Grand Teton National Park
Commercial Use Authorization Program

Business Resources Division
P.O. Drawer 170
Moose, WY 83012
(307) 739-3417 or (307) 739-3416
grte_business_resources@nps.gov

2016 CUA Handbook

This handbook includes information to assist prospective applicants and returning operators in learning more about the Commercial Use Authorization (CUA) permitting process and commercial operation in Grand Teton National Park. The permit language and requirements of each type of authorization can be found in each category's conditions and operating plan.

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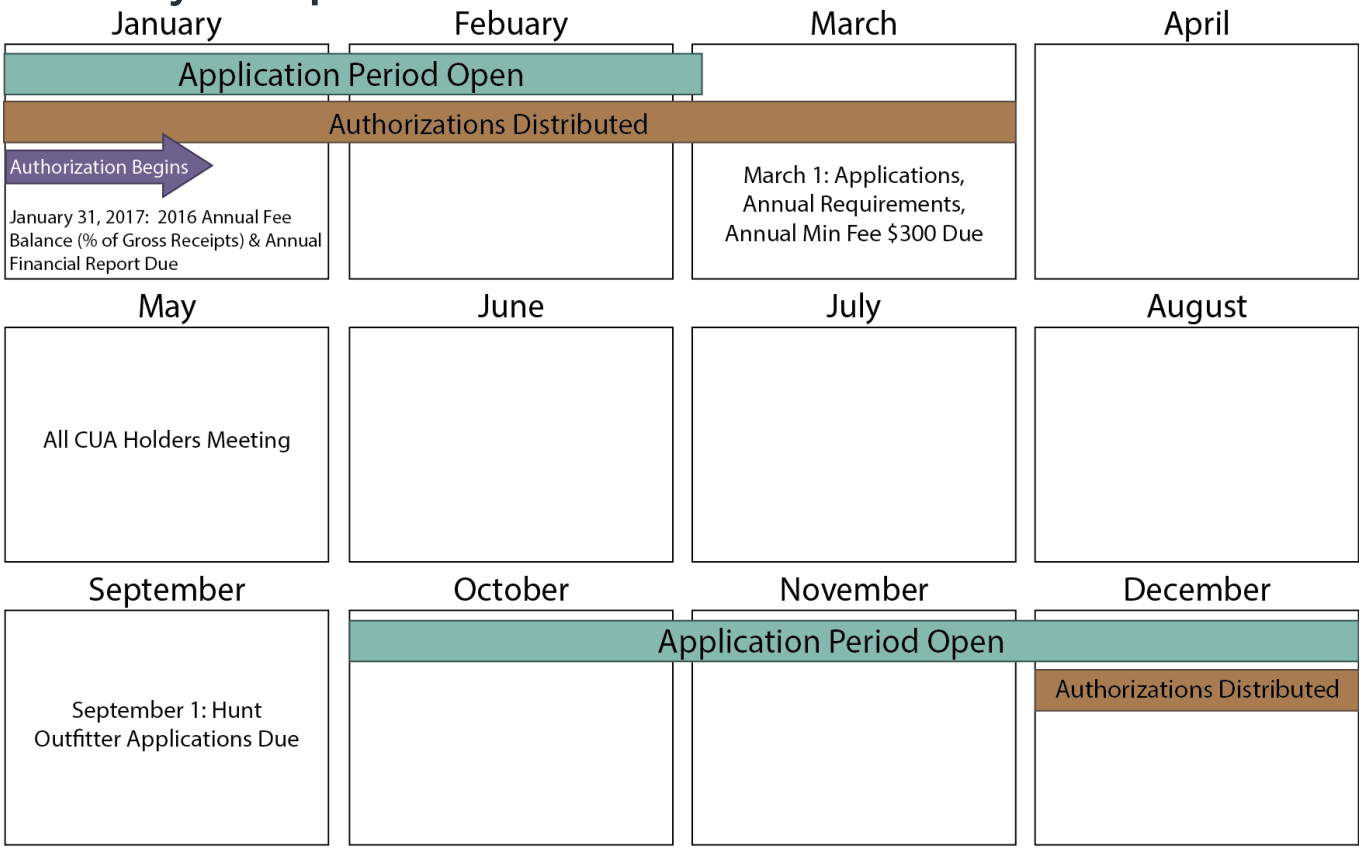
Summary of Important Dates



F.A.Q.'s

What is a Commercial Use Authorization (CUA)?

