washita/

Washita National Wildlife Refuge Grazing Special Conditions 2024

1. To be eligible to bid/graze you must be a current livestock operator.
2. The U.S. Fish and Wildlife Service (Service) reserves the right to modify the grazing period, animal unit months or terminate the Special Use Permit (SUP) if habitat conditions warrant.
3. Supplemental feeding will not be permitted, unless approved by Project Leader. Use of minerals (salt or protein) will be allowed. Permittee must provide product labeling to the Project Leader for approval. The permittee is required to move salt and mineral every 30 days to reduce overuse of an area. Location must be approved by Project Leader. All salt and minerals must be removed at the end of each grazing period if multi-year permit.
4. All liability relating to livestock and livestock management to include all persons working for the permittee, whether related, hired or as a partner is strictly that of the permittee as listed on the SUP. The Permittee must acquire liability insurance that indemnifies and holds the U.S. Fish and Wildlife Service harmless from any liability claims associated with the permittee's livestock operation on Service Land.
5. The permittee must be in compliance with the respective State and local livestock health regulations.
6. All equipment, including ATVs, UTVs and horses used to gather or inspect livestock must be clean and free of invasive species plant material including seeds, before entering on to Service lands. The Project Leader reserves the right to inspect and deny the use of any equipment/vehicle/horses etc. that appears to contain invasive species plant material or seeds.
7. Permittee agrees that any use of mechanized vehicles for off-road travel shall be for the sole purpose of cattle management. Additionally, the Permittee agrees to keep off-road travel to a minimum and limit such travel to previously traveled routes. Travel on the Refuge will be limited to the specific areas and time of year covered by this permit.
8. Livestock must be on approved forage for one week prior to entering grazing unit.

9. With the exception of ear tags, no insecticides may be used on livestock while they are on the Refuge. Any insecticide treatments must be applied before the livestock enter refuge lands. The type of treatment must not transfer insecticide to feces [e.g. Cydectin (moxidectin)].
10. Vaccinations or other treatments including deworming must be completed prior to grazing on the Refuge or must be approved by the Refuge Project Leader before treatment. Treatments must be the type that do not transfer chemical to the feces [e.g. Cydectin (moxidectin)].
11. Any livestock management action including branding or dehorning on Service land must be approved by the Project Leader.
12. Subletting is not permitted.
13. Temporary electric fence installation and maintenance is the responsibility of the permittee as identified on the grazing unit map. Initial purchase of fencing materials is the responsibility of the permittee. Grazing fees will be reduced by cost of materials, and materials will become the property of US Fish and Wildlife Service.
14. Livestock watering may be provided on Service lands where applicable. However, the Service cannot guarantee the availability of an adequate water supply for livestock use. If water becomes unavailable, the permittee may have to haul water to the site. Supplemental watering must be approved by the Project Leader.
15. Deceased livestock must be removed from Service lands within 48 hours of discovery unless other arrangements have been approved by the Project Leader.
16. The permittee shall not prohibit the general public from entering Service lands or harass/interfere the general public in any way that would distract from their enjoyment of the Service lands whether their livestock are currently grazing in the unit or not.

17. Animal Unit (AU) conversions are as outlined below:

Animal and Class	Animal Unit Equivalent (AUE)
cow, dry	1.00
cow, with calf	1.00
bull, mature	1.35
cattle, one year old	0.60
Modified from National Range and Pasture Handbook (https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/landuse/rangepasture/?cid=stelprdb1043084)	

18. Noncompliance with any of the conditions in this Special Use Permit could result in an immediate revocation of the permit by the Project Leader. Revocation of Permits will result in forfeiture of any future grazing opportunity. By signing the Special Use Permit, the Permittee agrees to abide by the above Special Use Conditions and agrees to place cattle on the Refuge at the Permittee's own risk.

Applicant Signature

Date



COMMERCIAL ACTIVITIES SPECIAL USE PERMIT APPLICATION



National Wildlife Refuge System

Refuge Name:

Address:

Attn: (Refuge Official)

E-Mail:

Phone #:

For Official Use Only:

Approved Permit #:

Station #:

Permit Term: from to

Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.

- 1a) Identify the type of Permit you are applying for: New Renewal Modification Other
- 1b) Have you applied, or do you intend to apply, to any other refuges for this same activity? Yes No
- 1c) If yes, which refuges?

