

Authorization ID: #AUTH\_ID#  
Contact Name: #HOLDER\_ID#  
Expiration Date: #EXPIRATION\_DATE#

FS-2700-4i (XX/XXXX)  
OMB No. 0596-0082  
FS-2700-4i, Appendix H

**U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE**

**SPECIAL USE PERMIT FOR OUTFITTING AND GUIDING  
APPENDIX H**

**ANNUAL STEWARDSHIP ACT FEE OFFSET AGREEMENT**

**AUTHORITY:**

**Section 7 of the National Forest System Trails Stewardship Act, 16 U.S.C. 583k-5**

<Delete all instructions prior to printing.>

This annual Stewardship Act fee offset agreement (agreement) is made by #HOLDER\_NAME# of #HOLDER\_ADD\_LINE\_1#, (the holder) and the U.S. Department of Agriculture, U.S. Forest Service, \_\_\_\_\_ [name of] National Forest (the Forest Service), under section 7 of the National Forest System Trails Stewardship Act, 16 U.S.C. 583k-5, and the special use permit for outfitting and guiding issued to the holder on date (the permit).

1. Amount of Land Use Fee Subject to Offset. The total estimated annual land use fee is \_\_\_\_\_ [amount]. \_\_\_\_\_ percent of that land use fee may be offset by the cost of construction, improvement, or government maintenance performed by the holder of National Forest System trails, trailheads, and developed sites that support public use, as itemized below in accordance with this agreement. Projects to be performed by the holder shall be completed by the date specified and within the holder's fiscal year for the year the fee is due. The Forest Service may modify the projects and dates as necessary, after consultation with the holder.

2. Projects and Project Costs Covered by This Agreement. The actual cost of each project that is satisfactorily completed as determined by the Forest Service may be offset against the holder's land use fee. Due dates and cost estimates for completion of each project are enumerated below. Examples of allowable costs include salaries and wages, materials and supplies, and subcontracts that are direct costs of an itemized project. The total cost for projects to be performed under this agreement shall not exceed the annual land use fee. The holder shall perform the following work under this agreement:

Description of Fee Offset Work (specify whether it is construction, improvement, or government maintenance)	Completion Due Date	Estimated Cost	Actual Completion Date	Actual Cost

<USER NOTES FOR PARAGRAPH 3>

<Include paragraph 3 if the total estimated cost of construction and improvement projects to be performed under this agreement exceeds \$2,000 and the holder is a private entity or a state or governmental entity that is contracting with a private entity to perform the construction and improvement projects. Otherwise delete paragraph 3, and re-number the remaining paragraph.>

**3. Davis-Bacon Act and Paid Sick Leave Requirements.** Government maintenance, reconditioning, renovation, and improvement conducted under this agreement and costing over \$2,000 is subject to the Davis-Bacon Act, 40 U.S.C. 3141 *et seq.*, and its implementing regulations, including the Davis-Bacon Act clause at 29 CFR 5.5 and Executive Order 13706, *Establishing Paid Sick Leave for Federal Contractors*, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.

<Selection item 1: Select to delete paragraph 3 and have nothing appear.>

4. **Documentation of Project Costs.** Upon a determination by the Forest Service that a project has been satisfactorily completed by the holder, the holder shall submit documentation of its actual cost to the Forest Service and shall certify, using form FS-2700-4i, Appendix I, that the representations in that documentation are accurate and complete. The certification shall be signed and dated, \_\_\_\_\_ and shall state that failure to sign the certification shall vitiate the fee offset claim. The Forest Service shall verify that documentation before giving any credit against the holder's land use fee and reserves the right not to grant any land use fee offset if any representations in the documentation are inaccurate or incomplete.

Signed:

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HOLDER NAME, PRECEDED BY NAME AND TITLE OF PERSON SIGNING ON BEHALF OF HOLDER, IF HOLDER IS AN ENTITY	SIGNATURE	DATE
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Signed:

#OFFICER\_NAME#  
#OFFICER\_TITLE#

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NAME AND TITLE OF AUTHORIZED OFFICER	SIGNATURE	DATE
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#### PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to, an information collection request unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection request is 0596-0082. Response to this information collection request is required to obtain or retain benefits, specifically, a special use authorization. The authority for this information collection request is Section 7 of the National Forest System Trails Stewardship Act, 16 U.S.C. 583k-5. The time required to complete this information collection request is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed, and completing and reviewing the information collection request. Send comments regarding this burden estimate or any other aspect of this information collection request, including suggestions for reducing the burden, to Forest Service Information Collections Officer, [SM.FS.InfoCollect@usda.gov](mailto:SM.FS.InfoCollect@usda.gov), with OMB control number 0596-0082 in the subject line.

#### PRIVACY ACT STATEMENT

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

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

**Authority:** Collection of this information solicited on this form is authorized by Section 7 of the National Forest System Trails Stewardship Act, 16 U.S.C. 583k-5

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

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

#### NONDISCRIMINATION STATEMENT

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit the completed form or letter to USDA by (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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