



COMMERCIAL USE AUTHORIZATION APPLICATION



Bandelier National Monument
15 Entrance Rd.
Los Alamos, NM 87544
Dave Graveline, CUA Coordinator
Phone Number: (505) 672-3861 ext. 1519
Email: band_cua_program@nps.gov

Read all application instructions (at the end of this application) as well as all conditions of the authorization before completing and submitting the 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:** *[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*
- 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. We recommend obtaining an Acord form from your insurance provider. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is \$500,000 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

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: Please include the Application Fee as outlined in Attachment B.

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:
 - Commercial Guided Tour Services - Front Country
 - Commercial Guided Tour Services – Back Country

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 - \$170.00 See “Attachment ” B.
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: List of Approved Services, Additionally Required Documentation, and Fee 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. **Employee Conduct:** The holder must ensure that its employees are hospitable and exercise courtesy and consideration in their relations with the public. The holder must establish appropriate screening, hiring, training, safety, employment, termination and other policies and procedures. The holder must review the conduct of any of its employees whose action or activities are considered by the holder or the Director to be inconsistent with the proper administration of the Area and enjoyment and protection of visitors and must take such actions as are necessary to correct the situation. The holder must maintain, to the greatest extent possible, a drug free work environment.
4. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
5. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
6. **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.
7. **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.
8. **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.
9. **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.
10. **Transfer:** This authorization may not be transferred or assigned without the written consent of the area Superintendent.
11. **Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
12. **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.

- 13. 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.
- 14. Reporting:** The holder must submit annually the CUA Annual Report (NPS Form 10-660) by January 31 for the prior CUA season and also must submit upon request the CUA Monthly Report (NPS Form 10-660A). The holder is to provide the area Superintendent upon request 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.
- 15. 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.
- 16. Minimum Wage:** The holder must comply with all provisions of Executive Order 14026 of April 27, 2021, (Increasing the Minimum Wage for Federal Contractors) and its implementing regulations, including the applicable contract clause, codified at 29 C.F.R. part 23, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.
- 17. 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 (505)672-3861 ext. 1519 or by going to the park CUA webpage at <https://www.nps.gov/band/do-business-with-us.htm>.
- 18. 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.
- 19. 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.
- 20. Notification of Employee Rights:** The holder must comply with all provisions of Executive Order 13496 of January 30, 2009, (Notification of Employee Rights Under Federal Labor Laws) and its implementing regulations, including the applicable contract clause, codified at 29 CFR part 471, appendix A to subpart A, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.

SPECIAL PARK CONDITIONS
COMMERCIAL USE AUTHORIZATION

- 1. Self-employed workers/independent contractors:** Should CUA Holder use self-employed workers/independent contractors to conduct the services covered by the CUA, the self-employed worker/independent contractor must be issued a 1099. CUA Holder must ensure commercial general liability insurance policies and any other insurance policies required by the Service provide required coverage for those self-employed workers or independent contractors issued a 1099. CUA Holder may be cited for any violations of the authorization committed by their employees or self-employed workers/independent contractors authorized herein.)
- 2. Commercial Fees:** The NPS is required to collect reasonable fees that at a minimum allow for total cost recovery including all direct and indirect costs associated with administering and managing a CUA. CUA fees are reviewed every two years to account for inflation. Established CUA fees for Bandelier for permit year 2024 are:

- Application fee - \$170.00 (payable at time of application submission through Pay.gov, credit card, or check; required for each CUA application; non-refundable)
- Management fee – Market Rate Fee (payable at end of permit year or conclusion of commercial activity through Pay.gov, credit card, or check)

Percentage of Gross Revenue (park dependent)
3% on first \$250k (minus application fee), then
4% on \$250k - \$500k, then
5% on \$500k and up