Applicant Information

2) Full Name: 3) Title:

4) Business Name:

5) Physical Address:

City/State/Zip:

6) Mailing Address: (if different than above)

City/State/Zip:

7) Business Phone #: 8) Business Fax #:

9) E-mail: 10) Business Tax ID #:

11a) Within the past 5 years, has the company (entity) , its owners, or any employees who have or will be expected to operate on the refuge, been convicted, pled nolo contendere, forfeited collateral, or are currently under charges for any violations of any State, Federal, or local law, or regulations related to fish and wildlife or permit activities? Yes No

11b) If you answered "YES" to question #11a, provide the individual's name, date of charge, charge(s), location of incident, court, and action taken for each violation.

12) List **known** assistants/subcontractors/subpermittees: (Only required if the assistants/subcontractors/subpermittees will be operating on the refuge without the permittee being present. If unknown at time of application we may require this under "special conditions" to permit before approval.)

Name/Business	Address	Phone #

Activity Information:

13a) Choose a Commercial Activity: **Guided Recreation** **Audio/Visual Recording** **Recreation Events** **Cabins**
Transportation Services **Agricultural Use** **Marine Salvage/Storage** **Mineral Lease** **Other**

13b) Specify Type of Activity if 'Other' was chosen:

Note: Depending on the activity for which you are requesting a permit, we may ask you for the following activity information. Please contact the refuge where the activity is being conducted to determine what information is required.

14) Describe activity by specifically identifying timing (occupancy timeline), frequency, and how the activity is expected to proceed:

15) Specifically identify location(s) and/or attach a map: (GPS location(s) preferred)

16) If drones will be used, describe why the drone is needed and provide specifics on how it will be used:

17) For Guided Operations estimate number of clients if applicable: Per Day Per Season

18) Inquire with refuge if Plan of Operation is required. Is a Plan of Operation attached? Yes No N/A

19) Inquire with refuge if a trip schedule is required. Is a trip schedule attached? Yes No N/A

License/Insurance Coverage/Certification/Permit

Note: Contact the refuge where the activity is going to be conducted to determine if we will require any type of license(s), insurance(s), certification(s), or permit(s). We may process this Special Use Permit while the applicant obtains them.

20) List and attach a copy of any **licenses** you have for equipment operation (i.e., aviation or commercial boats), pesticide application(s), transporters, or others, if required:

License Type	Number	Expiration Date

21) List and attach any **insurance coverage(s)** you have such as general liability, aviation, grounding liability, contaminants applicator, medical evacuation, or others, if required:

Insurance Type	Carrier	Expiration Date

22) List and attach any **certifications** you have such as rat free, hull inspections, CPR/First Aid, or others, if required:

Certificate Type	Expiration Date

23) List and attach other Federal, State, or Tribal **permits**, if required:

Permit Type	Permit Number	Expiration Date

Logistics and Transportation

Note: We do not require all information for each use. See instructions at the end of the notice and contact the refuge to determine applicability of a particular item.

24a) Does the activity require personnel to stay overnight on the refuge? Yes No N/A

24b) If yes, list names of personnel involved:

List Names	List Names	List Names	List Names

25) Identify and describe all major equipment/gear and materials needed for activity, if required:

26a) Provide detailed information on the logistics for onsite, intersite, and/or ship-to-shore transportation to or on the refuge, if required:

26b) Provide descriptions, license plate and/or identification numbers of vehicles used for onsite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

26c) Provide descriptions, license plate and/or identification numbers of vehicles used for intersite transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

26d) Provide descriptions, license plate and/or identification numbers of vehicles used for ship to shore transportation, if required:

Vehicle Type	Plate/I.D./Registration #	Vehicle Type	Plate/I.D./Registration #

27a) Is fuel cache needed? Yes No N/A

27b) Specific location(s) of fuel caches: (GPS Coordinates preferred)

28) Is a Safety Plan attached?
Yes No N/A

Work and Living Accommodations

29) Specifically describe onsite work and/or living accommodations, including spike camps:

30) Specifically describe on or offsite hazardous material storage or other on or offsite material storage space: (Including on and offsite fuel caches.)

Sign, date, and print this form and return it to the refuge for processing. By signing this application, I agree my operations will conform to the information I have provided in this application, and I understand that any deviations or changes to this information must receive prior written approval.

