

# Cooperative Agricultural Opportunity at Cypress Creek National Wildlife Refuge

The U.S. Fish and Wildlife Service is seeking bids to farm 210 acres within the Bellrose Waterfowl Reserve (Bellrose) which is part of Cypress Creek National Wildlife Refuge. Cooperative Agriculture is used at Bellrose to achieve waterfowl management objectives by providing habitat and supplementing natural food resources throughout the waterfowl migration. As a result, this farming program requires that agricultural crops be planted, cultivated, and harvested in accordance with Special Conditions for Farming (**Attachment 1**) and other requirements described below.

## I. What & Where:

A total of 160 acres within Bellrose Waterfowl Reserve will be planted with row crop and harvested, and 50 acres will be planted to rice and will be left unharvested as the refuge share to supply food for migrating waterfowl. (see annual crop plan example).

### (Attachment 2)

1. Acreage will be rented for a period of three crop years beginning **April 1, 2025**, and ending **Dec. 1, 2027**.
2. Fields are located within the Bellrose Waterfowl Reserve off Butter Ridge Road east of Ullin, IL in Pulaski County, T14S, R1E Section 17 & 18 – **Attachment 3** includes Map of Field Locations.

## II. How to bid:

1. Review General Conditions for Bids (see Section III below).
2. Complete and return Bid Sheet (**Attachment 8**) along with the Special Use Permit Application (**Attachment 4**) to: Crab Orchard National Wildlife Refuge 6987 Headquarters Road Marion, Illinois by 2p.m. **Friday, February 28, 2025**
3. The Service will award the Cooperative Agricultural Agreement through a competitive process based on objective criteria. A panel of Service employees will score and rank each application independently based on the objective criteria in the bid sheet. The final score and rank will be used to select the most qualified applicant with the most benefit to the Refuge. See **Attachment 8** for Application Evaluation Sheet.
4. For questions regarding the bid process, please contact Karen Mangan@ fws.gov or call at 618-998-3344.
5. Site visits can be arranged by contacting Karen Mangan at [Karen.Mangan@fws.gov](mailto:Karen.Mangan@fws.gov) or 618-998-3344.

### III. General Conditions for Bids:

1. Bids will be on a per acre basis. Bidders will need to determine what they are willing to pay per acre farmed to determine the bid. This is the price the bidder will pay each year for acres farmed. Arrangements may be made for Work-In-Kind (Item 9 on Bid Sheet). Work may be completed in lieu of up to 75% of the remaining annual payment at the discretion of the Refuge manager.

Bid Example: \$100/acre x 160 acres = \$16,000 total annual rental payment.

Year	April 1	Dec. 1	Total
2024	\$4,000	\$12,000	\$16,000

2. Bids will be valid for a 3-year period (2025-2027) with a Special Use Permit. If the permittee does not honor the bid, farming rights will be given to the next highest bidder in this bid cycle or re-bid at the discretion of the Service. If it is re-bid, the original permittee will not be allowed to bid at that time.
3. Once a bid is accepted,  $\leq 25\%$  (as directed by the refuge manager) of the annual payment must be made by **April 1 (or before beginning any farming activities)** upon the issuance of the Special Use Permit.
4. Bidder must demonstrate ability to obtain a Surety Bond and subsequently obtain one once the bid has been officially awarded.
5. Bidders are encouraged to list additional information/ideas that are considered beneficial to the refuge such as cover crops etc. with their bid.

### IV. Crop Plan:

The Crop Plan includes planting 160 acres of row crops, and 50 acres of rice (rice is preferred crop, but if dates are not able to be met, an alternative may be planted, by approval of refuge manager). The permittee must agree with Special Conditions for Farming (**Attachment 1**). Corn, soybeans, milo or other row crop will be planted on 160 acres and harvested by the permittee. As an additional part of the farm agreement, fifty acres of rice will be planted as supplemental waterfowl food. Refuge staff reserve the right to change the crop plan due to flooding or other circumstances that arise. Acreages will remain the same, but locations planted within fields are subject to change if high water does not allow for farming in the areas designated. In the rare occasion that more than  $\frac{1}{2}$  of the acres are not able to be farmed during a year because of flooding, the permittee will pay only for the acres farmed that year and the Refuge Manager may allow the permittee an additional year of farming at the original accepted bid rate. If crops were planted and destroyed by flooding and the permittee received insurance payments and/or replanted crops, this would be considered a year farmed and an additional year would not be given.

