

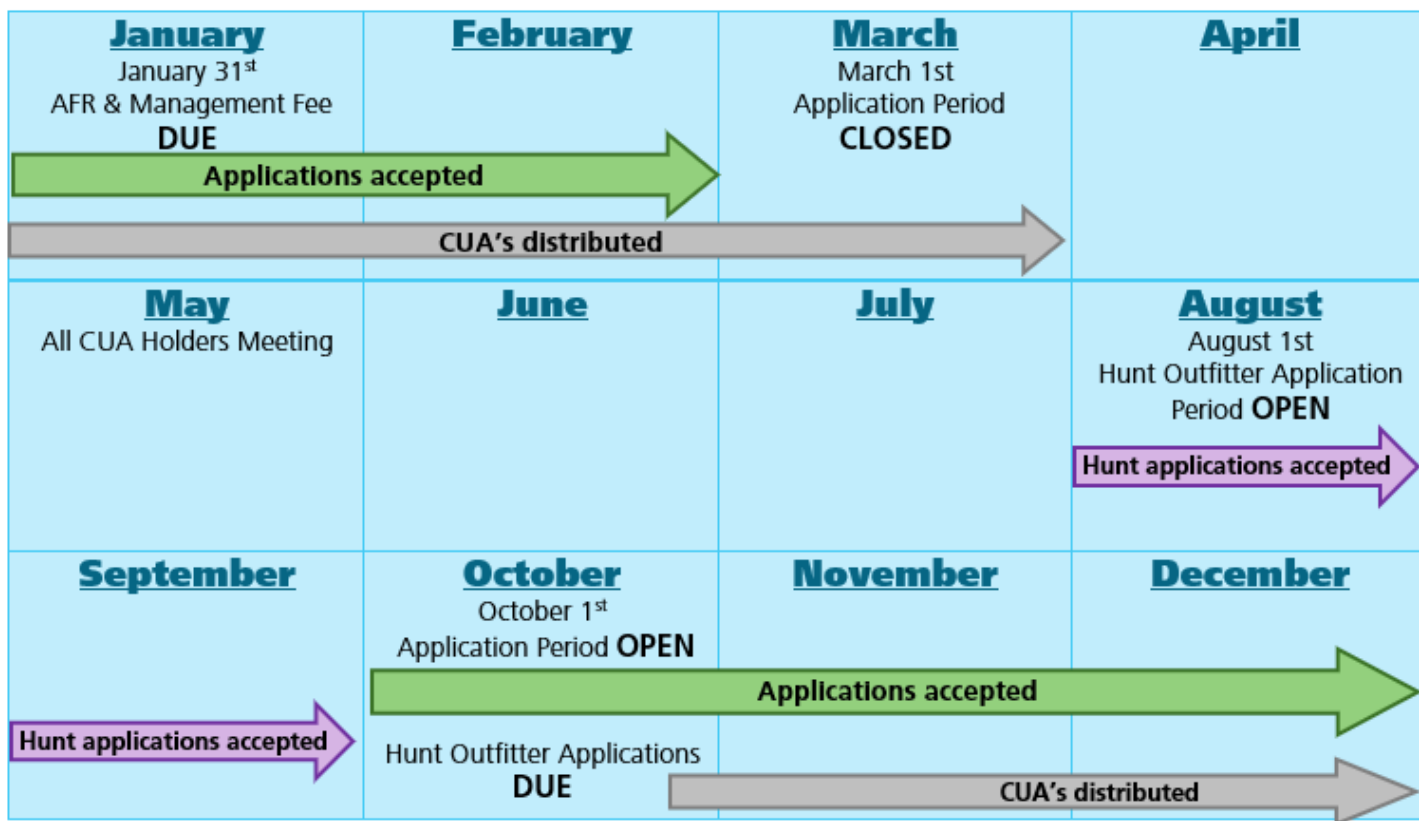


CUA Handbook

This handbook includes information meant 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 specific to each category of authorization can be found in the category's conditions and operating plan.