31) Signature of Applicant: _____ Date of Application: _____

NOTICES

No Members of Congress or Resident Commissioner shall participate in any part of this contract or to any benefit that may arise from it, but this provision shall not pertain to this contract if made with a corporation for its general benefit.

The Permittee agrees to be bound by the equal opportunity "nondiscrimination in employment" clause of Executive Order 11246.

PRIVACY ACT STATEMENT

Authority: The information requested is authorized by the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) and the Refuge Recreation Act (16 U.S.C. 460k-460k-4).

Purpose: To collect the applicant's information to process permits allowing for commercial activities such as: guiding hunters, anglers or other outdoor users; commercial filming; agriculture; rental of cabins and trapping while on the National Wildlife Refuge System.

Routine Uses: The information will be used by the refuge's administrative office for processing Commercial Activity Special Use permits. More information about the routine uses maybe found in the Systems of Records Notice, FWS-5 National Wildlife Refuge Special Use Permits.

Disclosure: Providing the information is voluntary. However, submission of information is required to process and approve commercial activity usage on the National Wildlife Refuge System.

PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the qualifications, determine eligibility, and document permit applicants and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. The information that you provide is required to obtain or retain a benefit; however, failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this information collection and assigned control number 1018-0102.

ESTIMATED BURDEN STATEMENT

The public reporting burden for this information collection varies based on the requested specific refuge use. We estimate the relevant public reporting burden for the Commercial Activity Special Use Permit Application form (Commercial) to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or via email to Info_Coll@fws.gov. Please do not send your completed form to this address.

GENERAL CONDITIONS AND REQUIREMENTS

1) Responsibility of Permittee: The permittee, by operating on the premises, shall be considered to have accepted these premises with all facilities, fixtures, or improvements in their existing condition as of the date of this permit. At the end of the period specified or upon earlier termination, the permittee shall give up the premises in as good order and condition as when received except for reasonable wear, tear, or damage occurring without fault or negligence. The permittee will fully repay the Service for any and all damage directly or indirectly resulting from negligence or failure on his/her part, and/or the part of anyone of his/her associates, to use reasonable care.

2) Operating Rules and Laws: The permittee shall keep the premises in a neat and orderly condition at all times, and shall comply with all municipal, county, and State laws applicable to the operations under the permit as well as all Federal laws, rules, and regulations governing national wildlife refuges and the area described in this permit. The permittee shall comply with all instructions applicable to this permit issued by the refuge official in charge. The permittee shall take all reasonable precautions to prevent the escape of fires and to suppress fires and shall render all reasonable assistance in the suppression of refuge fires.

3) Use Limitations: The permittee's use of the described premises is limited to the purposes herein specified and does not, unless provided for in this permit, allow him/her to restrict other authorized entry onto his/her area; and allows the U.S. Fish and Wildlife Service to carry on whatever activities are necessary for: (1) protection and maintenance of the premises and adjacent lands administered by the U.S. Fish and Wildlife Service; and (2) the management of wildlife and fish using the premises and other U.S. Fish and Wildlife Service lands.

4) Transfer of Privileges: This permit is not transferable, and no privileges herein mentioned may be sublet or made available to any person or interest not mentioned in this permit. No interest hereunder may accrue through lien or be transferred to a third party without the approval of the Regional Director of the U.S. Fish and Wildlife Service and the permit shall not be used for speculative purposes.