### V. Permitting Requirements:

1. Before working onsite, the permittee must have an approved Special Use Permit (FWS form 3-1383-C) for the year/years farmed. The Special Use Permit will be issued and approved by the Refuge Manager and include an annual farm plan

that identifies crops to be planted and harvested, use of pesticides, use of best management practices, and special conditions. The Special Use Permit also requires the permittee to submit a final Harvest Report at the end of each year identifying acres planted, acres harvested, and herbicides applied. The Special Use Permit is completed, issued, and signed by the Refuge Manager.

2. The permittee will be required to sign the Special Conditions for Farming (**Attachment 1**).

## **VI. Reporting Requirements**

1. The permittee will be required to submit a final Harvest Report (**Attachment 5**) by December 31 each year.
2. Seed labels and receipts must be submitted to the Refuge Manager by the permittee before any planting occurs.
3. The permittee must report pesticide use in writing to Refuge Manager within 10 days after applying any chemicals. The report must identify chemicals used, application methods, and application rates.
4. Upon completion of each farming year, the permittee will receive a successful or unsuccessful rating from the Refuge Manager. The permittee may receive an unsuccessful rating for not complying with crop plans, following pesticide use guidelines, meeting planting deadlines of specified crops or other general conditions. This determination will be made by using the Farming Checklist and Evaluation (**Attachment 6**). If the permittee receives an unsuccessful rating, farming rights will be given to the next highest bidder from the bidding process. If none of the original bidders are interested, the bidding process will be restarted.

## **VII. Summary of Cooperative Agriculture Program**

Individuals can submit a bid/per acre for the Cooperative Agricultural opportunity at Bellrose Waterfowl Reserve which is part of Cypress Creek National Wildlife Refuge. The selected permittee will be responsible for the following specifications for the Cooperative Agriculture Program:

1. Plant 160 acres within the Bellrose Waterfowl Reserve to corn, soybeans, milo or other crop, and 50 acres to rice for a 3-year period, as outlined in the crop plan.
2. Harvest 160 acres of row crop and leave 50 acres of rice standing in designated field locations for migrating waterfowl.
3. Follow Special Conditions for Farming (**Attachment 1**).
4. Submit Harvest Report and Herbicide Logs (**Attachment 5**).
5. Follow guidelines on pesticide use and end of year reporting requirements (**Attachments 1&7**).

## Cypress Creek National Wildlife Refuge –Attachment 1

### Special Conditions for Farming

- A. The government share of the total farm acreage will consist of designated crops provided by the permittee. (See the attached sample farm plan.)
- B. Permittee is required to implement and/or maintain site specific Best Management Practices (BMPs):
  1. Land alterations including but not limited to, ditching, land leveling, filling, and clearing will be done only upon approval of Refuge Manager.
  2. No fall disking is allowed without prior approval from Refuge Manager. Any acreage disked in the fall will require a winter cover crop.
  3. Buffers/filter strips will be maintained on field borders and primary field drains. Strips will be 30 feet wide and composed of native grasses maintained by mowing. No ditching, disking, or other farm practices will be allowed in filter strips, except for mowing (or management actions designated by the refuge manager).
- C. The use of GMO (genetically modified organisms) crops is not allowed on the Refuge currently but could be evaluated in the future.
- D. Neonicotinoid-treated (or other insecticide-treated) seed is not permitted.
- E. An approved Pesticide Use Proposal is required before pesticide application and the permittee is required to follow associated guidelines:
  1. Only pesticides from the attached list may be requested for use on crops (**Attachment 7**)
  2. Approved pesticides will only be used when the level of pest occurrence observed through crop scouting indicates pest density is at the economic threshold level. Pesticides may also be used if recommended by extension specialists in response to disease or pest outbreaks, when approved by the Refuge Manager
  3. Pesticide application on any other vegetation is allowed only with approval by the Refuge Manager.
  4. Pesticide label application instructions will be adhered to and efforts will be made by the permittee to reduce use of chemicals through alternative nonchemical pest control techniques.
  5. The permittee is required to report pesticide application on the Harvest Report (**Attachment 5**) and furnish to Refuge Manager by **December 31**.
  6. Misuse of approved pesticides or use of any unapproved pesticides will result in termination of the Special Use Permit.