Public Law 105-391, Section 418, which was signed in 1998, provides for the issuance of Commercial Use Authorizations (CUAs) to a private person, corporation, or other entity to provide suitable commercial services for park area visitors. Commercial activities are generally prohibited in National Parks unless authorized by a CUA or concessions contract.

What activities are authorized in GRTE and the JODR?

All commercial activity in the park must be permitted by the National Park Service (NPS). The following activities are eligible for a CUA in Grand Teton National Park (GRTE) and the John D. Rockefeller, Jr. Memorial Parkway (JODR), and definitions of each of these categories are available on page 7:

- Guided Bicycle Tours
- Youth Group Day Hiking
- Photography/Painting Workshops
- Auto Shuttle Services
- Towing Services
- Transit Services
- Hunt Outfitters
- Step-on Guide Services (authorized within a Road Based Tour CUA)

- Road Based Tours

What are the general criteria for the issuance of a CUA?

- The authorization is issued to a qualified operator to permit the provision of suitable commercial services to park area visitors. A qualified operator is an organization that the superintendent determines has the ability to satisfactorily provide visitor services and carry out the terms of the CUA.
- The superintendent determines that commercial services: (a) will have minimal impact on park area's resources and values; (b) are consistent with the purposes for which the park area was established; and, (c) are consistent with all applicable park area management plans, policies, and regulations. For the authorized CUA categories, the most recent determination of that criteria was made through a public planning process in the spring/summer of 2015. The results of this analysis can be viewed at parkplanning.nps.gov/cua.
- The holder must agree to comply with all of the general and specific conditions described in the CUA conditions and activity-specific operating plan. You should familiarize yourself with these documents before applying for a CUA.

For what length of time is a CUA issued?

CUAs are issued for a two-year period. The application period is October 1 through March 1 of each year. The operating year is from January 1 to December 31.

What are the fees for a CUA?

The annual fee for a CUA is determined through a tiered percentage of gross receipts, or $300, whichever is higher.

A $300 minimum annual fee for each service category is due each year during the application period, either when the CUA is issued or when annual requirements are submitted. This fee is not refundable. The initial $300 fee acts as credit toward the remainder of the annual fee, which is based on percentage of gross receipts.

The annual fee resulting from a percentage of gross receipts must be paid to the park by January 31 of each year with the year-end financial statement. Any additional fee above the $300 minimum is due January 31, 2017.

Annual Fee based on percentage of gross receipts ($300.00 annual fee acts as a credit towards the following)	
Between $0.00 and $125,000.00	2% of gross receipts
Between $125,000.01 and $250,000.00	3% of gross receipts in addition to the prior amount
Between $250,000.01 and $500,000.00	4% of gross receipts in addition to the two prior amounts
Over $500,000.01	5% of total gross receipts in addition to the three prior amounts

"Gross receipts" means the total of all revenues received from services offered within Grand Teton National Park (GRTE) and the John D Rockefeller JR. Memorial Parkway (JODR). Revenue collected that is passed directly through to in-park concessioners to purchase visitor services such as lodging, meals, or concessioner-provided activities may be deducted from gross receipts for the purpose of calculating the percentage of gross receipts fee. Revenue for services conducted outside GRTE and JODR are not included in the gross receipts amount when calculating the assessed fee.

Operators who hold CUAs with both Yellowstone and Grand Teton National Parks should allocate gross receipts to each park according to the percentage of the total trip time spent in each park. The CUA holder is responsible for maintaining accounting records that demonstrate evidence of gross receipts and required fee payment. The Service may audit CUA holder financial reports at any time.

Why does the park charge a fee for a CUA?

National Park Service Policy requires the Superintendent to charge a reasonable fee for CUA's. The park retains such fees to help pay for the cost of the CUA program including administration, evaluations, monitoring and training.

When are Annual Financial Reports and fees due?