- 5) Compliance: The U.S. Fish and Wildlife Service's failure to require strict compliance with any of this permit's terms, conditions, and requirements shall not constitute a waiver or be considered as a giving up of the U.S. Fish and Wildlife Service's right to thereafter enforce any of the permit's terms or conditions.
- 6) Conditions of Permit not Fulfilled: If the permittee fails to fulfill any of the conditions and requirements set forth herein, the U.S. Fish and Wildlife Service shall retain all money paid under this permit to be used to satisfy as much of the permittee's obligation as possible.
- 7) Payments: All payment shall be made on or before the due date to the local representative of the U.S. Fish and Wildlife Service by a postal money order or check made payable to the U.S. Fish and Wildlife Service.
- 8) Termination Policy: At the termination of this permit the permittee shall immediately give up possession to the U.S. Fish and Wildlife Service representative, reserving, however, the rights specified in paragraph 11 below. If he/she fails to do so, he/she will pay the U.S. Fish and Wildlife Service, as liquidated damages, an amount double the rate specified in this permit for the entire time possession is withheld. Upon yielding possession, the permittee will still be allowed to reenter as needed to remove his/her property as stated in paragraph 11 below. The acceptance of any fee for the liquidated damages or any other act of administration relating to the continued tenancy is not to be considered as an affirmation of the permittee's action nor shall it operate as a waiver of the U.S. Fish and Wildlife Service's right to terminate or cancel the permit for the breach of any specified condition or requirement.
- 9) Revocation Policy: The Regional Director of the U.S. Fish and Wildlife Service may revoke this permit without notice for noncompliance with the terms hereof, or for violation of general and/or specific laws or regulations governing national wildlife refuges, or for nonuse. It is at all times subject to discretionary revocation by the Director of the Service. Upon such revocation the U.S. Fish and Wildlife Service, by and through any authorized representative, may take possession of said premises for its own and sole use, and/or may enter and possess the premises as the agent of the permittee and for his/her account.
- 10) Damages: The U.S. Fish and Wildlife Service shall not be responsible for: any loss or damage to property including but not limited to crops, animals, and machinery; injury to the permittee or his/her relatives or to the officers, agents, employees, or any other(s) who are on the premises from instructions; the sufferance from wildlife or employees or representatives of the U.S. Fish and Wildlife Service carrying out their official responsibilities. The permittee agrees to hold the U.S. Fish and Wildlife Service harmless from any and all claims for damages or losses that may arise to be incident to the flooding of the premises resulting from any associated government river and harbor, flood control, reclamation, or Tennessee Valley Authority activity.
- 11) Removal of Permittee's Property: Upon the expiration or termination of this permit, if all rental charges and/or damage claims due to the U.S. Fish and Wildlife Service have been paid, the permittee may, within a reasonable period as stated in the permit or as determined by the U.S. Fish and Wildlife Service official in charge, but not to exceed 60 days, remove all structures, machinery, and/or equipment, etc., from the premises for which he/she is responsible. Within this period the permittee also must remove any other of his/her property including his/her acknowledged share of products or crops grown, cut, harvested, stored, or stacked on the premises. Upon failure to remove any of the above items within the aforesaid period, they shall become the property of the U.S. Fish and Wildlife Service.

INSTRUCTIONS FOR COMPLETING APPLICATION

You may complete the application portion verbally, in person, or electronically and submit to the refuge for review. Note: Please read instructions carefully as not all information is required for each activity. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of a particular item. We may add special conditions or permit stipulations to permit prior to approval.

1a-c) Identify if permit application is for new, renewal, or modification of an existing permit, whether or not you have or will be applying to another refuge for the same activity, and for which refuge(s). Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.

2-9) Provide applicant and/or business full name, organization or business name (if applicable), physical and mailing address, phone, fax, and e-mail.

10) Provide tax identification number of business or individual.

11a-11b) Check box answering the question regarding any violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities, if required. If **you answered yes to question 11a**, supply the detailed information requested in question 11b. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require information on violations of State, Federal, or local law, or regulations related to fish and wildlife or permit activities.

12) Provide the names and addresses of known assistants, subcontractors, or subpermittees. We may require names and address if the assistants, subcontractors, or subpermittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors, or subpermittees that are accompanied by the permittee need not be identified.

13) Activity type: identify commercial activity type (such as, guided recreation, audio/visual recording, recreational events, agriculture activities such as haying, grazing, crop planting, logging, beekeeping, and other agricultural products, building or occupying cabins, or other commercial uses). Describe other commercial uses if not one of the listed categories. Applicants in Alaska should contact the specific refuge headquarters office where the activity is going to be conducted if you have questions regarding commercial or subsistence activities.

14) Describe Activity: provide detailed information on the activity, including timing and occupancy timeline, frequency, how the activity is expected to proceed, etc. Permit renewals may not need activity descriptions if the activity is unchanged from previous permit. Most repetitive activities do not require an activity description for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine applicability of this requirement.

15) Location: identify specific location (GPS coordinates preferred) if not at a named facility, and/or attach a map with location. Most repetitive activities may not require identification of a location. In addition, permit renewals may not require a location if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a location is required.