- F. The permittee may begin farming operations **April 1.** (or as soon as a special use permit is approved)
- G. The permittee is required to notify Refuge Manager of enrollment in FSA program(s). All acreage reporting will be the responsibility of the permittee.
- H. All crops shall be planted and harvested as early as possible with a target date for completion of harvesting operations of **November 1.** Refuge crops will be fertilized at the same rate as the permittee's and receive every other like kind treatment (crop scouting, pesticides, tillage, etc.).
- I. The permittee will abide by all appropriate State and Federal Regulations pertaining to storage, use, and disposal of hazardous materials (oils, solvents, pesticides, pesticide containers, etc.). The permittee will immediately notify Refuge Manager in event of any accidental hazardous material release and take appropriate measures to contain the release.
- J. Burning of any kind is not permitted on the refuge by the permittee.
- K. Any violation of these conditions will be grounds for termination or non-renewal of the Special Use Permit.

**I understand and agree to all special conditions of the Cooperative Farming Agreement.**

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**Permittee's signature**

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**Date**

## Cypress Creek National Wildlife Refuge –Attachment 2

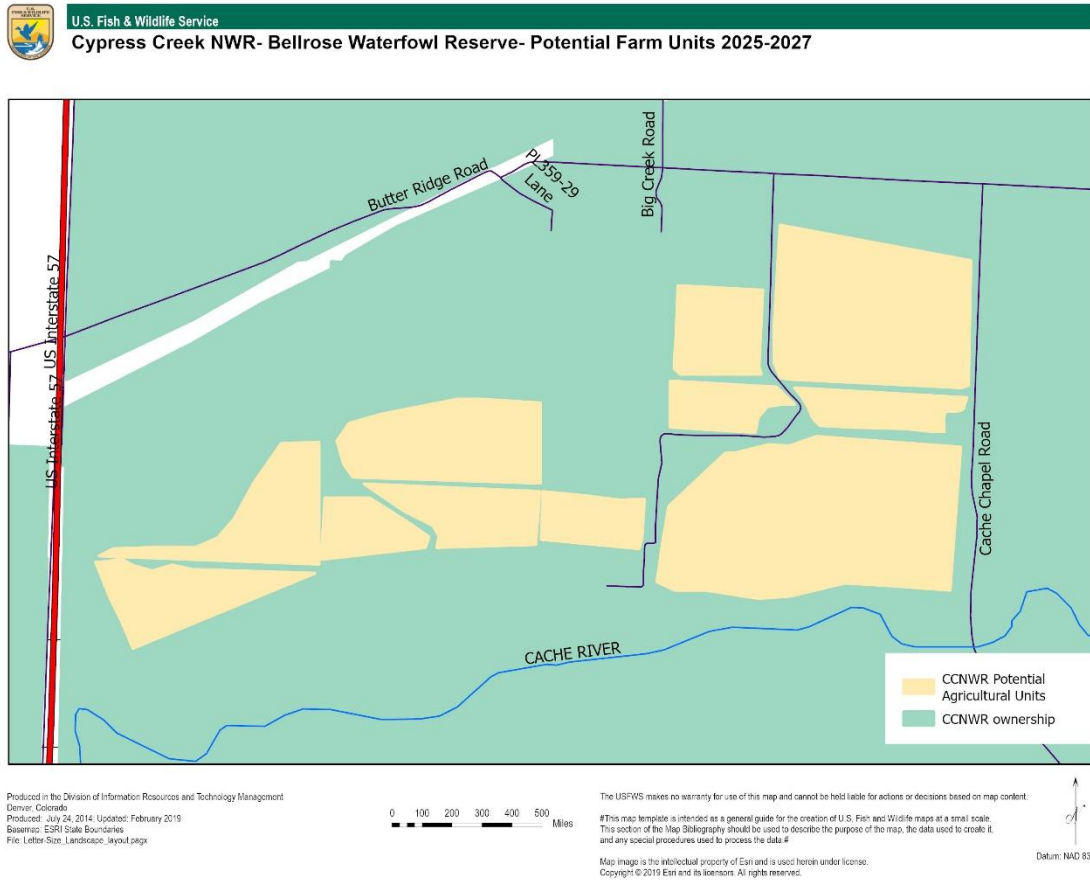
Sample of Annual Crop Plan (Will be designated each year by the refuge manager)