CUA Handbook	1
Summary of Important Dates	2
F.A.Q.'s	2
What is a Commercial Use Authorization (CUA)?	2
What types of activities are authorized in Grand Teton National Park under a CUA?	2
What is the definition of each CUA category?	3
What criteria must commercial operations meet to qualify for a CUA?	5
How do I apply for a CUA?	5
When is the application period?	6
What happens once I apply for a CUA?	6
How long does it take to obtain a CUA?	6
What is the cost of holding a CUA and how are CUA fees assessed?	6
When is the Application fee due?	7
When is the Management Fee and Annual Financial Report due?	7
How do I pay the Application and Management Fees?	7
What are Visitor Use Statistics (VUS) and when are they due?	7
What is the term of a CUA?	8
What do Guides provide at the entrance stations? Does GTNP issue Guide Cards?	8
What are the applicable park entrance fees for guides and for clients?	8
Can I provide guided hiking as an authorized service with a CUA?	8
What are the insurance requirements for CUA Holders?	8
Do I need a USDOT Number?	9
What is the Commercial Tour Entrance Fee?	10
Checklist for New & Returning Applicants:	11
Continued for Returning Applicants:	11
Grand Teton National Park Commercial Use Authorization (CUA) Fee Schedule	12
Example Certificate of Insurance	14

Summary of Important Dates



*Visitor Use Statistics (VUS) due by the 4th of each month following operation.

F.A.Q.'s

What is a Commercial Use Authorization (CUA)?

A CUA is a permit to operate commercially in the park for a specific set of authorized uses. CUAs are issued for services that are deemed *appropriate* to the park, but not deemed *necessary* to facilitating visitor experiences or protecting park resources. Necessary services are provided under competitive concession contracts.

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, concessions contract, or commercial fee entrance pass.

What types of activities are authorized in Grand Teton National Park under a CUA?

The following activities are eligible for authorization in Grand Teton, and to provide these services, you **must** obtain a CUA:

- Guided Vehicle Tours (includes Step-on Guide services)
- Photography or Painting Workshops
- Guided Bicycle Tours
- Guided Youth Day Hiking
- Auto Shuttle Services
- Towing and Auto Services
- Transit Services
- Dude Ranch Amenities
- Hunt Outfitters

The park does not accept applications for activities not listed above such as lodging, campgrounds, food and beverage, retail, marina and boating services, scenic float trips, in-park equipment rentals, guided youth backpacking, climbing, fishing, guided kayak tours, climbing, backcountry skiing, cross-country skiing, snowshoeing, etc. These activities, deemed both appropriate and necessary to resource protection and visitor experiences, are under competitive concession contracts that are generally put up for bid every 10 to 20 years.

All other commercial activities or operations not authorized under a CUA, concession contract, lease, or Special Use Permit are prohibited in Grand Teton National Park and the John D. Rockefeller, Jr. Memorial Parkway.

The implementation of the National Park Service (NPS) standardized Road-based Commercial Tour (RBCT) CUA Park Service wide program and changes to commercial tour entrance fees has been **DELAYED**. For additional information and status updates, please visit the [National CUA web page for the NPS](#).

What is the definition of each CUA category?

Authorization Category	Definition
<p>Guided Vehicle Tour (includes Step on Guide services)</p>	<p>A Guided Vehicle Tour is a single vehicle tour, traveling on an itinerary which has been packaged, priced, or sold as an interpretive tour for up to fourteen people. Vehicle size for Guided Vehicle Tours may not exceed a manufactured capacity of 15 passengers. 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. Guided Vehicle Tours allow for photography opportunities that do not include instruction. Step on Guides provide the same services from a visitor’s personal vehicle or from the vehicle of another commercial operator. There is no maximum group size for step-on guide services.</p>
<p>Photography, Videography or Painting Workshop</p>	<p>A Photography/Videography Workshop is an instructional opportunity for one to ten visitors using an itinerary that has been packaged, priced, or sold as a guided photography or videography instructional session. Photography/Videography 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).</p>
<p>Guided Bicycle Tour</p>	<p>A Guided Bicycle Tour is human pedaled, non-motorized vehicles and two- or three-wheeled vehicles with fully operational pedals and an electric motor of less than 750 watts (1 h.p.) 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). Review the Commercial Biking Map for more info on approved routes. 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 GRTE, JODR, and the mission of the National Park Service (NPS).</p>