Annual Financial Reports, which cover the operating year and require reporting of gross receipts and visitors served for each month of that year, are due on January 31 of each year. At that time, the balance of the annual fee, based on the gross receipts reported in the Annual Financial Report, is due. The minimum annual fee of $300 is due at the time of application—and by March 1 of the following year (or before operations begin, whichever is earliest).

What are the insurance requirements?

Comprehensive general liability coverage is required in the amount of $500,000 minimum per occurrence. Automobile liability coverage is required for all owned, non-owned, and hired vehicles used by the licensee (required for any vehicles driven into the park, regardless of whether customers will ride in vehicles). Minimum limits are: car, van, or bus up to 5 passengers, $300,000; 6 to 12 passengers, $500,000; 13 to 20 passengers, $750,000; 21 to 50 passengers, $1,500,000. The policy shall be underwritten by a United States company naming the United States of America as an additional insured.

What are the reporting requirements?

All required documentation must be submitted for the authorization to remain active.

Document	**Due**
Visitor Use Statistics (VUS)	4th of each month
Annual Financial Report (AFR)	January 31 following the operating year
Guides List	March 1 or before operation begins
Insurance Certificate	As insurance expires/renews

What are Visitor Use Statistics and when are they due?

CUA holders are required to submit monthly 'Visitor Use Statistics' (VUS) by the 4th of each month. This information includes the number of trips taken and the number of visitors served, but may also include other relevant trip information such as where trips took place, etc. Holders submit VUS reports using an online form. A separate form will need to be submitted for each CUA activity authorized, for each month of operation.

1. Visit the following internet address: http://goo.gl/forms/6lQeptl4Sd
2. Fill out all required entries on the first page and click Continue.

3. Fill out all required entries on the second page and click Submit.
4. Edit responses as necessary.

How long does it take to obtain a CUA?

You should anticipate that you will receive the issuance of a CUA from December 1 to April 1 (dependent upon time of application submission). A minimum of 30 days is required for issuance of a CUA. Delays will occur if application materials are not submitted accurately or completely, or if authorizations needing operator signature are not returned promptly.

When is the application period?

The CUA application period opens October 1 and closes March 1. CUA Applications received or post-marked after March 1 will not be accepted. Applications submitted after the March 1 deadline will not be authorized to operate in GRTE or JODR. This applies to all CUA activities with the exception of Hunt Outfitters.

How does holding a CUA that ends in 2016 or 2017 affect fees and authorization periods?

- Applicants whose authorization expires April 30, 2016 or April 30, 2017 will not be required to pay an annual fee for gross receipts received during January, February, March, and April of 2016, i.e. when identifying 2016 gross receipts to determine the percentage of gross receipts fee due by January 31, 2017, you may exclude gross receipts earned in January, February, March, and April of 2016.
- Operators whose previous authorization ends April 30, 2017 will have their authorizations replaced with a new document that reflects the January 1 to December 31 operating year.
- The annual fee based on percentage of gross receipts will be due for the first time on January 31, 2017 for gross receipts resulting from 2016 operations (a percentage of gross receipts annual fee is not due on January 31, 2016).

How do I submit an application?

Review all of the checklist items below. Once you have all of the required documentation, you can submit either electronically or by mail:

Electronically:	**OR**	**By Mail:**
Scan and send your application package along with a signed Pre-Authorized Debit Agreement and Fee Form to grte_business_resources@nps.gov		Send your application package and check to: Grand Teton National Park Business Resources – CUA Program P.O. Drawer 170 Moose, WY 83012 Please email an electronic copy of the guides list excel file to grte_business_resources@nps.gov

Checklists

Application Checklist:

Applications must be completed by new operators and by current operators whose two-year authorization is expiring.

☐ Complete and sign the CUA Application form. Submit with the application package.