**Cropping Plan-acreage does not include buffer strips \***

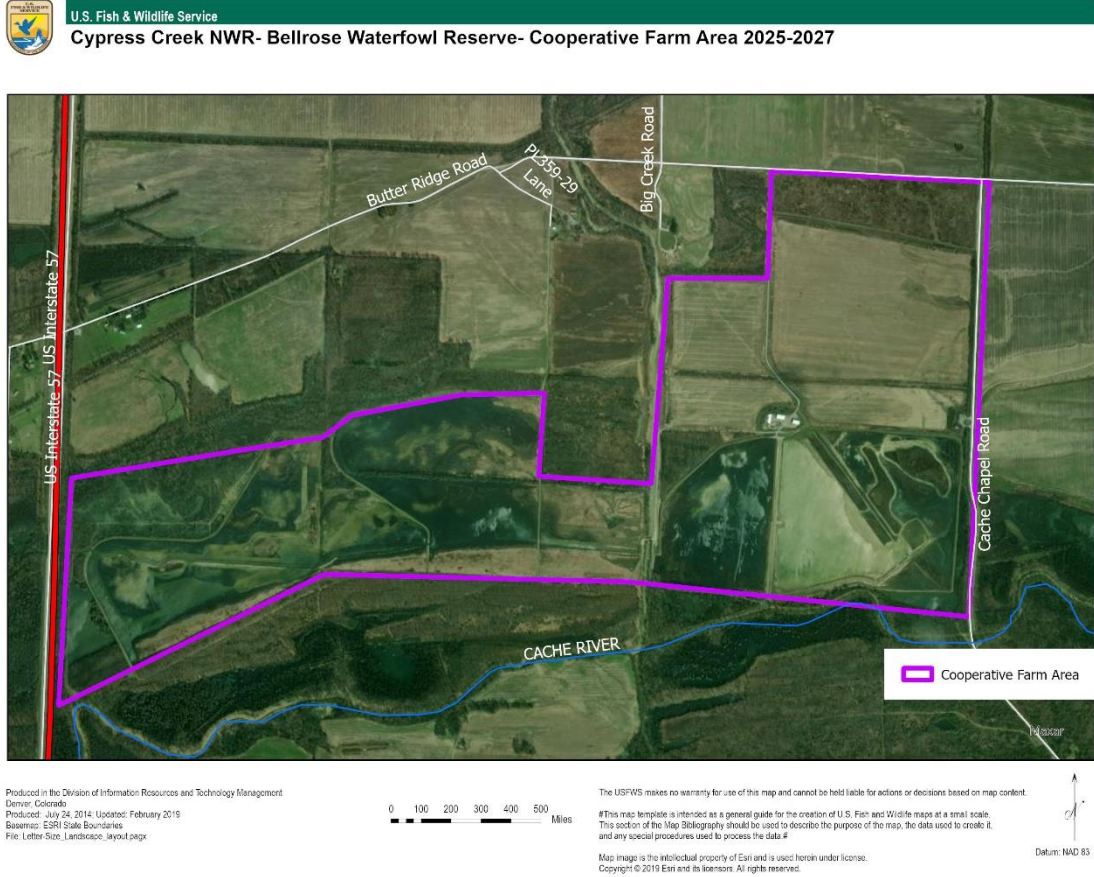
<b>Field</b>	<b>Crop Acres</b>	<b>2025</b>
13	96	Row crop
10	20	Row crop
11	27	Row crop
2	17	Row crop
<b>Total Row Crop</b>	<b>160</b>	
8	50	Rice

# Cypress Creek National Wildlife Refuge-Attachment 3

## Figure 1. Map of Potential Farm Fields at Bellrose Waterfowl Reserve



**Figure 2. Aerial Imagery of Potential Cooperative Farm and In-Kind Area at Bellrose Waterfowl Reserve**





# Cypress Creek National Wildlife Refuge – Attachment 4

FWS Form 3-1383-C  
U.S. Department of the Interior



## COMMERCIAL ACTIVITIES SPECIAL USE PERMIT APPLICATION

### National Wildlife Refuge System

OMB Control No. 1018-0102  
Expires 01/31/2024



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.