- Entrance fees – vary based on permit activity (required each time the park is entered for the commercial activity; commercial entrance fees are due at the time of visit and can only be paid by credit card at the Visitor Center or at the Tsankawi automated fee machine)
 - Commercial guided tours - \$15/client (no fee for guide); clients may use valid Interagency or Bandelier Annual passes
- 3. Fee Fraud:** Attempting to avoid payment of appropriate fees is a violation of federal law. Any attempt at fee fraud may result in the revocation of this authorization.
- 4. Carry Permit:** CUA Holder must carry a copy of the 2022 Commercial Use Authorization (CUA) while in Bandelier National Monument. Digital copies are permitted however no Wi-Fi is available in the park and cellular service is spotty to none in much of the park. Copy of 2022 CUA must also be displayed in all operated/leased/or contracted vehicles while in Bandelier National Monument.
- 5. Compliance:** CUA Holder and its employees and self-employed workers/independent contractors authorized herein must comply with the conditions of this authorization. CUA Holder shall insure that its employees and self-employed workers/independent contractors authorized herein entering Bandelier NM are informed of all conditions of this authorization.
- 6. Safety:** CUA Holder and its employees or self-employed workers/independent contractors authorized herein shall take every reasonable precaution to ensure the safety of its clients, its employees, other park visitors, and park employees.
- 7. Report of Incidents:** CUA Holder is required to report ANY personal injury and/or property damage incident occurring within Bandelier involving CUA Holder vehicles, clients and/or employees and self-employed workers/independent contractors. The report must be made to a Park Ranger at the first available opportunity before leaving the park. A report will consist of a written or verbal description of the incident. (If a Park Ranger is not immediately available, a report may be made by calling the park at (505) 672-3861, ext. 1519 or a brief written report stating the basics of the incident, may be sent to David Graveline at david_graveline@nps.gov within 24 hours or as soon as practical. CUA Holder must cooperate with any investigation of the incident by National Park Service personnel.
- 8. Tsankwi Group Size Limit:** A 12-person group size limit for all groups (private, commercial, and non-commercial) is in effect for Tsankawi. As Bandelier begins to implement the guidance put forth in the 2015 Tsankawi Unit Management Plan, group sizes are now limited to a total of 12 individuals (includes clients PLUS guides), to best protect the sensitive resources in this area. If bringing groups larger than 12 people, CUA permit holder must break clients and guides into smaller groups and stagger visits by at least 30 minutes.
- 9. Designated Drop-Off Points:** The National Park Service reserves the right to specify in-park drop-off and pick-up points for use by CUA Holder. CUA Holders operating minibuses and/or motor coaches must use designated passenger loading/unloading zones and bus parking areas. CUA Holder must follow instructions from Park Rangers regarding loading/unloading passengers and bus parking.
- 10. Off-loading Passengers:** CUA Holder and its employees or self-employed workers/independent contractors

authorized herein will be responsible for controlling passengers at those places where the vehicle stops and off-loads. Clients will not obstruct vehicular or pedestrian traffic. This will include keeping passengers from walking into the roadway and obstructing traffic and from walking in the areas posted as sensitive, where resource damage may result. Loading or unloading of passengers onto roadways, driveways, handicapped parking is prohibited.

11. **Idling:** Maximum idle time at any location in Bandelier National Monument is ten (10) minutes. The only exception to this idle time rule is for initial startup with a cold engine. It is not for air conditioners, heaters, or other passenger comforts.
12. **Cycling Groups:** CUA Holders offering cycling tours are permitted to begin or end rides at the Amphitheater parking lot located in Juniper Family Campground. CUA Holder must inform all clients that they are required to observe all traffic signs within Bandelier National Monument and are required to stop at the park Entrance Station to inform park staff they are clients of the CUA Holder. CUA Holder must transport clients into Frijoles Canyon by vehicle. Group cycling into Frijoles Canyon is not permitted due to safety concerns.
13. **Back Country and Off-trail Travel:** This permit authorizes commercial guided hikes in developed front country areas only. Commercial guided tours in back country areas (overnight or day trips) requires obtaining a *Commercial Guided Tour Services – Back Country* permit. All organized group travel in backcountry requires advance approval from Superintendent's office.
14. **Park Information:** CUA holder must ensure information provided through tour leaders, brochures, literature, or advertising to clients is accurate and reflects the most current information, accepted terminology, and scholarship available to depict park flora, fauna, geology, culture, and history. Tour guides, travel managers, group leaders, etc. must provide clients basic orientation (locations of restrooms, visitor center, park store, café; directions to trail; availability of brochures and trail guides) upon arriving at Bandelier.
15. **Advertising:** Advertising for the authorized activity shall not state or imply endorsement by Bandelier National Monument or the National Park Service. Commercial photography or commercial filming of advertisements within Bandelier National Monument may require a separate filming permit which must be approved by the Superintendent. Holder agrees to specifically name all independent or step on tour guides hired/sub-contracted out by the holder that are not employees of the holder on its general liability insurance certificate, unless the independent or step on tour guide has its own, current CUA.