<p>Guided Youth Day Hiking</p>	<p>A Guided Youth Day Hike is an instructional and supervised non-overnight hiking activity provided to youths under the age of 21. 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.</p>
<p>Auto Shuttle Service</p>	<p>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 within Grand Teton National Park (GRTE) and John D. Rockefeller, Jr. Memorial Parkway (JODR). 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.</p>
<p>Towing and Auto Service</p>	<p>A Towing and Automotive Service assists, repairs or removes a disabled or damaged vehicle from Grand Teton National Park (GRTE) or the John D. Rockefeller, Jr. Memorial Parkway (JODR). Vehicles that are removed via a tow truck and taken to a repair or storage facility, usually in the local area of Jackson, WY. Automotive Services including tire repair or replacement, RV repair, RV appliance repair and locksmith services aid park visitors with vehicle repair needs while in Grand Teton National Park. Circumstances causing the need for a tow or repair generally include mechanical failure, unsafe vehicle operating conditions, and damage caused by contact with other objects. Towing or automotive 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 towing or automotive services.</p>
<p>Transit Service</p>	<p>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 (NPS).</p>
<p>Dude Ranch Amenities</p>	<p>A Dude Ranch Amenities service accommodates visitors of all-inclusive dude ranches, owned by the operator, and directly adjacent to park lands of Grand Teton National Park (GRTE) or the John D. Rockefeller, Jr. Memorial Parkway (JODR). Wrangler guides provide an immersive, educational western experience by guiding visitors on established, commercially authorized trails through park landscapes that have been long associated with western horseback riding and dude ranching traditions. Activities must be conducted as part of a traditional dude ranch operation and meeting dude ranch industry standards. Two-year operating authority.</p>

Hunt Outfitter	A Hunt Outfitter assists 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 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 GRTE 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.
-----------------------	---

What criteria must commercial operations meet to qualify for a CUA?

- The activity authorized must be appropriate to the preservation of the park and be consistent with all park management plans.
- Commercial operators must be based outside of the park. Services must initiate and terminate outside of the park, except for concession lodging facilities. All aspects of the business (such as advertising, exchange of money, etc.) must take place outside the park boundary.
- Authorization holders may not construct any facilities within the park, including temporary tent/canopy structures.
- The services provided may not conflict with the services provided by concessioners under contract or the National Park Service’s operations.
- Authorization holders must comply with all applicable state, local and National Park Service laws in the conduct of their business. Authorization holders must comply with the [Superintendent’s Compendium](#), which details park-level regulations and is subject to change annually.
- A complete application form (NPS form 10-550) and Application Fee must be submitted by close of business March 1st to qualify for consideration.
- All CUA holders must comply with the CUA Conditions and the operating plan for the activity category. Holders are responsible for reading and understanding the contents of the CUA operating plan and CUA Conditions.
- CUA holders have additional reporting requirements, including regularly reported information like Monthly Visitor Use Statistics, (due by the 4th of each month), and Annual Financial Reports (due annually) and other information that must be submitted to the NPS upon request (insurance, guides list, etc.)

Note: The National Park Service monitors activities authorized through CUAs. Any violation of state, local, or federal laws, CUA Conditions or operating plans is grounds for suspension, revocation of the current authorization and/or denial of future authorizations under the authority of the park Superintendent.

How do I apply for a CUA?