# Cypress Creek National Wildlife Refuge - Attachment 5

## Final Harvest Report

Field	Crop Acres	Avg. Bu/ac	Crop	Fertilizer (% or lbs)	Fertilizer (% or lbs)	Fertilizer (% or lbs)	Fertilizer (% or lbs)

## Herbicide Applications

Herbicide Brand Name	Total Amount Used	Crop Type	Number of Applications	Acres Treated

## **Cypress Creek National Wildlife Refuge - Attachment 6 Farming Checklist and Evaluation**

Special Use Permit# \_\_\_\_\_

Permittee Name: \_\_\_\_\_

Special Use Permit signed and issued prior to start of farming activities?	Yes	No
≤ 25% of annual payment received by April 1?	Yes	No
Pesticide Use Proposal Requested and issued prior to pesticide application?	Yes	No
Special Use Permit submitted to county Farm Service Agent?	Yes	No
Seed labels and receipts submitted to Refuge Manager prior to seeding.	Yes	No
Pesticide use reported within 10 days of all pesticide applications.	Yes	No
Unauthorized pesticides applied.	Yes	No
Crop Plan as identified in the SUP was carried out.	Yes	No
Final Harvest Report submitted to the Refuge Manager by December 31 <sup>st</sup> .	Yes	No
Remainder of payment/in kind services received/complete by December 1 <sup>st</sup> ?	Yes	No

## Cypress Creek National Wildlife Refuge - Attachment 7

Pesticides granted field station level approval in Region 3 under limited conditions.

Pesticide	Common Trade names
Sethoxydim	Grass Getter, Poast, Poast Plus, Sethoxydim SPC, Sethoxydim E-Pro
Imazapic	Plateau, Cadre
Imazapyr	Arsenal, Chopper, Ecomazapyr 2 SL, Gullwing, Groundclear, Habitat, Imazapyr 2 SL, Imazapyr 4 SL, Polaris, Polaris AC, Polaris SP, Rotary 2 SL, Stalker, etc.
Imazethapyr	Clearpath, Newpath, Pursuit, Thunder
Metsulfuron	Accurate, Escort, Manor, MSM 60, Patriot, Rometsol
Rimsulfuron	Basis, Matrix, Matrix FNV, Matrix SG, Resolve DF, Resolve SG, Resolve Q
Thifensulfuronmethyl	Harmony, Affinity Broadspec, First Shot SG, Resolve Q
Tribenuronmethyl	Express, First Shot SG, Afinity, Harmony Extra SG
2,4-D amine	2,4-D Amine 4, Amine 4 2,4-D Weed Killer, Clean Amine, DMA 4 IVM, Dri-Clean, Orchard Star, Saber, Temstyle, Weedar 64, Weedaxe, Weedestroy, AM-40 Amine, etc.
Aminopyralid	Milestone Specialty, Milestone VM
Clopyralid	Clopyralid 3, Clean Slate, Garrison, Spur, Star Thistle Killer, Stinger, Transline, etc
Triclopyr amine	Element 3A, Garlon 3A, Grandstand CA, Green Light Cut Vine & Stump Killer, Image, Kraken, Platform, Renovate 3, Tahoe 3A Turflon Amine, etc.
Triclopyr ester	Element 4, Forestry Garlon XRT, Garlon 4, Garlon 4Ultra, Pathfinder II, Relegate RTU, Remedy , Remedy Ultra, Tahoe 4E, Turflon Ester, etc.
Glyphosate	Rodeo, Roundup Original, Roundup OriginalMAX, Roundup PowerMax, Roundup Pro, Roundu Pro Concentrate, Roundup ProMax, Roundup UltraMax, Roundup WeatherMAX, etc.

