

The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.

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IDAHO DEPARTMENT OF FISH AND GAME

Recovering Administrative Costs for Commercial Use on Department Owned and Managed Lands PROCEDURE NO.: WLD-7.0

Revision Date: August 2019

The Department, in order to equitably apply its policy to obtain reimbursement for administrative costs to other payments when authorizing commercial use of Department owned or managed lands (Policy W-4.0), has established the following guidance

- A.** Because of commercial use on Department lands is authorized through agreements or contracts, administrative cost reimbursement or other payments will be a term of the agreement.
- B.** The Following Commercial activities, if allowed will require reimbursement of administrative costs:
 - 1. Outfitting, except as specified below in section C
 - 2. For-profit education activities
 - 3. For-profit tours
 - 4. Recreational fund-raising activities (e.g. fun runs)
 - 5. Access to private or public lands for commercial purposes (e.g., mining claims)
 - 6. Placement of structures (e.g., bee hives)
 - 7. Removal of plants, minerals or other materials
 - 8. Other activities deemed commercial use by the Department
- C.** Commercial activities that are deemed to have an overall value to the Department may have the administrative costs waived or reduced, examples include:
 - 1. Sharecropping or use-trade farming agreements
 - 2. Use of fish and boating access sites as launch sites for fishing and hunting outfitters and guides
 - 3. Video or photography activities when the Department will benefit
 - 4. Field dog trials, archery shoots and other sportsmen oriented events
 - 5. Use of lands or removal of materials for Department, resources conservations or scientific benefit
 - 6. Other activities as approved by the Director
- D.** The administrative costs include the value estimates for staff to develop, review and implement and agreement. The base value of \$370.00 will be applied beginning in 2019 and will be adjusted annually based upon the Consumer Price Index. The Administration Bureau will develop, maintain, and make available on the WIRE a tool that calculates the new value for administrative fees at the beginning of each calendar year. The base value should be revisited every few years to determine if the fee is appropriately recovering administrative costs.



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- E.** Other payments (per Department policies or at the Department's discretion) may include:
 - 1. A portion of the product produced or removed as a result of using Department lands
 - 2. In-kind services provided to the Department

- F.** Administrative cost or other payments will be deposited into PCA accounts to benefit the management of WMA or other program associated with the commercial use agreement.