Review the Applicant Checklist on page 11 of this handbook. Once you have gathered **all** the required documentation, you may submit a complete application package electronically (preferred) or by mail.

Electronically: Preferred Method

Scan and send the complete application package to: grte_business_resources@nps.gov

OR

By Mail:

Send the complete application package to:
 Grand Teton National Park
 Business Resources – CUA Program
 P.O. Drawer 170 Moose, WY 83012

When is the application period?

The CUA application period opens October 3rd and closes at close of business (COB) March 1st annually. **CUA applications received at [GRTE Business Resources@nps.gov](mailto:GRTE_Business_Resources@nps.gov) or post-marked after March 1st will not be accepted and not authorized to operate in GRTE or JODR.** Incomplete application packages will not be processed after May 1st. The application period applies to all CUA activities except for the Hunt Outfitter category. The Hunt Outfitter category application period is August 1st – October 1st annually.

What happens once I apply for a CUA?

1. Once the Business Resources office has received a **complete application package** and reviewed the application, Business Resources will notify you of receipt of the complete application. You will then receive a preliminary CUA by email with instructions to sign and return the document.
2. Once the Business Resources office receives the signed preliminary CUA, it is sent for final approval and signature to the Grand Teton National Park Superintendent. It may take several weeks for Superintendent signature.
3. The Business Resources office will then email the fully executed CUA package to you and you may begin operating in GRTE and/or JODR within the authorization dates. You are not allowed to operate in GRTE or JODR without a fully executed CUA in hand.
4. CUA Holders are required to submit Monthly Visitor Use Statistics (VUS) by the 4th of each month following operating. Visit <https://www.nps.gov/grte/learn/management/cua.htm> to access the online form.
5. To continue to operate commercially in Grand Teton National Park, CUA Holders are required to ensure compliance with all Grand Teton National Park CUA Conditions, activity/category specific conditions, and all laws and park regulations and in additional, document gross receipts through the Annual Financial Report (due January 31st following the operating year) and pay applicable Management Fee.

How long does it take to obtain a CUA?

On average, it takes at least 30 days to receive a fully executed CUA. Applications are received October 1st – March 1st annually and are processed October 1st – May 1st annually (except for the Hunt Outfitter category). Processing an application will take longer when the initial submission is incomplete or if preliminary authorization returned for the holders' signature is not returned promptly.

What is the cost of holding a CUA and how are CUA fees assessed?

CUA holders will be charged a reasonable fee to ensure program cost recovery and for the identifiable economic privileges received from conducting business inside Grand Teton National Park. Reasonable fees will be based on a percentage of gross receipts (Management Fee). Additionally, a \$300.00 Application Fee is a requirement of applying for a CUA. An automatic fee calculator tool is available to all CUA holders. Because the \$300 Application Fee acts as a credit toward the percentage of gross receipts (Management Fee), operators grossing amounts less than \$10,000 will not owe additional fees (3% of \$10,000=\$300) unless other actions of the operator necessitate further cost recovery.

"Gross receipts" means the total amount of all revenues received from services the CUA holder is authorized to provide within Grand Teton National Park (GTNP) and the John D. Rockefeller, Jr. Memorial Parkway (JODR). Services conducted outside GTNP and JODR are not included in the gross receipts amount when calculating the assessed fee. The gross receipts are based on the CUA activity you provide and the percentage of time you spend doing the activity inside Grand Teton National Park. Operators who hold CUAs with both Grand Teton and Yellowstone National Parks should divide their gross receipts per park according to the percentage of the total trip time spent in each park. However, commissions, fees from concierge services, or 3rd party booking sites, are to be included within Gross Receipts. The CUA Annual Report Fee Calculator form will automatically calculate the management fee you owe based on the gross receipts.

Operators who hold CUAs with both Grand Teton and Yellowstone National Parks should divide their gross receipts per 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.

When is the Application fee due?

The \$300.00 Application fee is due at the time of application submittal. **Applications must be submitted and received during the application period.** The CUA Application Fee is non-refundable.