## Attachment 8. Cooperative Agricultural Opportunity Applicant Analysis and Bid Sheet

The purpose of this analysis is to organize the recording of information collected during the panel review and to assist in evaluating and comparing different applicants in order to complete the review process and make a selection. Ten CRITERIA account for 10% each of the total score.

<b>Name of Applicant:</b>	<b>Bid Amount (\$/acre):</b>
	Unit \$ _____

Criteria	Unsatisfactory	Some Deficiencies Evident	Satisfactory	Exceptional	Clearly Outstanding	Score
	0	1	2	3	4	(0-4)
General Farming Experience, Knowledge Of Specific Cooperative Ag Opportunity (CAO), and Related Skills Required (10%)	None For CAO or Any Related Experience No Knowledge Evident	Would Prefer More For This CAO (0-1 years)	Adequate; Meets Our Requirements For CAO (2-3 years)	Exceeds Our Expectations Of Average Cooperator; Has Some Experience In Related Areas of CAO (4-6 years)	Experienced in CAO, Exceeds Our Expectations Of Average Cooperator, Thoroughly Versed In CAO And Very Strong In Associated Areas (6 or more years)	
Experience with NRCS best management practices (BMPs) such as buffers, waterways, no-till, conservation tillage, etc. cover crops or utilizing other conservation practices (10%)	None Exhibited	Would Prefer More For This CAO (0-1 years)	Sufficient For Adequate CAO Performance, has successfully implemented BMPs within a crop rotation for at least one three-year crop rotation (2-3 years)	More Than Sufficient For CAO; has demonstrated ability to successfully implemented BMPs within a crop rotation for multiple years (4-6 years)	Has <b>repeatedly</b> (over multiple years/agreements) demonstrated ability to successfully cultivate a wide variety BMPs within a crop rotation for multiple years (>5 years)	
Experience farming without neonicotinoids or neonicotinoid treated seed.  (10%)	None Exhibited	Would Prefer More For This CAO (0-1 years)	Sufficient For Adequate CAO Performance (2-3 years)	More Than Sufficient For CAO; has demonstrated ability to successfully cultivate crops under said restrictions (4-6 years)	Has <b>repeatedly</b> (over multiple years/agreements) demonstrated ability to successfully cultivate crops under said restrictions (6 or more years)	
Experience farming with non-genetically engineered crops (10%)	None Exhibited	Would Prefer More For This CAO (0-1 years)	Sufficient For Adequate CAO Performance (2-3 years)	More Than Sufficient For CAO; has demonstrated ability to successfully cultivate crops under said restrictions (4-6 years)	Has <b>repeatedly</b> (over multiple years/agreements) demonstrated ability to successfully cultivate crops under said restrictions (6 or more years)	
Farming Experience specifically related to National Wildlife Refuges (and/or other conservation lands) (10%)	None For This CAO Nor Any Related Experience	Would Prefer More For This CAO (0-1 years)	Adequate For CAO Applied For (2-3 years)	More Than Adequate; Experience is tied directly to public conservation lands and CAO (4-6 years)	Totally Experienced In CAO; Has strong experience related directly to farming NWRs (6 or more years)	

Necessary Equipment (or access to necessary equipment) and Personnel (10%)	Inadequate amount of equipment/personnel to achieve the terms for this CAO	Bare minimum of equipment/personnel needed to carry out the terms of this CAO	Sufficient For Adequate CAO Performance	More Than Sufficient For CAO; may be limited to specific crop types	More Than Sufficient For CAO; including access to specialty/back-up equipment and equipment for multiple crop types, including additional personnel and/or resources to assist with Refuge projects (Potential for in kind services)	
Experience operating an Integrated Pest Management program (IPM) with limitations on pesticides (10%)	None Exhibited	Would Prefer More For This CAO (0-1 years)	Sufficient For Adequate CAO Performance (2-3 years)	More Than Sufficient For CAO; has demonstrated ability to successfully manage pests under said restrictions (4-6 years)	Has <b>repeatedly</b> (over multiple years/agreements) demonstrated ability to successfully manage crops under said restrictions; has clear understanding of IPM principles and can communicate (6 or more years)	
Experience growing crops specifically used for wildlife value ex: waterfowl foods) (10%)	None For CAO or Any Related Experience No Knowledge Evident	Would Prefer More For This CAO (0-1 years)	Adequate; Meets Our Requirements For CAO (2-3 years)	Exceeds Our Expectations Of Average Cooperator; Has Some Experience In Related Areas of CAO (4-6 years)	Experienced in CAO, Exceeds Our Expectations Of Average Cooperator, Thoroughly Versed In CAO And Very Strong In Associated Areas (6 or more years)	
Possible Work-In-Kind with benefits to Refuge maintenance and management (10%)	No benefit; minimal information provided, obvious deficiencies, does not support maintenance or management cost savings to the Refuge	Slight benefit; lacks sufficient information to make informed decision supporting maintenance and management cost savings to the Refuge	Minimal benefit; Sufficient detail to support maintenance and management cost savings to the Refuge	Moderate benefit; Thorough detail to support maintenance and management savings to the Refuge	Major Benefit; Thorough detail to support maintenance and management savings to the Refuge.	
Bid Amount (10%)	Bid greater than 26% below the average bid	Bid 6-25% below the average bid.	Bid within +/- 5% of average bid	Bid 6-25% above the average bid.	Bid greater than 26% above the average bid.	
<b>Total Score</b>						