- ☐ Instruct your insurance company to send an Insurance Certificate naming the United States of America as an additional insured to the Business Resources office of Grand Teton National Park by email or hardcopy. Reference condition #4 in the CUA Conditions. It is the operator's responsibility to ensure that the park receives its current insurance information.
- ☐ Include a copy of Wyoming Department of Transportation Permanent Contract Motor Carrier Authority. http://www.dot.state.wy.us/home/trucking_commercial_vehicles/operating_authority.html
- ☐ Submit a statement explaining your policy regarding the use of 'Acknowledgement of Risk' forms. Are you using the risk form provided by Grand Teton National Park, a company specific risk form, or is no form used? If you're using a form other than the one provided by Grand Teton please include a copy of your form with the application package. See #16 in the CUA Conditions.
- ☐ Submit a company firearm policy that adheres to condition #18 in the CUA Conditions.
- ☐ Enclose an advertising brochure and/or website address with a schedule of planned trips to Grand Teton National Park. Brochures and/or websites must specifically state that the business is an "authorized permittee of the National Park Service."
- ☐ Complete the Guides List, including expiration dates of First Aid and CPR certification using the attached excel file and submit the electronic guides list via email. Do not send CPR cards or photocopies of CPR cards (these should be kept for your records). An Authorized Guides List will be included with your authorization. Additions or changes to the guides list must be emailed to Business Resources.
- ☐ Include a payment for the $300.00 minimum annual fee with the application package.
  1. Include a check made out to Grand Teton National Park

     OR
  2. Include a signed Pre-Authorized Debit (PAD) authorization agreement with the Annual Fee Form if you wish to pay automatically with PAD. The PAD authorization should identify the type of payment as 'CUA'. By signing these forms, you are consenting to have your annual fees and park entrance fees debited from your account. Each debit requires a separate authorization form from you. We will never debit your account without consent.

What happens once I submit an application?

1. Once we've received all required documents and reviewed your application, we will send you a CUA authorization form for your signature.
2. You will then need to sign and return the CUA authorization form for final approval.
3. Upon receipt of your approved Commercial Use Authorization document and Authorized Guides List, you may begin operations in Grand Teton National Park within the dates identified on your CUA. Park entrance stations will be notified of all current CUA holders and receive copies of your Authorized Guides List.
4. Monthly Visitor Use Statistics (VUS) will be due by the 4th of each month you operate. Visit http://goo.gl/forms/6lQeptl4Sd to submit your VUS (we only accept VUS online).
5. You will need to submit annual requirements, which includes the annual fee, each year, as identified in the 'Annual Checklist' below.

Annual Checklist:

Annual checklist items apply to all operators, including applicants and current CUA holders.

- ☐ Submit your Annual Financial Report for the previous year by January 31.

- ☐ Provide an updated guides list by March 31 and as changes occur.
- ☐ Ensure that your insurance company has provided the park with a current certificate of insurance.
- ☐ Provide the park with new advertising materials as they are developed.
- ☐ Send payment of the $300.00 minimum annual fee by March 1, or before operations begin, whichever is earliest. *The balance of the annual fee will be collected at the end of the operating year. Operators grossing $15,000 or less will not generate enough revenue to incur annual fees beyond the $300 minimum (15,000x2%=300)*

What happens once I submit annual checklist items?

If all information on file is up-to-date and the AFR, updated guides list, and annual fee have been provided, you will be sent a new authorized guides list and your authorization will remain valid until its expiration date.

Authorization Category Definitions

Authorization Category	Definition
Guided Bicycle Tours	Guided Bicycle Tours are non-motorized human pedaled vehicle tours for up to ten total participants on approved routes and roads within Grand Teton National Park (GRTE) and John D Rockefeller JR. Memorial Parkway (JODR). Tour groups consist of guides/tour leaders, participants, and may include one support vehicle. Tours provide single day trips in GRTE and JODR that may or may not span multiple days. Bicyclists are required to follow all applicable traffic regulations and safety guidelines. Guides provide messages that encourage visitors to preserve and protect park resources in conjunction with the management objectives of Grand Teton National Park and the mission of the National Park Service.
Youth Group Day Hiking	Youth Group Guided Day Hiking is an instructional and supervised non-overnight hiking activity provided to youths under the age of twenty one. Day hike groups are limited to no more than 10 participants and two guides per group. Groups operate using specifically authorized trails in Grand Teton National Park (GRTE) and John D Rockefeller JR. Memorial Parkway (JODR). These services must provide information about the area and its resources, instill conservation ethics, and increase environmental awareness in participants. Operators must adhere to all required safety practices.
Photography/Painting Workshops	A Photography Workshop is an instructional opportunity for one to ten visitors using an itinerary that has been packaged, priced, or sold as a guided photography instructional session. Photography Workshops embrace the scenic, cultural, and natural resources of Grand Teton National Park (GRTE) and John D Rockefeller JR. Memorial Parkway (JODR) to create an instructional based experience designed to improve a photographer's skills and/or photography techniques. A Painting Workshop is an instructional opportunity for one to ten visitors using an itinerary that has been packaged, priced, or sold as a guided painting instructional session. During these sessions, visitors are given painting and related art instruction. Guides provide messages that encourage visitors to preserve and protect park resources in conjunction with the management objectives of GRTE, JODR, and the mission of the National Park Service (NPS).
Road Based Tours	A Road Based Tour is a single vehicle guided tour consisting of one or more persons traveling on an itinerary which has been packaged, priced, or sold as an interpretive tour. These activities take visitors through the park's road system with a focus on