When is the Management Fee and Annual Financial Report due?

The Management Fee is due by **January 31st** annually (for the prior operating year, even if you did not operate/generated \$0 in gross receipts). The Annual Report (OMB Form10-660) and CUA Annual Report Fee Calculator, which determines the Management Fee due through the required reporting of gross receipts, is due by **January 31st** annually (for the prior operating year). The \$300.00 Application Fee is credited towards the Management Fee, which is calculated as follows:

Gross Receipt Amount	Percent Management Fee Payment
\$0.01 - \$250,000.00	3% of gross receipts
\$250,000.01 - \$500,000.00	4% of gross receipts in addition to the prior amount.
Over \$500,000.01	5% of total gross receipts in addition to the prior amounts.

How do I pay the Application and Management Fees?

1. Pay electronically by visiting www.pay.gov.
2. Enter "**Grand Teton National Park**" into the **Search** bar at the top of the home page.
3. Scroll down the page to the third or fourth block, depending on the payment to be made to Grand Teton National Park. **AVOID submitting a Grand Teton payment to Grand Canyon.** Each payment type requires a separate payment form:

Grand Teton NP Commercial Use Authorization Application Fee

OR

Grand Teton NP Commercial Use Authorization Management Fee

4. Fill in the form completely with: Business Name, First and Last Name, Address, Email, Phone number, CUA Category, and Amount and Payment method. Accepted Payment Methods: Bank Account, Amazon Account, PayPal Account or Debit or Credit Card.
5. Press the "**Review and Submit Payment**" bar to finalize the payment.

You will receive a confirmation email, retain this for your records. The Business Resources office automatically receives confirmation/receipt of the payment.

What are Visitor Use Statistics (VUS) and when are they due?

CUA holders are required to submit monthly 'Visitor Use Statistics' (VUS) by the **4th of each month following operation.** This information includes the number of trips taken and the number of visitors served. VUS submission is required for each category of CUA held by an operator. Holders submit VUS reports using an online form. VUS are not due for months during which CUA holders did not operate.

1. Visit <https://www.nps.gov/grte/learn/management/cua.htm> to access the online form.
2. Click the Monthly Visitor Use Statistics Form (VUS) link under the heading Required Reporting.
3. Choose your company name from the drop-down list.

4. Fill in the six required fields and two optional fields.
5. Click submit.

What is the term of a CUA?

A CUA is issued for a one-year term, except where indicated. The authority begins January 1st and ends December 31st. Applications received January 1st to March 1st are issued with an authorization beginning date of January 1st.

What do Guides provide at the entrance stations? Does GTNP issue Guide Cards?

All guides and group leaders must have one form of identification, a copy of the fully executed CUA, the number of clients, and payment/passes for those clients to enter the park. These items should be presented at park entrance stations upon each entry, as they will identify the guide as an on-duty employee of an authorized business. GTNP no longer issues guide cards however, at a minimum, each guide must be currently certified in standard first aid and CPR and carry a first aid kit. A written list of guides, with description of basic qualifications and proof of expiration dates of their first aid and CPR, and other certifications required by the CUA, must be maintained by the CUA Holder. The Business Resources office will conduct periodic audits of this information, which must be submitted to the Business Resources office within 48 hours of notification of the audit.

What are the applicable park entrance fees for guides and for clients?

Guides and group leaders are not charged entrance fees while on duty. Clients age 16 and older must pay \$20 per person and passes such as the annual pass, senior pass, or access pass apply. Guides are strictly prohibited from using their personal park pass to gain entry for clients. For more details on entrance fees, see the CUA Fee Schedule on page 12 of this document.

Can I provide guided hiking as an authorized service with a CUA?

