



Forest Service
U.S. DEPARTMENT OF AGRICULTURE

Outfitting and Guiding Request Form

Attachment 1

Rio Grande National Forest

Prior to further consideration, all special use proposals must first be screened using the criteria listed in 36 CFR 251.54, found at the end of this request form.

Respondent Information:

Respondent Name: _____ **Business Name:** _____

Respondent's Address: _____

State & Zip Code: _____

Business Phone: _____ **Mobile Phone:** _____

E-mail Address: _____ **Website:** _____

Please provide a statement of your technical experience and financial capability to offer the proposed activity. (Use multiple pages if necessary)

Proposed Activity:

1. **Description:** This should be a detailed description of the full extent of services you are proposing to provide.
 - Services that will be offered to clients (including any services that will be provided by a party other than the holder).
 - Location of routes and starting and ending points for the proposed operations (*include a detailed map showing these*).
 - A list of proposed transportation methods into the forest (*will you be utilizing full size vehicles, off highway vehicles, horses, bicycles, on foot, boats, etc.*)
 - A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead.
 - A list of temporary improvements or signs that you propose to use.
 - A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested.
 - A statement of whether an assigned site is requested.
 - A description of cleanup and restoration during and after the proposed operations.

2. **Operating Season and Service Days Requested:**
 - The number of service days requested, including anticipated number of trips and average party size (including guides (*service day = 1 client x 1 day (or portion of the day)*)).
 - Proposed operating season. Please include the number of service days requested per season of use if multiple seasons are requested. *See the example below.*

Proposed Activity/Service	Requested Location	Operating Season	Service Days Requested
<i>Example: OHV Guide</i>	<i>XX Roads/Trail(s)</i>	<i>June - October</i>	<i>50</i>
<i>Example: Horseback Riding</i>	<i>XX Trail(s)</i>	<i>June - October</i>	<i>50</i>

3. A description of your **client base or audience**. *Please indicate if your audience will include underserved populations, youth, or provide accommodations for individuals with disabilities.*
4. An overview of your proposed fees and charges for your services.
5. A statement as to why your proposed activity is dependent on National Forest lands and cannot occur on privately owned, or other lands.

6. Please provide any additional information or considerations relevant to the proposed activity and/or service.

Prior to further consideration, all special use proposals must first be screened using the criteria listed in 36 CFR 251.54, listed below.

First Level (Initial) Special Uses Screening: Proposal must meet **ALL** of the following minimum requirements, otherwise, proposal will be rejected:

Criteria	Meets
Use consistent with laws, regulations, orders, and policies establishing or governing National Forest System lands; other federal laws; and applicable State and local health and sanitation laws.	<input type="checkbox"/>
Use consistent or can be made consistent with standards and guidelines in applicable Forest Land and Resource Management Plan. (If proposal is inconsistent with the Forest Plan, discuss ways it could be altered to make it consistent, such as conducting the activity at a different time or location.)	<input type="checkbox"/>
Use will not pose a serious or substantial risk to public health or safety.	<input type="checkbox"/>
Use will not create an exclusive or perpetual right of use or occupancy. (Use would not in effect grant title (or create the appearance of) to Federal land, such as cemeteries, monuments, or other memorials, or some major capital improvements by municipal entities).	<input type="checkbox"/>
Use will not unreasonably conflict or interfere with administrative use by the Forest Service, other scheduled or authorized existing uses on or adjacent to non-National Forest System lands.	<input type="checkbox"/>
Proponent does not have any delinquent debt owed to the Forest Service under terms and conditions of a prior or existing authorization, unless such debt results from a decision on an administrative appeal or from a fee review and the proponent is current with the payment schedule.	<input type="checkbox"/>
Use does not involve gambling or providing of sexually oriented commercial services, even if permitted under State law.	<input type="checkbox"/>
Use does not include military or paramilitary training or exercises by private organizations or individuals, unless such training or exercises are federally funded.	<input type="checkbox"/>
Use does not involve disposal of solid waste or disposal of radioactive or other hazardous substances.	<input type="checkbox"/>

Forest Service will not return materials submitted in connection with this request for information. All materials submitted in response to this request for information shall become the property of Forest Service.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at (http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your 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.

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