

**Step by Step Process to Establish or Modify Recreation Fees**

**1. Draft a Business Plan/Fee Proposal** - using guidelines in H-2930-1 Permit and Fee Administration Handbook.

**Goals for Business Plans:**

* Opportunity for stakeholder input on recreation fee proposals
* Provide public transparency on agency’s use of recreation fees
* Determine the appropriate level of recreation fees
* Identify and guide priorities for future expenditures
* Document the demonstrated business need to charge or change fees
* Consider impacts to underserved communities and the local economy

**Business Plan Components:**

* Executive Summary
* Introduction
* Background
* Project description
* Business rationale and justification
* Compliance with FLREA
* Financial analysis
* Market assessment of similar sites in region
* Socio-economic & resource impacts from implementing/not implementing plan
* Documentation of public participation including RRAC, FRN etc.
* How the public will be kept informed of the use of fee revenues

**2. Review/Approval**

* Authorized Officer review and approval
* State Recreation Lead review
* Washington Office (WO 250) review (2-3 weeks)

**3. Public review and comment (30+ days)**

* **Outreach**
  + Press Release
  + BLM website (<https://www.blm.gov/programs/recreation/permits-and-fees/business-plans>) and ePlanning
  + Post notices at local recreation sites
  + Social media, news articles/stories
  + Notify user groups (such as river runners, mountain bikers, ATV riders, cavers, etc.,) and other stakeholders
  + Review and categorize/summarize comments
  + Modify business plan, based on public comments, as appropriate

**4. Schedule Recreation Resource Advisory Council (R/RAC) presentation** - for proposals to establish/modify/or eliminate RUPs and Special Area fees.

* Ensure **Federal Register Notice** is published at least 30 days in advance of the meeting, and indicates recreation fees will be discussed.
* Provide R/RAC with draft business plan and documentation of “general public support” in advance of the meeting.
* Deliver R/RAC presentation. R/RAC will either recommend to implement the fee, request that the BLM modify the proposal or disapprove entirely.

**5. For New Fees only**: **Prepare Federal Register Notice** package - must be published six months in advance of any new Recreation Fee implementation. See WO [IM-2018-028](http://web.blm.gov/internal/wo-500/directives/dir-18/im2018-028.html) for FRN packaging and surnaming requirements.

* **Publish Federal Register Notice** including link to draft or final R/RAC-approved Business Plan.

**6. Prepare and post the Final Business Plan.**  Include:

* A summary of all public outreach efforts conducted for draft business plan;
* A summary of public comments received;
* A summary of the R/RAC’s recommendation on the fee proposal; and
* The authorized officer’s signature approving the implementation of the business plan on a specific date.
* Final business plans must remain available on the appropriate BLM websites for public viewing: <https://www.blm.gov/programs/recreation/permits-and-fees/business-plans> and ePlanning

**7. Implement** new/modified fees as soon as the final business plan is signed and posted (and 6 months after FRN is published if applicable).