Walks of ½ mile or less are authorized on official trails originating from official trailheads and designated turnouts and parking lots. Walking to Hidden Falls is not permitted. Unless authorized to provide Guided Youth Day Hiking, guiding hiking is not authorized as a commercial service in Grand Teton National Park and the John D. Rockefeller, Jr. Memorial Parkway. Operator websites, advertising, and itineraries should specify that guided hiking is not permitted as an authorized activity.

What are the insurance requirements for CUA Holders?

GTNP CUA Holders and Applicants must carry and maintain:

1. **Commercial General Liability** insurance in the amount of \$500,00 per occurrence at a minimum* 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.

AND

2. **Commercial Automobile Liability** and Physical Damage insurance. Required if a CUA Holder or Applicant uses an owned, leased or rented vehicle in the performance of the service in the park. This ensures the CUA holder possesses the financial capability to cover claims for bodily injury, death, and property damage arising from the use of a vehicle.

For CUA Holders **TRANSPORTING** passengers:

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

For CUA Holders **NOT TRANSPORTING** passengers:

Commercial Vehicle Insurance – Interstate Operations (Bodily injury and property damage)	Minimum per Occurrence Liability Limits*
Small fleet vehicles under 10,001 pounds	\$300,000
Fleet vehicles 10,001 pounds or more	\$750,000

Evidence of liability insurance is typically provided through an Acord 25 Certificate of Liability Insurance (COI). The business or person that is providing the service must be the named insured (policy holder) and shall name as additional insured:

**United States of America
Grand Teton National Park
P.O. Drawer 170
Moose, WY 83012**

***IMPORTANT NOTE:** The NPS sets minimum insurance requirements in an amount that should address claims related to a particular service or activity. CUA applicants, however, must consult with their own insurance brokers and secure insurance policies sufficient in scope to cover the potential risks of their unique business operation. CUA applicants applying for the Towing and Auto Service and/or Auto Shuttle Service must possess a “Garage Keepers” endorsement for the care, custody and control of vehicles that are being towed or moved by the CUA holder.

Additional information on auto insurance coverage types: Commercial automobile insurance coverage types are identified as auto designation symbols (1-9). Each symbol represents the type of vehicle protected by the applicable automobile liability policy. CUA insurance certificates will typically reflect one or more of the following symbols:

1. Symbol 1, “**Any auto**” provides coverage for any owned, hired, or non-owned automobile used in conjunction with the business. This is the most comprehensive auto designation symbol available.
2. Symbol 2, “**Owned autos**” provides coverage only for those vehicles owned by the CUA holder. It does not include autos hired or non-owned vehicles.
3. Symbol 7, “**Specified auto**” provides coverage for vehicles specifically listed on the CUA insurance policy.
4. Symbol 8, “**Hired autos**” provides coverage only for autos leased, hired, rented, or borrowed by the CUA holder. It does not include autos leased, hired, rented, or borrowed from an employee, partner, or member of an insured’s household.
5. Symbol 9, “**Non-owned**” provides coverage only for autos owned by employees, partners, or members of an insured’s household, but only while those non-owned autos are used either in the conduct of the insured’s business or personal affairs. It does not include autos leased, hired, or borrowed from other sources.

A sample COI has been provided for reference on page 14 of this document.

Do I need a USDOT Number?

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and must have a USDOT Number. You are required to obtain a USDOT number if you have a vehicle that: Is designed or used to transport more than 8 passengers (including the driver) for compensation; or

- Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation.

AND is involved in Interstate commerce: Trade, traffic, or transportation in the United States

It is the responsibility of motor carrier operators and drivers to know and comply with all applicable Federal Motor Carrier Safety Regulations. Detailed information may be accessed here: <https://www.fmcsa.dot.gov/registration/do-i-need-usdot-number>

What is the Commercial Tour Entrance Fee?

Operators conducting **road-based tours** may legally operate in the park by either holding a CUA or paying the Commercial Tour Entrance Fee. All other commercial operators providing services authorized by a CUA must obtain a CUA to legally operate within the park.