	interpreting the parks features and wildlife. Guides provide an educational forum for the preservation and protection of park resources in conjunction with the management objectives of Grand Teton National Park (GRTE), the John D Rockefeller JR. Memorial Parkway (JODR), and the mission of the National Park Service. Step on Guides provide the same services from a visitor's personal vehicle or from the vehicle of another commercial operator. Road Based Tours comprise the largest number of CUAs issued.
Auto Shuttle Services	An Auto-Shuttle Service is the point-to-point ground transportation of vehicles by at least two employees of an authorized operator (or other authorized means) to specifically authorized parking areas or turnouts. Visitors and commercial users in need of a shuttle begin their activity in one location with the activity terminating in a separate location. Shuttle operators manage the logistics of transporting vehicles from a starting location to the location where the activity terminates. This allows visitors or commercial operators to regain access to the original vehicle when their activity has been completed. Transportation of people is not permitted. Activities supported by this category include private backcountry hiking, commercial/private fly fishing, and commercial/private float trip.
Towing Services	A Towing Service assists or removes a disabled or damaged vehicle from Grand Teton National Park (GRTE) or the John D Rockefeller JR. Memorial Parkway (JODR). Vehicles are removed via a tow truck and taken to a repair or storage facility, usually in the local area of Jackson, WY. Circumstances causing the need for a tow generally include mechanical failure, unsafe vehicle operating conditions, and damage caused by contact with other objects. Towing companies are contacted directly by park visitors or by the Teton Interagency Dispatch Center as unique situations dictate. Visitors are required to pay all fees associated with a towing service.
Transit Services	A Transit Service is a logistics system for the picking-up and dropping-off of visitors to specifically authorized points along a regular route with a pre-announced schedule. Services and stops are continuous and specifically authorized. This service allows visitors to be transported to facilities and recreational opportunities who may otherwise be unable to get there by other means. A Transit Service allows visitors to utilize public transportation for convenience. Interpretive touring is not part of this service, although operators must relay specifically approved messages to visitors, consistent with the management objectives of Grand Teton National Park (GRTE), the John D Rockefeller JR. Memorial Parkway (JODR), and the mission of the National Park Service. Transit services were authorized to be a part of the CUA program on a trial basis from 2011 through 2013. Beginning in 2014, they were introduced as a new CUA category on a permanent basis.
Hunt Outfitters	Hunt Outfitters assist in providing support services for the elk reduction program in Grand Teton National Park (GRTE) and hunting in John D Rockefeller JR. Memorial Parkway (JODR). These services may provide guiding expertise for a specific area, game animal, and/or climate/terrain. They also may provide hunters with necessary gear and supplies. If and when an animal is taken, outfitters may assist in the retrieval and/or harvesting of the hunted animal. Hunting activities occur within the JODR September through December. Specific dates, laws, and limits on hunted animals are specified in annual information released by the Wyoming Game and Fish Department. Hunting activities associated with the legislatively permitted elk reduction program within Grand Teton National Park occur from October-December only for identified species; no regular hunting is permitted. Commercial operators may only provide services for visitors who have already obtained the appropriate state and park permits/licenses.