



United States Department of the Interior
NATIONAL PARK SERVICE
GRAND TETON NATIONAL PARK
P.O. DRAWER 170 MOOSE, WYOMING 83012



IN REPLY REFER TO:

5.B (GRTE)

VIA ELECTRONIC MAIL: NO HARD COPY TO FOLLOW

Dear Commercial Use Authorization Holders and Applicants:

Grand Teton is now accepting applications and annual required reporting for 2016 Commercial Use Authorizations (CUAs). Significant changes are being implemented in 2016. This letter reviews the administrative program changes. A 'CUA Handbook' has been created to provide more detail about these changes. Complete results of the park's CUA planning process can be viewed at parkplanning.nps.gov/cua.

Important information about administrative program changes:

- Application period: The application period for CUAs is October 1 to March 1 of each year. CUAs received or postmarked after March 1 **will not be accepted**.
- Operating year: CUAs will now authorize commercial activity from January 1 to December 31. This replaces the previous 'operating year' of May 1 to April 30. The operating year and fee calculation will be adjusted for current operators whose authorization expires on April 30 of 2016 or 2017. For further details, please review the '2016 CUA Handbook'.
- An annual fee based on percentage of gross receipts will be implemented in 2016. A minimum annual fee of \$300 is due with each application and by March 1 of the following year. CUA holders are required to maintain an accounting system that documents income earned as a result of operating within Grand Teton, and then pay a fee based on gross receipts by January 31, 2017. A fee calculator tool is available to all CUA holders.
- Grand Teton is now utilizing the standard NPS-wide CUA Application form, which requires detailed information from each applicant. Applications must be completed by new operators and by current operators whose two-year authorization is expiring.

Important information about applications and annual reporting:

- To download CUA materials please visit: <http://www.nps.gov/grte/parkmgmt/cua.htm>
- All CUAs are issued for a two-year period, though there are required documents and fees each year. The minimum annual CUA fee of \$300 and is due at the time of application. Authorizations entering the second year are required to submit the \$300 minimum annual fee by March 1 or before operations begin, whichever is earliest.
- Please review the CUA Handbook for application instructions and a checklist of all required application materials and annual reporting requirements.

CUA Holders Meeting:

- The annual "All CUA Holders Meeting" will be held on Monday, May 2, 2016 from 9:30am-11:30am at the Craig Thomas Discovery and Visitor Center (Director's Room). Attendance is strongly encouraged. This meeting is a relationship-building and a chance to share updates and gather feedback from operators.

Visitor Use Statistics (VUS):

Reporting the prior month's visitor use statistics by the 4th of each month is a condition of your CUA. The only acceptable method for submitting your VUS is through the park's online form:

<http://goo.gl/forms/6IQeptI4Sd>

For new applicants, welcome and thank you for joining in our efforts to provide meaningful visitor experiences in Grand Teton. For those of you returning, welcome back and thank you for your continued contributions to that effort. If you have any questions or wish for more information, we are happy to help. Please send an email to grte_business_resources@nps.gov. You may also contact Katy Canetta at (307) 739-3418.

Sincerely,

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

Attachments:

- CUA Application
- 2016 CUA Handbook
- Guides List Template
- PAD Application & Annual Fee Form
- Annual Financial Report Form
- NPS Approved Visitor Acknowledgement of Risk Form