



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:

January 2, 2020

5.B (UPDE-CR)

Dear Applicant:

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

Last year began a new commercial use authorization (CUA) cycle for 2019-2020. Your CUA application is attached. The process for applying for a Commercial Use Authorization is as follows:

1. **Application:** Please read and fill out the application. Please read it carefully. **We recommend that you do not email this application packet as Personally Identifiable Information (PII) will be enclosed in this packet and could put you at risk for identity theft.** Either mail this packet or call for an appointment.
2. **CUA Application Requirements Checklist:** Please read the attached CUA Application Requirements Checklist and make sure *all* requirements are sent with your application, as a packet. Your application will not be processed if these requirements are not in the application packet. In trying to make your payment easier, we are asking that you **do NOT send any money with this application.**
3. Since you are entering during the middle of a CUA cycle you will be billed for a full Application fee of \$100.00, full boat decals reimbursement charge of \$26.00, the Administrative Fee (\$200.00) and half of the Monitoring Fees (\$50.00) for a total of \$376.00 instead of \$426.00. Next year will begin a new cycle and full fees will apply.
4. **Payment Process:** Once your application is received and processed, you will be able to pay all fees - Application fee, Administrative fee, boat decal fee and Management/Monitoring fees in one payment. See current CUA Fee Structure below for current fees.

You will receive a Bill for Collection via email. No bills will be sent regular mail. When it comes, please follow the directions in the bill and make payment *promptly!* This Bill for Collection must be paid within 30 days. Payments can be made through **Pay.gov:** Payments can be made through Pay.gov with a credit card. Instructions for paying through pay.gov will be included with the Bill for Collection email. When you pay through Pay.gov, it will issue a receipt. *Please send a copy of that receipt to bonnie_sheard@nps.gov so she will know that you have paid and will then send*

out your CUA permit to sign. **A Commercial Use Authorization/Permit will NOT be issued until your Bill for Collection payment is made.**

Since the National Park Service no longer accepts Social Security #s, all CUA applicants must have 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> .

2019-20 CUA Fee Structure at UPDE				
Customer Count	Application Fee	Administrative Fee	Monitoring Fee	Total Cost
0-100	\$100	\$200	\$100	\$400 ^b
101-500	\$100	\$200	\$200	\$450
501-5000	\$100	\$200	\$600	\$900
5001-10,000	\$100	\$200	\$1350	\$1650
>10,000	\$100	\$200	\$2700	\$3000

^b Fishing guides are also charged for actual cost of boat decals (\$26.00/2 yr. cycle)

5. If you wish to complete your CUA permit process in-house, please call Bonnie at (570) 729-8251 ext. 2221 for an appointment.
6. **Proof of Insurance** - Proof of Insurance will include a Certificate of Liability Insurance form from your insurance company with "United States of America, National Park Service, Upper Delaware Scenic & Recreational River, 274 River Road, Beach Lake, PA 18405" named as "additionally insured" not "additionally interested party". Please refer to your application, Attachment B- CUA Insurance Requirements, page 5 for details on all criteria/requirements. *A sample fill-able form is attached for your insurance company if needed.*

Acknowledgement of Risks Requirement – Please refer to Attachment F of the application (pages 11& 12) for explanation and sample of the Acknowledgement of Risks form. Please tailor the form to your business and return a sample of your form for customers to sign as part of your application packet. (See sample attached- standard used by fishing guides). You may use the one attached or create your own, but a sample needs to be included in your application packet.

7. No refunds will be issued for those dropping out of the CUA program before the end of the cycle.
8. Upon receipt and processing of your application packet and all fees being paid, you will receive a copy of your Commercial Use Authorization/Permit (CUA) to sign and return the copy to be approved. An approved and numbered CUA will be returned to you for this cycle (2019-2020), including boat decals if you are a fishing guide. The CUA conditions are the same as the preview conditions in your application, however, please read them carefully, as some of the conditions have changed if you've had a CUA previously.

Thank you for your cooperation and continued support for this important program. Please contact Bonnie Sheard, Commercial Use Permit Coordinator, via email at bonnie_sheard@nps.gov or by phone at 570-729-8251, ext. 2221 with any questions.

Sincerely,

A handwritten signature in black ink that reads "Kristina M. Heister". The signature is written in a cursive style with a large initial 'K'.

Kristina M. Heister
Superintendent

Enclosure: 1) NPS Form 10-550, Commercial use Authorization Application for 2020
 2) CUA Application Requirements Checklist
 3) Certificate of Liability Insurance fill-able form