Definitions

CUA Holder: For the purpose of this authorization the word "CUA Holder" shall mean the person, company and/or corporation, to whom this Commercial Use Authorization (CUA) has been issued. This definition shall include employees and self-employed workers/independent contractors of the person, company and/or corporation to whom this authorization is issued.

Commercial Tour: For the purpose of this authorization the term "Commercial Tour" shall consist of one or more persons traveling on an itinerary that has been packaged, priced or sold for recreational purposes by an organization, whether for financial gain or not for profit, through the provision of the service.

Backcountry: For the purpose of this authorization the term "Backcountry" shall consist of undeveloped areas and trails located within Bandelier (south/southwest of Frijoles Canyon to Rio Grande and park western boundary; up Frijoles Canyon past Alcove House). Includes all of Bandelier Wilderness. Does not include developed front country locations and trails such as Pueblo Loop Trail, Alcove House Trail, Falls Trail, Cerro Grande, Ski Trails, Tsankawi, Ponderosa Campground, Juniper Campground

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 \$500,000.00. 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 owned/leased/rented vehicles in the performance of the service in the park. 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 interstate passenger transport is:

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

The NPS has not established commercial automobile liability minimums for intrastate auto use by CUA holders because each state has unique rules and regulations. Intrastate CUA holders must meet individual state requirements for Commercial Automobile Liability Insurance or the interstate requirements above, whichever are greatest.

If the CUA applicant or holder will use rented or leased vehicles in performance of the authorized service, the applicant or holder must secure appropriate insurance for that rented or leased vehicle in the amount required by the CUA application. Proof of insurance secured directly from the rental or lease company may not be available upon application submission, but applicants are required to provide proof of insurance coverage after application submission upon NPS request.

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

AUTHORIZED COMMERCIAL SERVICE	REQUIRED DOCUMENTATION	REQUIRED CUA FEES
<p>Commercial Guided Tour Services - Front Country</p> <p>Front country includes all developed areas in Frijoles Canyon (Pueblo Loop Trail, Alcove House, Falls Trail, Frey Trail), campgrounds (including Overlook Trail), and remote trail heads (Burnt Mesa, Cerro Grande & Ski Trails, Tsankawi, Apache Springs, and Alamo Boundary).</p>	<p>Provide a description of and registration number of each vehicle you will utilize during the course of the proposed commercial service.</p> <p>Proof of payment of application fee</p>	<p>Application Fee - \$170.00</p> <ul style="list-style-type: none"> • Non-refundable • Application fees made through Pay.gov or check (with advanced approval from CUA Coordinator) • Checks made payable to "National Park Service" <p>Employer Identification Number (EIN) must be included on check. <i>Failure to include EIN on check will result in return of check delaying processing of application</i></p> <p>Management fee – Market Rate Fee</p> <ul style="list-style-type: none"> • Payable after conclusion of commercial activity or at end of permit year • Management fee paid through Pay.gov or check (with advanced approval from CUA Coordinator) • Checks made payable to "National Park Service" <p>Employer Identification Number (EIN) must be included on check. <i>Failure to include EIN on check will result in return of check</i></p>
<p>Commercial Guided Tour Services – Back Country</p> <p>Back country includes undeveloped areas and trails located within Bandelier (south/southwest of Frijoles Canyon to Rio Grande and park western boundary; up Frijoles Canyon past Alcove House). Includes all of Bandelier Wilderness.</p>	<p>Provide a description of and registration number of each vehicle you will utilize during the course of the proposed commercial service.</p> <p>Proof of payment of application fee.</p> <p>CPR/First Aid Certification for all guides</p> <p>Routes and itineraries for planned guided back country hikes</p>	<p>Application Fee - \$170.00</p> <ul style="list-style-type: none"> • Non-refundable • Application fees made through Pay.gov or check (with advanced approval from CUA Coordinator) • Checks made payable to "National Park Service" <p>Employer Identification Number (EIN) must be included on check. <i>Failure to include EIN on check will result in return of check delaying processing of application</i></p> <p>Management fee – Market Rate Fee</p> <ul style="list-style-type: none"> • Payable after conclusion of commercial activity or at end of permit year • Management fee paid through Pay.gov or check (with advanced approval from CUA Coordinator) • Checks made payable to "National Park Service" <p>Employer Identification Number (EIN) must be included on check. <i>Failure to include EIN on check will result in return of check</i></p>