



FS Agreement No. 16-MU-11132424-233

Cooperator Agreement No. \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
Between The  
**BACK COUNTRY HORSEMEN OF AMERICA**  
And The  
**USDA, FOREST SERVICE**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Back Country Horsemen of America, hereinafter referred to as "BCHA," and the United States Department of Agriculture (USDA), Forest Service, here in after referred to as the "U.S. Forest Service."

Title: Equestrian Trails Maintenance, Education, and Public Outreach

- I. **PURPOSE:** The purpose of this MOU is to document the cooperation between the parties to continue to develop and expand a framework for the Forest Service and BCHA to plan and implement mutually beneficial programs, projects, training, and other equestrian opportunities at the national, regional, and local levels in accordance with the following provisions.

**II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

The FS manages National Forest System (NFS) lands for a variety of uses and activities, including outdoor recreation. The FS is interested in providing a variety of equestrian opportunities that are environmentally sensitive and educational and that support local and regional economies and quality of life.

BCHA is a national organization of private recreational saddle and pack stock users and is a recognized leader in establishing equestrian and saddle and pack stock ethics, providing education on responsible backcountry use, encouraging volunteerism, and fostering appropriate management of federal and non-federal lands. BCHA members desire to use the National Forests for recreational purposes and to accomplish mutually beneficial equestrian and recreational saddle and stock projects or activities.

The parties want to encourage responsible use of NFS lands by visitors participating in equestrian and recreational stock travel and activities. Both the FS and BCHA disseminate information to the public regarding conservation, recreation, and natural resource activities as they relate to equestrian and recreational stock use.



In consideration of the above premises, the parties agree as follows:

### III. BCHA SHALL:

- A. Work with the Forest Service to facilitate improved understanding and communication among equestrian and recreational stock users, federal agencies, and the public.
- B. Work with the Forest Service to identify appropriate cooperative opportunities, such as trail projects, administrative studies, and educational programs, and to pursue these projects jointly.
- C. Develop and maintain a communication network for contacting equestrian and recreational stock users through a system of local and state BCHA affiliates.
- D. Subject to applicable federal laws, regulations, land management plans, and other management direction, provide input on trail system analysis and planning and assistance to land managers and communities involved in equestrian and recreational stock projects, educational activities, and management.
- E. Maintain a public database and library of publications related to BCHA activities.
- F. Provide training and instruction to its members and, when appropriate, the public regarding Leave No Trace and other ethics programs relating to backcountry equestrian and recreational stock use, and encourage the incorporation of these programs in that use.
- G. Obtain FS approval prior to publication of any materials regarding equestrian and recreational stock use on NFS lands that are developed cooperatively by the FS and BCHA and that are intended for public distribution.
- H. Complete job hazard analyses for BCHA projects and activities conducted on NFS lands pursuant to this MOU, and conduct safety training prior to engaging in these projects and activities. Address anticipated hazards and steps that should be taken to reduce the hazards in these training sessions.

### IV. THE U.S. FOREST SERVICE SHALL:

- A. Work with BCHA to facilitate improved understanding and communication among equestrian and recreational stock users, federal agencies, and the public.
- B. Work with BCHA and its affiliates to identify appropriate cooperative opportunities, such as trail projects, administrative studies, and educational programs, and, contingent upon availability of funds and personnel, pursue these



projects and activities jointly with the equestrian and recreational stock community.

- C. Encourage local FS officials to collaborate with BCHA national office staff, representatives, affiliates, and members in the development of mutually beneficial projects and educational activities.
- D. Where appropriate and feasible, make available to the public information from BCHA regarding development and presentation of training materials related to responsible equestrian and recreational stock use and ethics, trail construction and maintenance, and opportunities for equestrian and recreational stock use on NFS lands.
- E. Consistent with applicable laws, regulations, land management plans, other management direction, and the FS's multiple-use mission, facilitate the continued access and use of NFS lands for equestrian and recreational stock use and related activities.
- F. Consistent with applicable laws, regulations, and FS policies, consider BCHA's goals and concerns in trail system analysis and planning and, in particular, in developing and managing FS programs relating to equestrian and recreational stock use.
- G. Provide information on completing job hazard analyses and conducting safety training for BCHA projects and activities conducted on NFS lands pursuant to this MOU.

