



COMMERCIAL USE AUTHORIZATION STOCK APPLICATION

Sequoia and Kings Canyon National Parks

47050 Generals Highway

Three Rivers, CA 93271

Attn: Commercial Services Office

Email: seki_cua@nps.gov



Applications for a **2022-2023 Wilderness Commercial Use Authorization (CUA)** (operating term January 1, 2022 through December 31, 2023) will be accepted from June 30, 2021 through October 31, 2021. Only complete application packages (consisting of all information, appendices, fees, or documentation listed in questions 1-15 of this application) received electronically no later than October 31, 2021 will be considered for a 2022-2023 Wilderness CUA. Businesses planning to operate trips exclusively in front-country must apply for a separate Front-Country CUA. For information on NPS Policy, fees, and guidance for CUAs visit: <https://www.nps.gov/aboutus/commercial-use-authorizations.htm>.

Refer to application instructions for additional information. Instructions correspond directly with the numbered items on the Application Form. Applicants are responsible for reading and understanding the entire Application Form prior to completing the application.

COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

1. Enter the service you are proposing to provide.
 - A. Enter the activities you are proposing to provide under the Stock Service Type. The activities which are currently authorized for commercial Stock Wilderness services at Sequoia and Kings Canyon National Parks are: **Guided Pack and Saddle Stock Services**.
 - B. Elect whether the application should be evaluated for a CSD allocation in the Mount Whitney Management Area. In order to be considered for an allocation in the Mount Whitney Management Area, an application **MUST** indicate under question 1.b. of the application that the applicant elects to be evaluated for a CSD allocation in the Mount Whitney Management Area. If the applicant does not indicate in question 1.b. of the application that they elect to be evaluated for a Mount Whitney Management Area CSD allocation, the applicant will not be eligible to receive a Mount Whitney Management Area CSD allocation for the 2022-2023 CUA cycle [2 year period covered by this solicitation].
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 liability insurance if you own, rent, or lease vehicles and transport visitors by those means or if those owned, rented, or leased vehicle 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 G".
10. Provide a description of each owned, rented, or leased vehicle you will utilize during the course of the proposed commercial service. Information for vehicles chartered from and operated by another company is not required.
11. Provide copies of additional documentation as required by "Attachments A-G". Attachments to this Application contain instructions about completing and submitting proposals. Applicants must carefully read and comply with those instructions.
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 - A non-refundable **Application Fee** of \$800 is required when submitting an application for consideration for Wilderness CUA. All Fees should be paid through [pay.gov](https://www.pay.gov). See "Attachment F".
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. Submit the completed application, along with all required documentation in one application package on or before the closing of the Application Season. Applications must be received electronically by October 31, 2021. Incomplete applications or applications received after the closing date will not be considered. Applicants will not be contacted regarding late or missing information after the deadline.

Applications Must Be Submitted Electronically to:
seki_cua@nps.gov

- Attachment A: Competitive CUA Process Information
- Attachment B: Competitive CUA Application Narrative Response
- Attachment C: CUA and Commercial Service Day (CSD) Limits and Allocations
- Attachment D: Special Park Conditions: Wilderness Commercial Use Authorization Conditions
- Attachment E: Conditions of Specified Uses
- Attachment F: Fee Schedule and Payment Information
- Attachment G: Supplementary Information
 - CUA Insurance Requirements
 - Acknowledgement of Risk Template
 - Guide Registration and Certifications Template
 - Monthly Trip Report and Instructions (NPS Form 10-660A)
 - Annual Report Form (NPS Form 10-660)

Additional Information: The National Park Service has terms and conditions on all commercial service agreements. The 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.

COMMERCIAL USE AUTHORIZATION APPLICATION

1. Service for which you are applying for and Commercial Service Day (CSD) Selections.

a. **Enter the activities for which you are applying under the Stock Service Type in Sequoia and Kings Canyon National Parks:**

b. **Elect whether the application should be evaluated for a CSD allocation in the Mount Whitney Management Area.**

I am applying for a Mount Whitney Management Area Commercial Service Day (CSD) allocation in addition to the base Wilderness Wide CSD allocation.