Road-based tour operators using the commercial tour entrance fee must identify themselves at park entrance stations. Commercial tour entrance fees are based on seating capacity of the vehicle. Seating capacity of 1-6 is \$25 PLUS \$20 per person; 7-15 is \$125; 16-25 is \$200 and 26+ is \$300.

The conditions of using the Commercial Tour Entrance Fee are as follows:

- **Tours and interpretive services provided by commercial groups (including but not limited to guide dialog, tour narration and wildlife viewing) are permitted inside the vehicle, on paved roads, and at paved designated turnouts and parking areas only. Tours may not stop on the roadway or the road shoulder.**
- Commercial groups shall not construct any structures, fixtures, or improvements in the park area. This includes tents, canopies, or picnic tables, except when occupying a paid campsite.
- Commercial groups are prohibited from conducting tour activities in or from entering areas that could be considered residential in nature to include administrative areas, service areas, employee housing areas, lodging/cabin areas, and campgrounds.
- Commercial group representatives or guides may not accompany clients on park trails or pathways.
- Commercial groups are prohibited from picnicking at the String Lake Picnic Area. This restriction does not apply to groups with Commercial Use Authorizations.

Checklist for New & Returning Applicants:

- Submit a completed Grand Teton National Park CUA Application form (OMB form 10-550). Application must include a signature, which certifies your statements are true and accurate and you have read and will comply with all conditions of the authorization.
- Make the \$300.00 Application Fee payment, at [Pay.gov](https://www.pay.gov). **The CUA Application Fee is non-refundable.** *Cash, checks, and Personal Authorized Debit (PAD) payments are not accepted.*
- Submit an Insurance Certificate naming the United States Government as an additional insured to grte_business_resources@nps.gov. Reference condition #6 in the [Grand Teton National Park CUA Conditions](#) for required coverage amounts.
- Provide a copy of participation forms guests are required to sign that involve legal rights and authorities (i.e. 'Acknowledgement of Risk' form or other 'waiver' form).
- Include an advertising brochure and/or website address with a schedule of planned trips to Grand Teton National Park. Brochures and/or website must state "**Authorized Permittee of Grand Teton National Park**". The NPS Arrowhead Mark is copyrighted and may not be used by CUA holders.
- Double check this list to confirm submission of a complete application packet. **A CUA Application form (OMB form 10-550) and Application Fee MUST be received by the Business Resources office prior to COB March 1st for consideration.** Applications are processed in the order they are received. Incomplete application packages will not be processed after May 1st.

Continued for Returning Applicants:

- Submit an Annual Report (OMB 10-660) and CUA Annual Report Fee Calculator **by January 31st annually**. Make the Management Fee payment at Pay.gov if applicable per the Fee Calculator. *Cash, checks, and Personal Authorized Debit (PAD) payments are not accepted.*
- Submit any missing [Visitor Use Statistics](#) from the previous operating year (January 1st – December 31st).
- Provide a copy of participation forms.
 - ✓ _____ Initial to certify this document is on file with the Business Resources office and there have been no changes since the last submission.
- Include an advertising brochure and/or website address.
 - ✓ _____ Initial to certify this document is on file with the Business Resources office and there have been no changes since the last submission.

Grand Teton National Park Commercial Use Authorization (CUA) Fee Schedule

Clients of Grand Teton National Park (GTNP) CUA holders have several options to pay park entrance fees. Clients age 15 and younger are not charged entrance fees.