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

- A. This MOU shall take effect when it is fully executed and shall expire five years from its effective date.
- B. Modifications of this MOU shall be made in writing and shall be signed and dated by the FS and BCHA.
- C. Either the FS or BCHA may withdraw from the MOU after 60 days written notice.
- D. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.



**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Alan Hill, Public Liaison BCHA	Name: Same as Program Contact
Address: P.O. Box 492660	Address:
City, State, Zip: Redding, CA 96049-2260	City, State, Zip:
Telephone: (530) 221-4354	Telephone:
FAX: (530) 221-4354	FAX:
Email: <a href="mailto:ahill@bchacalifornia.org">ahill@bchacalifornia.org</a>	Email:

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Jonathan Stephens, Trails & CDA	Name: Brenda Taylor
Address: 201 14 <sup>th</sup> Street SW	Address: 201 14 <sup>th</sup> Street SW
City, State, Zip: Washington, DC 20250-1125	City, State, Zip: Washington, DC 20250-1125
Telephone: (202) 205-1701	Telephone: (202) 205-1752
FAX: (202) 649-1180	FAX: (202) 649-1180
Email: <a href="mailto:jstephens@fs.fed.us">jstephens@fs.fed.us</a>	Email: <a href="mailto:btaylor@fs.fed.us">btaylor@fs.fed.us</a>

**E. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES.** This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement BCHA acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the USDA has considered suspension or debarment is not necessary to protect the interests of the Government. If BCHA fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds BCHA has expended in violation of sections 433 and 434.

**F. NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or BCHA is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:



To the U.S. Forest Service Program Manager, at the address specified in the MOU.

To BCHA, at BCHA's address shown in the MOU or such other address designated within the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- G. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the U.S. Forest Service or BCHA from participating in similar activities with other public or private agencies, organizations, and individuals.
- H. ENDORSEMENT. Any of BCHA's contributions made under this MOU do not by direct reference or implication convey U.S. Forest Service endorsement of BCHA's products or activities.
- I. NONBINDING AGREEMENT. This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer anything of value.

Specific, prospective projects or activities that involve the transfer of funds, services, property, and/or anything of value to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This MOU neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, services, property, and/or anything of value to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

- J. USE OF U.S. FOREST SERVICE INSIGNIA. In order for BCHA to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted



and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.

- K. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no U.S. member of or U.S. delegate to Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- L. FREEDOM OF INFORMATION ACT (FOIA). Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- M. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- L. TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO). The U.S. Forest Service recognizes and honors the applicability of the Tribal laws and ordinances developed under the authority of the Indian Self-Determination and Educational Assistance Act of 1975 (PL 93-638).
- M. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. BCHA is encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments.

BCHA should call on the U.S. Forest Service's Office of Communication for advice regarding public notices. BCHA is requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.

- N. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. BCHA shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this MOU.



- O. NONDISCRIMINATION STATEMENT - PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. BCHA shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

*"This institution is an equal opportunity provider."*

- P. TERMINATION. Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.
- Q. DEBARMENT AND SUSPENSION. BCHA shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should BCHA or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- R. MODIFICATIONS. Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.
- S. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective through June 30, 2021 at which time it will expire.
- T. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual



parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

*Donald D. Sener*

*7/21/16*

Donald Sener  
Back Country Horsemen of America

Date

*[Signature]*

JOE L. MEADE, Director  
U.S. Forest Service, Recreation, Heritage and  
Volunteer Resources

*8/31/16*

Date

The authority and format of this agreement have been reviewed and approved for signature.

RONALD  
PRESSLEY

OMB 0590-0217  
7/21/16  
U.S. Department of Agriculture  
Office of Information Management  
1400 Independence Avenue, SW  
Washington, DC 20250-9410

6/6/2021

RONALD PRESSLEY  
U.S. Forest Service Grants Management Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0590-0217. The time required to complete this information collection is estimated to average 7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice); TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.