16) If a drone will be used for this activity, describe in detail why the drone is necessary to complete the activity and provide specifics on how the drone will be used.

17) Estimate number of clients per day or per season.

18) Attach a Plan of Operation, if required. Most repetitive activities do not require a Plan of Operations for each visit. In addition, permit renewals may not require a Plan of Operations if the activity is essentially unchanged from the previous permit. Contact the specific refuge headquarters office listed where the activity is going to be conducted to determine if a Plan of Operations is required.

19) Attach trip schedule, if required. Most repetitive activities will require trip schedules for each visit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if trip schedules are required.

20) Specifically identify types and numbers of licenses and attach a copy, as required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of licenses required, and to coordinate the simultaneous application for multiple types of licenses. We may process this Special Use Permit while licenses are being sought, but we may or may not issue the Special Use Permit until appropriate licenses are obtained.

21) Specifically identify names, types, carriers of insurance, and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of insurance required, and to coordinate obtaining several types of insurance simultaneously with this permit. We may or may not issue this Special Use Permit while other types of insurance are being obtained.

22) Specifically identify types and numbers of other certifications and attach copies if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of certifications required, and to coordinate the simultaneous application of multiple certifications. We may or may not issue this Special Use Permit while other certifications are being obtained.

23) Specifically identify types and numbers of other State, Federal or tribal permits and attach copies, if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine the types of permits required, and to coordinate the simultaneous application of multiple State, Federal or tribal permits. We may process this Special Use Permit while other State, Federal or tribal permits are being sought, but we may or may not issue the Special Use Permit until other appropriate State, Federal or tribal permits are obtained.

24a-24b) Provide name(s) of any personnel required to stay overnight, if applicable.

25) Identify all equipment and materials that will be used, if required. Most repetitive activities do not require a list of equipment. In addition, permit renewals may not require a list of equipment if the event is essentially unchanged from the previous permit. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if a list of equipment is required.

26a-26d) Describe and provide vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes, if required. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by refuge supervisor. Specifically describe ship-to-shore, intersite (between islands, camps, or other sites) and onsite transportation mechanisms, and license plate or identification numbers, if required.

27a-27b) Identify specific location(s) of fuel cache(s) (GPS coordinates preferred), if required.

28a-28b) Attach safety plan if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require a safety plan.

29) Specifically describe onsite work and/or living accommodations, if required. Include descriptions and locations (GPS coordinates preferred) of spike camps or other remote work and/or living accommodations that are not part of the base of operations. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of on-site work and/or living accommodations.

30) Specifically describe onsite or offsite hazardous material storage, or other material storage space (including on and offsite fuel caches), if required. Contact the specific refuge headquarters office where the activity is going to be conducted to determine if we require descriptions of hazardous material storage or other on-site material storage.

31) Print the application (if using the fillable version). Date and sign the application and return to refuge for processing. By signing this application, you agree your operations will conform to the information you have provided in this application, and understand that

any deviations or changes to this information must receive prior written approval. The refuge official will review and, if approved, fill out a Special Use Permit, sign, and return a copy to you for signature and acceptance.

**SUPPLEMENTAL INSTRUCTIONS FOR USE OF FORM 3-1383-C FOR
APPLICATIONS FOR COOPERATIVE AGRICULTURE OPPORTUNITIES ON THE NWRS**

14) Describe how your proposed activity, based on your background, knowledge and experience, meets the objective criteria by which the Service will evaluate your application as outlined in the Service's Notice of Cooperative Agricultural Opportunity (Notice). In addition, if applicable, please identify how your proposed activity is different from the description of the cooperative agricultural opportunity outlined in the Notice.

18) Does not need to be filled out at time of application. However, this section must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

Logistics and Transportation

24a-30) Do not need to be filled out at time of application. However, these sections must be filled out, in coordination with the Service, after the opportunity is awarded and before applicant begins any cooperative agricultural on the NWRS.

**THIS APPLICATION FORM IS NOT VALID AS A PERMIT
BUT MAY BE USED AS A REFERENCE DOCUMENT ATTACHED TO THE OFFICIAL PERMIT.
ONLY OFFICIAL REFUGE PERSONNEL MAY ASSIGN A VALID PERMIT NUMBER AND PERMIT TERM
TO THIS APPLICATION FORM AFTER THE PERMIT HAS BEEN APPROVED.**