- 1) **\$20 Individual/Per-Person Pass:** Clients of CUA holders age 16 yrs. and older may purchase a \$20 pass per person, valid for 7 days entry to GTNP. If entering Yellowstone National Park (YNP), clients will need to purchase an additional 7-day pass at YNP for \$20.
- 2) **\$35 7-day Private Vehicle Entrance Pass:** If clients of a CUA holder previously purchased a \$35 Private Vehicle Entrance Pass, the pass may be used for 1 client's entrance fee. Each additional client pays \$20 per person. However, the \$35 pass may be applied to the purchase of an additional Individual/Per-Person Pass (i.e. pay \$5 more to receive entrance for 2 people at \$20 per person). The CUA clients are charged the per person fee, or applicable passes, regardless of whom and how many people previously purchased a private vehicle pass.
- 3) **GTNP Annual Pass:** Clients of CUA holders may purchase this pass for \$70 which admits the pass holder (with ID) and up to 3 additional people (age 16 yrs. and older) for a total of 4 people.
- 4) **Interagency Pass Options:**
 - Valid at six federal agency sites that charge Entrance or Standard Amenity Day Use Fees.
 - Admit the pass owner(s) and accompanying passengers in a private, non-commercial vehicle at per vehicle fee areas.
 - **For clients of CUA holders, an Interagency pass admits the pass owner(s) and up to 3 adults, not to exceed 4 adults.**
 - Must be signed by the pass owner(s) to be valid. Passes are non-transferable.
 - Annual Passes are valid for one year from the month of purchase.



\$80 Interagency Annual Pass: Annual pass valid for two (2) pass owners with signature(s) on the pass.



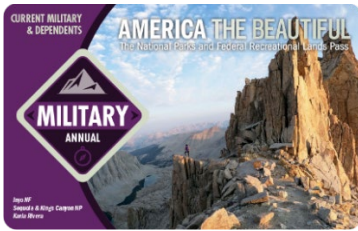
Interagency Access Pass - Free: Lifetime pass for qualified U.S. citizens or permanent residents who have a permanent disability. Valid for one (1) pass owner.



\$80 Interagency Senior Lifetime Pass: Lifetime Pass for qualified U.S. citizens or permanent residents who are age 62 or over. Valid for one (1) pass owner.

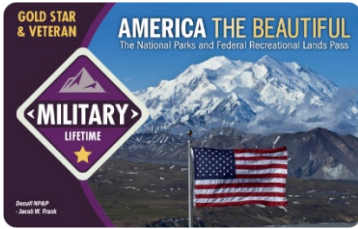


\$20 Interagency Senior Annual Pass: Annual pass for qualified U.S. citizens or permanent residents who are age 62 or over. Valid for one (1) pass owner.



Interagency Military Pass - Free: Annual pass for U.S. Military personnel and their dependents. Valid for one (1) pass owner.

Forms of ID accepted:
Unexpired CAC Card or DD Form 1173 ID card.
Not accepted DD-214.



Interagency Gold Star & Veteran- Free: Lifetime pass for Gold Star Families and U.S. Military Veterans. Valid for one (1) pass owner.

Gold Star Family self-certify with submitted voucher from <https://store.usgs.gov/MilitaryPass>
Veterans may present Unexpired CAC Card or DD Form 1173 ID card, VHIC card, Veteran ID Card, Veteran designation on U.S. driver's License.
Not accepted DD-214.



4th Graders! Every Kid Outdoors Pass - Free: Valid September 1, 2022 – August 31, 2023. The voucher or pass grants free entry for fourth graders, all children under 16 in the group and up to three (3) accompanying adults (or an entire car for drive-in parks). Printed 4th Grade voucher must be presented to issue pass.
Visit: <https://everykidoutdoors.gov/index.htm> to get voucher.

For more information visit: <https://www.nps.gov/grte/learn/management/cua.htm>
<https://www.nps.gov/grte/planyourvisit/fees.htm>

Example Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, Ho, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	NAIC #
INSURED The business or person that is providing the service must be the named Insured (policy holder).	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			GL 761029 General Liability must be a minimum of \$500,000	01/31/2021	1/31/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AU 781567 Please refer to the CUA Handbook for required amounts and symbols	3/31/2021	3/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 783098	02/17/2021	02/17/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Information listing NPS as Additional Insured should be included in this section.

CERTIFICATE HOLDER Park Name and Address should be listed in this section. Grand Teton National Park PO Drawer 170 Moose, WY 83012	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD