



## COMMERCIAL USE AUTHORIZATION APPLICATION



**Lake Roosevelt National Recreation Area**  
1008 Crest Drive  
Coulee Dam, WA 99116  
Julia Treu-Fowler, CUA Coordinator  
Phone Number: 509-754-7807

Refer to application instructions at the end of this application. Some parks have additional requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

1. **Service for which you are applying:**
  
2. **Will you be providing this service in more than one park?** Yes  No  *If "Yes", list all parks and services provided.*
  
3. **Applicant's Legal Business Name:** *[Include any additional names (DBA) under which you will operate.]*
  
4. **Owner and Authorized Agents:** *(Give the name(s) of the owners and name(s) of the persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.)*

**5. Mailing Addresses**

**PRIMARY CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal. )*

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

**ALTERNATE CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal. )*

*If same as "Primary Contact Information, check here  and go to question 6.*

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

**6. What is your Business Type?** *(Please check one below)*

Sole Proprietor

Partnership *(Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)*

Name:

Name:

Limited Liability Company

Corporation

Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*

Other

**7. Business License – State and Number:**

**Expiration Date:**

**8. Employer Identification Number (EIN):**

**9. Liability Insurance:**

Provide proof of liability insurance. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is \$1,000,000 per occurrence. Some activities will require increased coverage or other types of liability insurance; see Park-Specific CUA Insurance Requirements ("Attachment A").

**10. Will your business operate vehicles/vessels/aircraft within NPS boundaries?**

Yes  No

*Information for vehicles/vessels/aircraft chartered from and operated by another company is NOT required. If "Yes," please give a description of each vehicle. Use additional paper, if necessary.*

Make/Model of Vehicle		Year	Max # Passenger Capacity	Own/Rent/Lease
Make/Model of Vessel	Registration # or USCG Documentation	Length	Max # Passenger Capacity	Own/Rent/Lease

**11. Additionally Required Documentation:**

Parks may require proof of licenses, registrations and certificates, etc. Provide copies of additionally required documentation identified in "Attachment B".

**12. DOI Employment:**

Are you, your spouse, or minor children employed within the U.S. Department of the Interior?

Yes  No  If "Yes", please provide information below:

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Bureau or Office where employed: \_\_\_\_\_

If you selected yes, to 12. please contact your servicing ethics office for further guidance prior to submitting this form. A list of servicing ethics offices can be found at, <https://www.doi.gov/ethics>.

**13. Violations:** To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions.

Yes  No  If "Yes", please provide the following information. Attach additional pages, if necessary.

Date of violation or incident under investigation: \_\_\_\_\_

Name of business or person(s) charged: \_\_\_\_\_

Please identify the law or regulation violated or under investigation: \_\_\_\_\_

Please identify the State, municipality, or Federal agency that initiated the charges: \_\_\_\_\_

Additional Detail (optional): \_\_\_\_\_

(Results) Action Taken by Court: \_\_\_\_\_

**14. Fee: If new LARO CUA applicant:** \$100.00 nonrefundable application fee. **If returning LARO CUA applicant** \$100.00 or 2% of gross receipts as stated on NPS Form 10-660 CUA Annual Report with Instructions CY2020 online at: [www.pay.gov/public/form/start/747409278](http://www.pay.gov/public/form/start/747409278).

**15. Signature:**

False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.*

Signature

Date

Printed Name

Title

**NOTICES**

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 USC 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0268 to this collection.

**Estimated Burden Statement**

We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

**The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.**

**COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:

- a. Launch and retrieval services
- b. Guided Fishing and Hunting
- c. Charter and Tour Services

If the service you are proposing to provide is not a currently approved service listed above, contact the park CUA office at the number above.

2. Respond "No" or list other parks where you will be providing this service.

3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.

4. Give the name(s) of owners and name(s) of persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.
5. Provide contact information for both the main season and the off-season. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the state, license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance if you own, rent, or lease vehicles/vessels/aircraft and transport visitors by those means or if those owned, rented, or leased vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best's Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch). You may be subject to additional insurance requirements. Refer to "Attachment A".
10. Provide a description of each owned, rented, or leased vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service. Information for vehicles/vessels/aircraft chartered from and operated by another company is not required.
11. Provide copies of additional documentation as required by "Attachment B".
12. Indicate if you, your spouse, or parent (if you are a minor child) is employed by the U.S. Department of the Interior (Department). Departmental ethics regulations at 5 C.F.R. § 3501.103(c) prohibit Department employees, their spouses, and minor children, from acquiring or retaining permits, leases, and other rights in Federal lands granted by the Department. This prohibition includes any commercial use authorization to conduct commercial activities or services on Department property.
13. Provide details if your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years. Do not include minor traffic tickets.
14. Include payment of the Application Fee - **If new LARO CUA applicant:** \$100.00 nonrefundable application fee. **If returning LARO CUA applicant** \$100.00 or 2% of gross receipts as stated on NPS Form 10-660 CUA Annual Report. Please pay these fees online at: [www.pay.gov/public/form/start/747409278](http://www.pay.gov/public/form/start/747409278). See "Attachment" C.
15. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: Insurance Requirements