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. 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 as described below. Auto Liability insurance is also required at the minimum coverage amounts described below. Park-Specific CUA Insurance Requirements are also described in "Attachment G". Applicants must submit proof of insurance with the CUA Application.

Commercial General Liability Insurance	Minimum per Occurrence / General Aggregate Liability Limits
Fishing Instruction, Photography Instruction (workshop)	\$500,000 / \$1,000,000
Day Hiking, Backpacking, Mountaineering, Backcountry Ski Mountaineering, Nordic Activities, Pack and Saddle Stock Services	\$1,000,000 / \$2,000,000
Vehicle Insurance (bodily injury and property damage)	Minimum per Occurrence Liability Limits ¹
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

10. Will your business operate vehicles within NPS boundaries? Yes No

Information for vehicles chartered from and operated by another company is NOT required. If "Yes," please give a description of each vehicle. Use additional paper, if necessary. All vehicles 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.

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. identified in "Attachments A-G".

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: _____

¹ Indicate minimum per occurrence liability limit or minimum State liability requirement in State of operation, whichever is greater.

Additional Detail (optional):

(Results) Action Taken by Court:

14. Fee: Please include the Application Fee as outlined in Attachment F.

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.

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. The current Superintendent's Compendium is located here: [Superintendent's Compendium for Sequoia and Kings Canyon National Parks - Sequoia & Kings Canyon National Parks \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov/sequoiaandkings/compendium).
3. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
4. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
5. **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.
6. **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.
7. **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.
8. **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.
9. **Transfer:** This authorization may not be transferred or assigned without the written consent of the area Superintendent.
10. **Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
11. **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.
12. **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.
13. **Reporting:** The holder is to provide the area Superintendent upon request a statement of its gross receipts from its activities under this authorization and 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. The holder must submit Monthly Trip Reports (NPS Form 10-660A) on the 15th of each month reporting the preceding month's use and provide the CUA Annual Report (NPS Form 10-660) by November 30th each year.

14. 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.

15. Minimum Wage: The holder is required to adhere to Executive Order 13658 – Establishing a Minimum Wage for Contractors, as applicable. The implementing regulations, including the applicable authorization clause, are incorporated by reference into this contract as if fully set forth in this contract and available at <https://federalregister.gov/a/2014-23533>.

Exemption: Under Executive Order 13838, Executive Order 13658 shall not apply to contracts or contract-like instruments entered into with the Federal Government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on Federal lands, but this exemption shall not apply to lodging and food services associated with seasonal recreational services. Seasonal recreational services include river running, hunting, fishing, horseback riding, camping, mountaineering activities, recreational ski services, and youth camps.

16. 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. See "Attachment G", Supplemental Information for a sample Acknowledgment of Risk form. Additional copies may be obtained by contacting the CUA office at seki_cua@nps.gov or by going to the CUA webpage at <https://www.nps.gov/subjects/cua/cua-insurance.htm>.

17. 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.

18. 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.

ATTACHMENT A COMPETITIVE CUA PROCESS INFORMATION

- 1. CUA Application Open Season:** Applications for a CUA to operate in wilderness within SEKI in 2022-2023 will be accepted during a designated 'open season' – beginning June 30, 2021 and ending October 31, 2021. CUAs for commercial services in wilderness will be authorized for a 2-year period, January 1, 2022 thru December 31, 2023. Application packets must be received electronically by October 31, 2021 to be considered for a 2022-2023 Wilderness CUA. Incomplete application packages, or packages not received by the deadline will not be considered. Applicants will not be contacted regarding missing or late information after the deadline. Applicant requests for written, post award debriefs will be at the discretion of the Service.

- 2. Three-step NPS Qualification Process:** All complete applications will be reviewed using a 3-step qualification process. If more complete applications are received than the number of CUAs and CSD allocations available, applicants will compete for the award of a CUA and CSD allocation as described in steps two and three below.
 - 1.** The first step represents an initial qualification to ensure that specific requirements for each authorized activity are met and the required information has been provided. During this initial qualification, the NPS will determine if the application is complete and meets the minimum qualifications as set forth in the Application Appendices (“Attachments A-G”). If the number of complete and qualified applications is less than or equal to the number of CUAs and CSD allocations available, the NPS will award the CUAs and CSD allocations to those qualified applicants. If the number of complete and qualified applications is more than the number of CUAs and CSD allocations available, the NPS will award the CUAs and CSD allocations using the competitive process described below in steps two and three.

 - 2.** The second step is the qualification round. The Superintendent will select the most highly qualified applicants on the basis of the applicant’s Narrative Response (Attachment B) explaining its experience and ability to meet and exceed the CUA requirements of: (1) resource protection; 2) safety, and; (3) relevant experience and operating history. Selected applicants will receive 2-year CUAs to operate within SEKI wilderness. Operators with unsuccessful submissions will not be authorized to operate in SEKI in 2022-2023 but will have an opportunity to re-apply in 2023 for the 2024-2025 season.

 - 3.** The third step is the CSD allocation round. Each selected application receives an allocation as described in “Attachment C”. 100% of Wilderness Wide Stock CSDs will be distributed equally across all selected stock CUAs. Applicants who elect to be considered for operations in the Mount Whitney Management Area (MWMA) will be evaluated through a competitive process. Up to six (6) selected applicants will be allocated an equally distributed Mount Whitney Management Area allocation. Applicants will only be evaluated for a MWMA allocation if they checked box 1b in the application.

- 3. CUA Confirmation and CSD Award:** All CUA applicants will receive a response from the Commercial Services Office no later than 60 days after the application closing date. The NPS will email awardees a CUA for signature and acceptance of CSDs and operating terms and conditions. Applicants can accept the CUA award and CSD allocation or reject the base CSD allocation and forfeit the CUA award. If the applicant forfeits the CUA award, the applicant applications will not be authorized for operation January 1, 2022 through December 31, 2023.

ATTACHMENT B COMPETITIVE CUA NARRATIVE RESPONSE

NOTE: The Narrative Response is due to the Commercial Services Office along with the Application. Failure to submit the Narrative Response will result in your application being withdrawn from consideration. Each factor identifies the minimum and maximum points the NPS may award, depending on the quality of the response. A high-quality response uses clear, concise language to directly answer each question in detail, demonstrates the applicant's past experience, and/or sets out a specific commitment to address each factor.

Response Format: Provide in writing the information identified in each of the following three (3) factors. Your answer must not exceed the page limit for each factor. Please number each page and section in your completed response. Each page should have a heading identifying the factor (question) to which you are responding. Where page limits are set out, the NPS will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the applicant submits. The Service considers text on two sides of one sheet of paper as two pages. Font size must be no smaller than 10 pt. and line spacing and margins must be easily readable to a general audience.

FACTOR 1 Resource Protection (0-15 Points) (Responses must not exceed 3 pages). Demonstrate your ability to preserve the natural quality and opportunity for solitude and primitive recreation qualities of wilderness character in Sequoia and Kings Canyon National Parks (SEKI or Parks), specifically by promoting the responsible enjoyment and active stewardship of wilderness. Responses should demonstrate resource protection actions and measures that are specific to the type of service for which you are applying.

Describe specific actions you will take to meet or exceed CUA terms and conditions and the Parks' Minimum Impact Restrictions (www.nps.gov/seki/planyourvisit/minimum-impact-restrictions.htm) requirements in topics appropriate to your activity, including but not limited to:

- a) Restrictions related to sanitation and the management of human and/or animal waste in wilderness
- b) Party size, trail/campsite selection, invasive species detection and equipment inspections, avoiding conflict with other visitors, preserving opportunities for solitude, food storage, trash, campfire practices, protection of wildlife, stock holding practices and grazing practices, feed practices and stock purging.
- c) Describe specific training your company will provide guides/instructors in the principles and techniques of Leave No Trace for the provision of services within the Wilderness areas of the Parks. Also describe training provided to guides/instructors on Minimum Impact Restrictions specific to operations in the parks.

