

 **United States Department of the Interior**

 NATIONAL PARK SERVICE

 Upper Delaware Scenic and Recreational River

 274 River Road, Beach Lake PA 18405

In Reply Refer to:

February 3, 2017

5.B (UPDE-CR)

Dear CUA Applicant:

The National Park Service (NPS) appreciates the professional services you wish to provide to the visitors of Upper Delaware Scenic and Recreational River.

This year begins a new commercial use authorization (CUA) cycle for 2017-18. Your new CUA application is attached. Please read the new conditions carefully**,** as many changes have been made since the last permit cycle. Please send the following information to the attention of Bonnie Sheard, Commercial Use Permit Coordinator, at the above address.

Please read, fill out (fishing guides need to include vehicle information) and sign the CUA application and return itto this office with the following three items included. Thefollowing three items ***must*** accompany the application for it to be processed.

1. ***Application fee*** for the 2017-18 two year cycle is **$100.00.** (See fee schedule below for information on final totals for the next two years). Your check for the application fee should be made out to the “DOI/NPS/Upper Delaware S & RR”. *Please include your Federal tax ID number on the memo portion of your check*. Since we no longer collect Social Security #s, all CUA applicants must have either a Federal tax ID # or an Employer ID# (EIN#). If you do not have one, the IRS issues EINs for free @ [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online) . **Do not send any other payment other than the application fee of $100.00. You will be billed through a Bill for Collection issued by the US Government via US Postal Service for the remaining amount owed.** When it comes, please follow the directions in the bill and make payment ***promptly***! You will be given a number of different choices for payment at that time.

Please be aware that when you provide a check as payment, you authorize the NPS to process the payment as a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as the same day we receive payment and you will not receive your check back from your financial institution. Please include your Federal tax ID or EIN# on the memo portion of your check.

1. **Proof of Insurance** - Proof of Insurance requires a Certificate of Liability Insurance form from your insurance company with “US Dept. of Interior, National Park Service, Upper Delaware Scenic & Recreational River, 274 River Road, Beach Lake, PA 18405” named as additionally insured. *Please refer to your application, Attachment B, pages 5&6 for details on all criteria, requirements.*

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| **2017-18 CUA Fee Structure at UPDE** |
| **Customer Count** | **Application Fee** | **Administrative Fee** | **Monitoring Fee** | **Total CUA Cost** |
| 0-100 | $100 Feea | $200 | $100 |  $400a |
| 101-500 | $100 | $200 | $150 |  $450 |
| 501-5000 | $100 | $200 | $450 | $750 |
| 5001-10,000 | $100 | $200 |  $675 | $975 |
| >10,000 | $100 | $200 | $1,350 | $1650 |

a Fishing guides are also charged for actual cost of boat decals ($25.50/yr.).

1. **Acknowledgement of Risks Requirement** – Please refer to Attachment F of the application (pages 12 & 13) for explanation and sample of the Acknowledgement of Risks form. Please tailor the form to your business and return a sample as part of the application packet.
2. **Copies of all required licenses, launch permits and certifications:** Please refer to Attachment A of the application (page 4) for your authorized commercial service and the required documentation.

CUA’s will not be issued unless all of the above three (3) items are included with your application packet. No refunds will be issued for those dropping out of the CUA program before the end of the two-year cycle.

Upon receipt and processing of your application packetyou will receive two copies of your Commercial Use Authorization/Permit (CUA), and a receipt for your application fee. Please read the CUA and its conditions carefully, as many conditions have changed. *Sign and return* ***both*** *copies to be approved.* A counter-signed and numbered CUA will be returned to you upon approval, including boat decals (if you are a fishing guide) for the next two year cycle. No Angler Log books will be required.

Thank you for your cooperation and continued support for this important program. Please call Bonnie Sheard, Commercial Use Permit Coordinator, at 570-729-8251, ext. 2221 with any questions.

Sincerely,



Kristina M. Heister

Superintendent

Enclosure: 1) NPS Form 10-550, Commercial use Authorization Application for 2017-18