



Forest Service
U.S. DEPARTMENT OF AGRICULTURE

Attachment 1

Outfitting and Guiding Request Form - Deschutes 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 proposal form.

Responses due Friday March 1, 2024

Name: _____

Business Name: _____

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 service(s).

Proposed Service(s):

1. **Description:** This should be a detailed description of the full extent of service(s) you are proposing to provide, including the type of use the shuttle/transportation or rental/delivery service(s) will be for.
 - Please specify the location of routes, (drop off and pick up points), and a list of Forest locations you propose to use, e.g., parking lot, trailhead, etc. (*include a detailed map*).
 - A detailed list of proposed fleet/equipment to be utilized on forest (*passenger cars, vans, etc. and associated capacities*).

2. **Season of Use and Operating Dates**

- Proposed operating season (winter or summer) and proposed operating dates for each.

3. **Service Days Requested:**

- The number of service days requested, including anticipated number of trips and average party size (including drivers). If requesting multiple seasons, please include the number of service days requested per season of use per service type, e.g., shuttle service for winter and shuttle service for summer).

Use the table attached to the end of this form to submit your request for the proposed services listed above.

4. 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.*
5. An overview of your **proposed fees** and charges for your services.
6. A statement as to why your proposed service is **dependent on National Forest lands** and cannot occur on privately owned, or other lands.
7. Please provide any additional information or considerations relevant to the proposed service and how it can help alleviate traffic congestion and parking limitations at popular trailheads.

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** 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.	
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.)	
Use will not pose a serious or substantial risk to public health or safety.	
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).	
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.	
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.	
Use does not involve gambling or providing of sexually oriented commercial services, even if permitted under State law.	
Use does not include military or paramilitary training or exercises by private organizations or individuals, unless such training or exercises are federally funded.	
Use does not involve disposal of solid waste or disposal of radioactive or other hazardous substances.	

Forest Service will not return materials submitted in connection with this request for information. All materials submitted in response to this request 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](http://www.ascr.usda.gov/complaint_filing_cust.html) 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.

USDA is an equal opportunity provider, employer, and lender.

Table 1. Service Day Request

Proposed Service	Type of Use/ Equipment	Requested Location	Season of Use	Operating Dates	Anticipated Number of Trips	Average Party Size (including drivers)	Service Days Requested*
<i>See sample requests below</i>							
<i>Shuttle Service</i>	<i>Skiing</i>	<i>XX Trailhead</i>	<i>Winter</i>	<i>Dec - April</i>	<i>40</i>	<i>8</i>	<i>320</i>
<i>Transportation Service</i>	<i>Hiking</i>	<i>XX Trailhead</i>	<i>Summer</i>	<i>April – Oct.</i>	<i>20</i>	<i>8</i>	<i>160</i>
<i>Rental/Delivery</i>	<i>Mtn. Bikes</i>	<i>XX Trailhead</i>	<i>Summer</i>	<i>April - June</i>	<i>15</i>	<i>6</i>	<i>90</i>

*A service day = 1 client x 1 day, or portion of the day.

The blue text in rows 2-4 is for reference only, enter actual request in the rows below.