**Step-by-Step Process for Responding to Requests**

*Email or in-person communications recommended for expediency.*

1. **Field office receives request** from a person with disabilities to use an e-bike on trails not authorized for off-highway vehicle use.
2. **Authorized Officer (or designee) provides requestor** with “*Additional Information Inquiry Template.*”
3. **Field office receives response** to questions in “*Additional Information Inquiry Template”* from requestor.
4. **Field office reviews** the information provided by the requestor to determine if the request would fundamentally alter the nature of the BLM programs or activities. Some, but not all, items to consider are:
	1. The specifications of the e-bike to be used (i.e., Class 1, 2, or 3, number of wheels, width, operable pedals, motor greater than 750 watts, whether the electronic motor can propel the bike without pedal assistance).
	2. Whether traditional, non-motorized bicycles are allowed on the requested trails. Is the trail a pedestrian only trail?
	3. Whether use is requested on trails in wilderness or wilderness study areas.
5. **Authorized Officer Determination**
	1. **The request WILL NOT fundamentally alter BLM programs or activities**: Allow for reasonable modification by issuing an “Approval of E-bike Reasonable Modification” (see template) and include specifics from the “Additional Information Inquiry” in the body of the approval letter. Email is an appropriate response method.
	2. **The request WILL fundamentally alter BLM programs or activities**: Deny the requested reasonable modification after consulting with the State Office Accessibility Program Lead, Headquarters, Office of Civil Rights, and Solicitor to make an objective determination. Document and communicate denial of the request in a timely manner. In such cases, the Field Office should take other actions that would not result in a fundamental alteration to a program or activity, or present undue financial and administrative burdens, and would ensure that persons with disabilities receive the benefits and services of the BLM program or activity at issue (e.g., suggest other trails or specific e-bike classes).
	3. **Portions of the requested modification will not fundamentally alter BLM programs or activities**: Allow for that part of the request that does not fundamentally alter BLM programs or activities using the process identified in 5a. above. Deny the part of the request that would fundamentally alter BLM programs or activities as identified in 5b. above.
6. **Record Keeping:** The field office maintains a record of reasonable modification requests and responses (e.g., spreadsheet or word table) devoid of personally identifiable information or medical records and makes such records available to appropriate state office program leads and BLM headquarters units as appropriate.

Field offices should consider which trails are commonly requested for reasonable modifications and use this information to prioritize future potential management considerations. Tracking these requests and responses will help inform future analysis and decision making.