



United States Department of the Interior



NATIONAL PARK SERVICE
GRAND TETON NATIONAL PARK
P.O. BOX 170
MOOSE, WY 83012-0170

IN REPLY REFER TO:
5.C (GRTE)

Dear Commercial Use Authorization Holders and Applicants:

Grand Teton National Park is now accepting Commercial Use Authorization (CUA) applications for the 2024 operating season from October 3, 2023 – March 1, 2024. CUA’s will be issued for a one-year term beginning January 1, 2024, and ending December 31, 2024. Applicants who plan to operate in January should apply no later than December 1, 2023 to ensure authorization by January 1, 2024.

The CUA Application form, 2024 CUA Handbook, Grand Teton National Park CUA Conditions, all Operating Plans, and additional information about CUA operations can be found on the website: <https://www.nps.gov/grte/learn/management/cua.htm>. The 2024 CUA Handbook provides detailed information on how to apply, pay.gov instructions, and Frequently Asked Questions.

Please note the following changes to the 2024 CUA Program:

- Guide Vehicle Tours, formerly Road Based Tours, has updated conditions including a vehicle size limit of manufactured capacity of 15 passengers. See website for complete list of conditions.
- Commercial Auto Insurance Coverage Minimums:

Commercial Vehicle Insurance – Passenger Transport (bodily injury and property damage)	Minimum per Occurrence Liability Limits*
15 or fewer passengers	\$1,500,000
16 or more passengers	\$5,000,000

- Be aware that Yellowstone National Park and a few other parks are transitioning to a new online application system for 2024. Grand Teton National Park is tentatively scheduled to transition to the online application system for the 2025 season.

CUA Application Fee

An Application Fee of \$300 is due when you apply. The Application Fee is accepted through www.Pay.gov only. Instructions for paying the Application Fee can be found in the 2024 CUA Handbook. Visit <https://www.nps.gov/grte/learn/management/cua.htm> to view the handbook online. The CUA Application Fee is non-refundable.

CUA Annual Financial Report and Management Fee

2023 CUA Holders must submit an Annual Report (NPS form 10-660) and applicable Management Fees no later than January 31, 2024, to be eligible to apply for a 2024 CUA. 2023 CUA Holders must submit an Annual Report even if you did not operate in 2023 and/or the Annual Report indicates you have no Management Fee balance due. The 2023 Annual Report form (NPS form 10-660) and Fee Calculator can be found at: <https://www.nps.gov/grte/learn/management/cua.htm>. Follow the instructions provided on the form, certify accuracy with your signature, and submit to GRTE_Business_Resources@nps.gov. The Management Fee is accepted through www.pay.gov only. Instructions can be found in the 2024 CUA Handbook online.

Visitor Use Statistics (VUS)

2023 CUA Holders must submit VUS for each month of operation in 2023. Submit the statistics by clicking the link under Monthly Reporting at <https://www.nps.gov/grte/learn/management/cua.htm> and locating your business name in the drop-down list. All VUS must be reported no later than January 31, 2024.

CUA Holders Meeting

Please mark your calendar for the annual “All CUA Holders Meeting”, which will tentatively be held on May 1, 2024. CUA Holders are encouraged to attend this annual meeting to receive important CUA program and park operational updates, engage in feedback on operations, and network.

We encourage all applicants to read the operating conditions of the activity for which you are applying at <https://www.nps.gov/grte/learn/management/cua.htm> to ensure your ability to comply, as there have been changes to the 2024 CUA Program.

Finally, we welcome new and returning applicants and thank you for joining in our efforts to provide meaningful visitor experiences in Grand Teton National Park. If you have questions, please don't hesitate to send an email to GRTE_Business_Resources@nps.gov or contact Amanda Bramblett, CUA Program Lead at (307) 739-3417.

Sincerely,

Patrick McGaugh
Branch Chief of Business Resources
Grand Teton National Park
John D. Rockefeller, Jr. Memorial Parkway

Located at [Commercial Use Authorizations - Grand Teton National Park \(U.S. National Park Service\) \(nps.gov\)](#):

- 1) 2024 Applicant Letter
- 2) 2024 CUA Application (NPS form 10-550)
- 3) 2024 GTNP CUA Conditions
- 4) 2024 GTNP activity specific operating plans (9)
- 5) 2024 CUA Handbook
- 6) NPS Approved Acknowledgement of Risk form template
- 7) CUA Fee Schedule
- 8) 2023 CUA Annual Report Form (NPS form 10-660)
- 9) CUA Annual Report Fee Calculator