**Reviewer Comments:**



**BID SHEET**  
**National Wildlife Refuge System**

Cypress Creek National Wildlife Refuge



**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:** Please evaluate the entire Cooperative Agriculture Opportunity and attachments, and place your bid based on the price you would pay for the year. Combined scores considering bid amount and answers to questions below will be used in making final selections (as outlined in Attachment 1). The Cooperative Agreement will be awarded to the highest ranked applicant.

Bid Amount (\$/acre): \_\_\_\_\_

**ADDITIONAL INFORMATION**

Current Pesticide Applicator's License:  Yes  No (Check One) Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Current Driver's License:  Yes  No (Check One) State: \_\_\_\_\_ License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

1.) Describe your experience in cultivation of row crops, small grains, (include years of experience, acres farmed, any additional crop species, etc.: (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >4 years = 4 points)

2.) Describe your recent (recent is defined as within the past 10 years only) experience with implementing recommended NRCS best management practices such as buffers, waterways, no-till, conservation tillage, soil testing, and using an integrated pest management approach with limitations on pesticides. (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

3.) Describe your recent (recent is defined as within the past 10 years only) experience row crop farming without the use of neonicotinoids or neonicotinoid treated seeds; include as much detail as possible such as crops planted, acreages, problems, solutions, etc. Attach supporting evidence to the bid sheet in the form of non-neonicotinoid treated seed receipts that include your name or business name and dated within the last 10 years. (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

4.) Describe your recent (recent is defined as within the past 10 years only) experience row crop farming without the use of Genetically Engineered Crops (GECs); include as much detail as possible such as crops planted, acreages, problems, solutions, etc. Attach supporting evidence to the bid sheet in the form of GEC seed receipts that include your name or business name and dated within the last 10 years. (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

5.) Describe your recent (recent is defined as within the past 10 years only) experience farming through a Special Use Permit or contract on a National Wildlife Refuge or other comparable federal and/or state government lands, e.g. Forest Service, State Conservation Areas, etc. Include the locations, conservation agency, acreages, crops planted, dates of performance, and any other pertinent details: (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

6.) List all available equipment in good working condition, for example harvesters, tractors, bushhogs, trucks & trailer, forestry mowers, backhoes, dozers, sprayers, and partners or personnel available to your farming operation. Attach additional sheets if necessary.

7.) Describe your experience operating an Integrated Pest Management program with limitations on pesticides. (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

8.) Describe your general experience growing crops used for wildlife value. (0-1 years = 1 point; 2-3 years = 2 points; 4-6 years = 3 points; >6 years = 4 points)

9.) Describe possible Work-In-Kind (WIK) that would benefit the Refuge within the agricultural units. For example, WIK could include herbicide application on other units, discing in other units, purchase of rock and installation for road repair, etc. List the unit costs for each activity in lieu of up to 75% of payment for the total bid.

10.) Bid amount per acre.

11.) Please provide contact information for the last three public land contracts/agreements you have worked.

Attach additional sheets if necessary.

**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: AMAD-ARM-PPM, Falls Church, VA 22041-3803, or via email to [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.