Attachment B: Additionally Required Documentation and Fee Information

Attachment C: Fee Schedule and Payment Information

**Additional Information:** The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

### CONDITIONS OF THIS AUTHORIZATION

1. **False Information:** The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a) (3)].
2. **Legal Compliance:** The holder shall exercise this privilege subject to the supervision of the area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. All vehicles/vessels/aircraft are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.
3. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.

- 4. Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
- 5. Liabilities and Claims:** This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the holder, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the holder in connection herewith, and the holder hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
- 6. Insurance:** Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall name the United States of America as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
- 7. CUA Fees:** At a minimum, the holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorized activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually or on a more frequent basis as determined by mutual agreement between the Holder and the area Superintendent.
- 8. Benefit:** No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
- 9. Transfer:** This authorization may not be transferred or assigned without the written consent of the area Superintendent.
- 10. Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
- 11. Preference or Exclusivity:** The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
- 12. Construction:** The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the area Superintendent.
- 13. Reporting:** The holder is to provide the area Superintendent upon request a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the area Superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments. The holder must submit annually the CUA Annual Report (NPS Form 10-660) and upon request the CUA Monthly Report (NPS Form 10-660A).
- 14. Accounting:** The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.
- 15. Minimum Wage:** The holder is required to adhere to Executive Order 13658 – Establishing a Minimum Wage for Contractors, as applicable. The implementing regulations, including the applicable authorization clause, are incorporated by reference into this contract as if fully set forth in this contract and available at <https://federalregister.gov/a/2014-23533>.  
**Exemption:** Under Executive Order 13838, Executive Order 13658 shall not apply to contracts or contract-like instruments entered into with the Federal Government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on Federal lands, but this exemption shall not apply to lodging and food services associated with seasonal recreational services. Seasonal recreational services include river running, hunting, fishing, horseback riding, camping, mountaineering activities, recreational ski services, and youth camps.
- 16. Visitor Acknowledgment of Risks (VAR):** The holder is not permitted to require clients sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client's right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. The

holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park to use the form and/or statement. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at 509-75 or by going to the park CUA webpage at <https://www.nps.gov/laro/getinvolved/upload/LARO-PART-2-Supplemental-Information-approved-508.pdf>

- 17. Intellectual Property of the National Park Service:** Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, servicemark or other ownership interest in the words "National Park Service", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
- 18. Nondiscrimination:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.

### SPECIAL PARK CONDITIONS COMMERCIAL USE AUTHORIZATION

- 19. AIS Inspections:** Local boats are exempt from inspections of aquatic invasive species, but are requested to fill out the Lake Roosevelt voluntary AIS Self-certification form. Local boats are boats that are from Stevens, Ferry, Spokane, Lincoln, and Grant Counties that have not been in waters outside this area of Washington State in the last 30 days. If a boat has been in waters outside this area within the last 30 days, it will need an inspection.

Inspections must be performed by either a qualified Washington State inspector or a NPS provided inspector. The authorization holder must record the inspection or mandatory documentation status of each boat and present a copy of this record to the park.

To help prevent the spread of aquatic invasive species, it is the authorization holder's responsibility to complete the following:

- a. All boats, trailers, and equipment that contact water must be cleaned prior to launching on park waters and are subject to inspection by NPS personnel. If boats or trailers have visible plants, mud, mussels, standing water or other signs of contamination, they will not be allowed to enter the water and are subject to enforcement of all applicable state and federal laws.
- b. Upon take out, while still in the immediate area of the lakeshore, the following tasks must be completed:
  - i. Drain the water from motor, live wells and bilges on land;
  - ii. Completely inspect vessels and trailers for any grit or debris;
  - iii. If feasible, air-dry boats and other equipment for at least five (5) days before launching on any other waterway;
  - iv. Do not reuse bait once it has been exposed to lake water and dispose of unused bait in garbage cans;
  - v. Allow all accessory equipment and fishing tackle to dry completely before reuse.

- 20.** All equipment used will be free of soil and vegetation/seeds to the greatest extent possible to mitigate the transfer and spread of exotic plants within Lake Roosevelt National Recreation Area.

- 21. License requirement:** At the minimum a valid WDFW Guide License: Guide – Game fish (N), preferable Guide – Game and food fish.

- 22.** Authorization holder shall adhere to all National Park Service, United States Coast Guard, and Washington state regulations pertaining to boat and safety equipment and boat operations in accordance with the conditions of this authorization.