FACTOR 2 Visitor Safety (0-15 Points) (Responses must not exceed 3 pages). Demonstrate your expertise in dealing with safety and operational challenges associated with proposed guided client services in remote and rugged locations. Responses should demonstrate visitor safety actions and measures that are specific to the type of service for which you are applying.

- a) Provide proposed travel itineraries should you be awarded a CUA. Identify the safety challenges of your operation and describe how you propose to mitigate those challenges; provide examples based on proposed itineraries.
- b) Describe how you will convey safety and risk messaging to clients.
- c) Describe your employee training program specific to Visitor Safety, and typical guide qualifications of staff hired to lead trips that operate within SEKI.
- d) Provide a step-by-step procedure for how you will respond to emergencies in the field.

FACTOR 3 Relevant Experience and History (0-10 Points) (Responses must not exceed 3 pages). Demonstrate your experience in providing similar services in remote areas. Responses should demonstrate relevant experience that is specific to the type of service for which you are applying. The Service is aware that businesses may receive an administrative notice, verbal or written warning, violation, citation, penalty, fine, less than satisfactory rating, or similar regulatory notice from a federal, state, or local agency (hereinafter collectively referred to as "infractions") while operating under a permit. The Service is interested in understanding how your business has communicated and improved field operations in order to manage and/or mitigate any "infractions". In subpart (D) and (E) the Applicant should provide a response to only one question based on an answer of "yes" or "no". Information must be sufficiently detailed to provide a response to each of the sub-factors below:

- a) Briefly summarize your company's overall background and experience in the safe operation and management of guided commercial services, including those services for which you are applying for under this application. Include the following information:
 - (1) Duration of operation (i.e., number of years and length of season for which you have provided similar services)
 - (2) Operation location (i.e., wilderness travel, remoteness, high elevation, rugged terrain)
- b) Describe one example of operational experience that demonstrates your company's ability to provide safe, high-quality experiences in operation and management of a similar service(s) to which you are applying at SEKI. Examples should demonstrate strategies your company follows to ensure that guides are operating within compliance of all regulations, stipulations, and conditions, including, any additional steps the company took to ensure operational compliance with standards or conditions similar to those that would be required under this CUA (i.e., planning trips in areas where various restrictions apply and conditions can change rapidly).

- c) In the performance of guided services under permit by Public Land Management agencies, has your company been contacted by the NPS or other agency representatives regarding issues with use and conservation of natural resources such as water, land, soil, plants, and animals during the performance of guided services? Describe how your company has responded to these concerns or incorporated operational changes in response to concerns.
- d) Has your company received any "infractions" in in the last 5 years? If the answer is "no" proceed to (e). If the answer is "yes":
 - (1) Describe all "infractions" that have occurred in in the last 5 years, including infractions that occurred as a result of activities authorized by permits for guided services within SEKI and/or all other locations and public agencies where you have operated under a similar permit.
 - (2) Has your company been put on warning, administrative notice, probation; suspended; revoked; or denied due to prior "infractions"?
 - (3) Explain how your business managed these "infractions", and your overall strategy to prevent future occurrence.
- e) Has your company received any "infractions" in in the last 5 years? If the answer is "no":
 - (1) If you have not received an "infraction" in the last 5 years, describe a specific instance on a trip when unforeseen conditions required field operations/guides to alter plans/ practices in order to adapt to changing conditions and obey permit conditions to prevent an "infraction".
 - (2) Explain how your company took steps to avoid an "infraction".
 - (3) Explain how your company reviewed field operations/decisions post trip to analyze what happened, why it happened, and how it can be done better by the participants and those responsible for the company.
 - (4) Explain how your company incorporated any changes from post-trip review or debriefing into your future strategy to prevent, plan and prepare for future occurrences where operational decisions are required to avoid "infractions"