- 23.** Vehicles and equipment utilized to carry out the operations authorized by this authorization may not be parked or left in such a manner as to interfere with or congest normal launching and/or parking. No vehicles or equipment may be left in Lake Roosevelt National Recreation Area when not actually engaged in the performance of the activities covered under this authorization.

- 24.** If the authorized services may involve the use of a concessioner's facility, prior written authorization of the respective concessioner(s) is required.

- 25.** First aid equipment and a satellite phone, cellular phone, marine band radio or other means emergency communication shall be readily accessible at all times.

- 26.** Any accident or injury requiring medical attention or having potential tort liability will be reported immediately to the Ranger Division via dispatch at (509) 754-7813. In addition, any accident will be reported to the Concessions Office via the phone number (509) 754-7807 within 24 hours.

- 27.** Accidents involving personal injury, motor vehicle/vessel accidents, or threatening incidents involving wildlife must be reported as soon as possible to the nearest ranger station, which will ensure the proper individuals and Superintendent are notified. [36 CFR 2.33, 4.4]

- 28.** The holder shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the holder is authorized to make of the land described in this authorization.
- 29.** During the performance of this authorization, the holder agrees that it will not discriminate against any person because of race, color, religion, sex or national origin. The holder will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, or national origin.
- 30.** The authorization shall be finalized prior to initiation of the scheduled activity. Holder shall ensure that each of their employees understands, the conditions and stipulations for operating in the park, as outlined in the authorization.
- 31.** The holder shall leave all area(s) authorized to be used under the terms of this authorization in substantially the same condition as it was prior to the activities authorized by this authorization. This includes, but is not limited to, the following: a. All refuse must be placed in trash containers or removed and disposed of in approved containers. b. Ground disturbance and the collection of natural or cultural materials from the park complex are prohibited.
- 32.** All fishing and hunting activities require adherence to Washington State law. The holder is responsible for ensuring their clients obtain a valid state fishing/hunting license and adhere to all regulations concerning seasons, gear, and catch. Please consult the current Washington State fishing and hunting regulations pamphlets for information specific to the waters/area your group will be fishing/hunting.
- 33.** Normal activities of the public will at no time be impeded or restricted nor will the general public be denied access to any public facility.
- 34.** Authorization holder, employees, and all clients and vehicles are subject to all established entrance and recreational user fees.
- 35.** No fliers or advertisements for this service will be distributed within the boundaries of the National Park Service.
- 36.** Nothing herein contained shall be construed as binding the Service to expend in any one fiscal year any sum in excess of appropriations made by Congress or administratively allocated for the purpose of this Agreement for the fiscal year, or to involve the Service in any contract or other obligations for the further expenditure of money in excess of such appropriations or allocations.
- 37.** Under this CUA, the holder must not collect any fees, or sell any goods or services on lands or waters owned and controlled by the United States.
- 38.** This authorization shall not be construed as limiting the obligation of the Superintendent to issue similar authorizations at the request of all other persons seeking to conduct the same or similar activities in the area.
- 39.** The commercial services authorized under this Authorization are to be provided to park area visitors at reasonable rates and under operating conditions satisfactory to the park area Superintendent. The rates of the holder will not be subject to approval by the National Park Service.
- 40.** Specific laws and regulations guiding visitor use at Lake Roosevelt National Recreation Area are outlined in the Superintendent's Compendium, which is periodically updated. The holder is responsible for knowing and complying with the most current form of these regulations which can be found on the park complex's website at <https://www.nps.gov/laro/learn/management/upload/2020-Compendium-FINAL-5-12-2020-w-maps-508.pdf>
- 41.** It is the holder's responsibility to obtain prior approval from landowners and/or other county, state or federal agencies for access to or across lands adjacent to the park.
- 42.** The holder (all staff, etc.) is required to carry a valid copy of this Authorization while conducting the authorized activity within the park.

## ATTACHMENT A CUA Insurance Requirements

### Commercial General Liability (CGL) Insurance

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability insurance is \$1,000,000.00. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide transportation only are not required to have Commercial General Liability as long as the passengers do not disembark.

### Other Required Insurance

**Commercial Auto Liability Insurance** is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder charters the vehicle and those chartered vehicles are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for *intrastate* passenger transport is \$300,000.00. The minimum Commercial Auto Liability Insurance for passenger transport is:

Commercial Vehicle Insurance-Interstate Operations	Minimum per Occurrence Liability Limits
Small fleet vehicles under 10,001 pounds	\$300,000.00
Fleet vehicles 10,001 pounds or more	\$750,000.00

CUA holders authorized to transport passengers aboard or use in the park an owned/rented/leased vessel are required to have **P&I Vessel Insurance**. The minimum P&I Vessel Insurance is \$500,000.00.

### Insurance Company Minimum Standards

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best's Financial Size Category of at least VII according to the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

### Proof of Insurance Submission

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

- Be written in English with monetary amounts reflected in USD
- Reflect that insurance coverage is effective at time of CUA Application submission
- Name as insured the business or person that is providing the service
- Name the United States as additional insured
- Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
- Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application
- Include insurance provider rating or provide in separate document

**ATTACHMENT B**  
**List of Approved Service, Additionally Required Documentation, and Fee Information**

<b>AUTHORIZED COMMERCIAL SERVICE</b>	<b>REQUIRED DOCUMENTATION</b>	<b>REQUIRED CUA FEES</b>
Guided Fishing and Hunting	<ol style="list-style-type: none"> <li>1. Brochure or website address for your business with information on the types of services provided.</li> <li>2. Emergency Contact information (if different than the information included on the application form), and/or a safety plan for your intended activities.</li> <li>3. Copy of Insurance Certificate meeting NPS requirements (see page 8, Attachment A).</li> <li>4. A completed Visitor's Acknowledgement of Risk Form (see page 3-4, LARO PART 2 Supplemental Information Package).</li> <li>5. All holders are required to complete the Commercial Use Authorization Annual Report at the conclusion of each season.</li> <li>6. All fishing and hunting activities require appropriate Washington State Fishing/Hunting Licenses. Your initials indicate that you and your clients have complied with State regulations and have obtained the required permits/licenses.</li> <li>7. Boat Registrations, U.S. Coast Guard License: provide for each and every boat operator a copy of a valid U.S. Coast Guard license. Either an Operator Uninspected Passenger Vessel license (OUPV) or a Master's License may be provided, Boaters Education Cards for all boat operators.</li> <li>8. List of commercial film titles advertising links found on CUA's website.</li> </ol>	Please provide payment in the amount of \$100.00 for the Application Fee. Payment may be made by on <a href="https://pay.gov/public/form/start/747409278">Pay.gov/public/form/start/747409278</a>
Charter and Tour Services	<ol style="list-style-type: none"> <li>1. Brochure or website address for your business with information on the types of services provided.</li> <li>2. Emergency Contact information (if different than the information included on the application form), and/or a safety plan for your intended activities.</li> <li>3. Copy of Insurance Certificate meeting NPS requirements (see page 8, Attachment A).</li> <li>4. A completed Visitor's Acknowledgement of Risk Form (see page 3-4, LARO PART 2 Supplemental Information Package).</li> <li>5. If food is prepared for clients, copies of Food Handlers Permits for those individuals preparing the food.</li> <li>6. All holders are required to complete the Commercial Use Authorization Annual Report.</li> <li>7. List of commercial film titles advertising links found on CUA's website.</li> </ol>	Please provide payment in the amount of \$100.00 for the Application Fee. Payment may be made by on <a href="https://pay.gov/public/form/start/747409278">Pay.gov/public/form/start/747409278</a>
Launch and retrieval services	<ol style="list-style-type: none"> <li>1. Emergency Contact information (if different than the information included on the application form), and/or a safety plan for your intended activities.</li> <li>2. Copy of Insurance Certificate meeting NPS requirements (see page 8, Attachment A).</li> <li>3. All holders are required to complete the Commercial Use Authorization Annual Report.</li> <li>4. Boat Registrations, U.S. Coast Guard License; provide for each and every boat operator a copy of a valid U.S. Coast Guard license. Either an Operator Uninspected Passenger Vessel license (OUPV) or a Master's License may be provided, Boaters Education Cards for all boat operators. See page 10, Supplemental Information Package.</li> </ol>	Please provide payment in the amount of \$100.00 for the Application Fee. Payment may be made by on <a href="https://pay.gov/public/form/start/747409278">Pay.gov/public/form/start/747409278</a>

**ATTACHMENT C**  
**Fee Schedule and Payment Information**

Non-refundable application fee: \$100.00

Pay at [Pay.gov/public/form/start/747409278](https://www.pay.gov/public/form/start/747409278)

Required reasonable market fee schedule to be collected January 1, 2021:

**Lake Roosevelt National Recreation Area Standards:**

<b>Gross Receipts:</b>	<b>less than \$5,000.00</b>
	\$1 to \$250,000.00
<b>Percentage Tiers:</b>	\$ 250,000.00
<b>CUA Percent by Tier:</b>	2.0%
<b>CUA Fee by Tier:</b>	\$ 5,000.00

<b>Total CUA Fee:</b>	
<b>Annual Fee Credit (Application Fee):</b>	<b>\$ 100.00</b>
<b>Total CUA Fee Due:</b>	<b>\$100.00</b>