**ATTACHMENT C
COMMERCIAL SERVICE DAY (CSD) LIMITS AND ALLOCATIONS FOR STOCK SERVICES**

Commercial Service Day (CSD) Limits

The Wilderness Stewardship Plan (WSP) sets limits on the total number of CSDs² available for commercial use in SEKI wilderness. Commercial services are only allowed in wilderness up to the CSD limits.

Table 1: Commercial Service Day Limits for 2022-2023 Stock Wilderness Wide and Mount Whitney Management Area Operations³

Commercial Service Day Location Category	Number of Stock CSDs
Wilderness Wide	2200
Mount Whitney Management Area	650
Total	2850

Table 2a: 2022-2023 Stock Wilderness Wide Commercial Service Day Allocations to Be Distributed to up to Fourteen (14) CUAs⁴

100% Equal Allocation	
Total CSDs for Distribution	2,200
Number of CSD Allocations	14
Number of CSDs Issued Per Allocation	155
Percent CSDs Per Allocation	7%

Table 2b: 2022-2023 Stock Mount Whitney Management Area Commercial Service Day Allocations to Be Distributed to up to Six (6) CUAs⁵

100% Equal Allocation	
Total CSDs for Distribution	650
Number of CSD Allocations	6
Number of CSDs Per Allocation	105
Percent of Total CSDs Issued Per Allocation	17%

² A commercial service day (CSD) is defined as "all or part of a day spent by a client of a commercial service provider on NPS-managed lands" WSP/FEIS, Appendix B Extent Necessary Determination, Page B-6.

³ NPS SEKI Final Supplemental Information Report SEKI WSP/FEIS

⁴ Estimated CSDs per Allocation are rounded for simplicity such that the total estimated will not equal the total CSDs divided by the number of allocations.

⁵ Estimated CSDs per Allocation are rounded for simplicity such that the total estimated will not equal the total CSDs divided by the number of allocations.

**ATTACHMENT D
SPECIAL PARK CONDITIONS
SEQUOIA AND KINGS CANYON NATIONAL PARKS
WILDERNESS COMMERCIAL USE AUTHORIZATION CONDITIONS**

THESE CONDITIONS ARE APPLICABLE TO ALL AUTHORIZED ACTIVITIES OR AREAS LISTED ON THIS AUTHORIZATION. **All pages of this authorization must be carried and available for inspection by the Holder or its employees at all times while operating within Sequoia and Kings Canyon National Parks. Failure to carry all pages is a violation of terms and conditions of this authorization.**

1. **Authorization Compliance** – Violations of the authorization terms may result in either a citation or warning by and at the discretion of field staff. Citations may subject the commercial operator to penalties as prescribed by law or regulation. Warnings do not carry criminal penalties but are official notice of non-compliance. Either warnings or citations may result in actions against the provider's authorization, including suspension of the authorization or exclusion from doing business in the parks. The holder must comply with all of the conditions of the authorization, including all exhibits, amendments, application requirements, and written or verbal directives from the Superintendent.
2. **General Operation Requirements** – This CUA includes the seasons and levels of use for all commercial activities, approved use of NPS trails, roads, and routes, and guidelines and limits for assigned use allocations. The Holder shall carry out the provisions of their operating plan and shall require employees and agents to do likewise.
3. **Service Type – Wilderness CUA** – Advertisement and operation of distinct commercial trips in wilderness, including transitory use of front-country areas as a means to enter and exit wilderness areas, are authorized under the Wilderness CUA. Authorized services include those listed on page 1 of this CUA. Advertisement or operation of commercial trips in non-wilderness areas fall under one of two non-wilderness Service Types (front-country or road-based commercial tours), and require a separate CUA. Non-wilderness operations are not authorized under the Wilderness CUA. Additional information can be found on the front-country CUA application.
4. **Commercial Service Days (CSDs)** – Holders must operate within assigned CSD allocations. CSDs are non-transferrable. A commercial service day (CSD) is defined as "all or part of a day spent by a client of a commercial service provider on NPS-managed lands." WSP/FEIS, Appendix B Extent Necessary Determination, Page B-6. (See also Attachment C, Competitive Commercial Service Day (CSD) Allocation Selections).
5. **First-come, first-served (FCFS) CSD Pool** – The FCFS pool will commence with zero days. FCFS days may become available if CSDs are returned to the park. Operators will be notified on a recurring basis if and when FCFS days become available. When available, FCFS requests must be submitted via email to seki_cua@nps.gov. FCFS days will be awarded in the order requests are received.

The FCFS request must clearly demonstrate that the CUA Holder has exhausted its base allocation and is requesting a specific number of Wilderness Wide and/or Mount Whitney Management Area CSDs for verifiable clients for the current calendar year. FCFS requests will be processed in the order they are received as CSDs become available.

CUA holders will be notified of the status of their FCFS CSD request via email from seki_cua@nps.gov. If an individual contacts a guide company but does not hire the company for a specific use in Wilderness Wide or Mount Whitney Management Area on specific date(s), then requesting additional CSDs and verifying clients is misrepresentation and may result in exclusion from the FCFS CSD pool.

6. **Redistribution of CSDs** – CUA Holders are strongly encouraged to return unused and un-booked CSDs to the FSCS pool for redistribution. CSDs are non-transferrable amongst CUA Holders. CSDs from cancellations or group size reductions may be returned via email to seki_cua@nps.gov. Returned CSDs will be made available when the FSCS pool opens. All unused CSDs allocated to a CUA which is terminated by the CUA holder will be redistributed to the FSCS pool.
7. **Reporting Requirements** – 1) Visitation Use Statistics (VUS) for actual use must be submitted monthly on the Trip Report Form (NPS Form 10-660A) by the 15th of the month for the preceding month, i.e. June use is reported and due by July 15th, 3) Annual Report (NPS Form 10-660), summarizing and reporting annual gross receipts is due by November 30th. All reports must be submitted to seki_cua@nps.gov. CUA holders are required to report all trips within SEKI boundaries as a condition of their permit. See Attachment H: Supplementary Information.

De minimis entry- Trips occurring on the Sierra Crest may be eligible for reporting under *de minimis* entry. *De minimis* entry is a term used by SEKI to distinguish use along the Sierra Crest where entry into the parks is unverifiable and too trivial or minor to merit consideration in reporting of CSDs. Operators must report proposed *de minimis* entry trips in their trip reports but will enter "0" as the number of CSDs logged.

- 8. Fees** – The Holder will be required to pay all applicable park fees (e.g. entrance, wilderness permit, commercial use, etc.). A non-refundable Application Fee of \$800 is required when submitting an application for consideration for Wilderness CUA. If awarded a CUA, the Holder is required to remit an annual Market Price Fee based on gross receipts at the end of each calendar year. Gross receipts will be reported on the Annual Report (NPS Form 10-660) due each year on November 30th.

Gross Receipts	Fee Percentage
For gross receipts between \$0.01 and \$250,000.00	3% of gross receipts
For gross receipts between \$250,000 and \$500,000	4% of gross receipts in addition to the prior amount
For gross receipts over \$500,000	5% of gross receipts in addition to the prior two amounts

The previously paid non-refundable application fee will be deducted from the market price fee. If the market price fee is less than the non-refundable application fee, then no market price fee is due for that year and the NPS will retain the non-refundable application fee. These fees will remain in effect until December 31, 2023 at which point it may be revised in accordance with Section 418 of P.L. 105-391, 36 CFR 5.3, and RM48B Interim CUA Guidelines, and associated guidance from the Washington Area Support Office and the Interior Regional Office 8, 9, 10, 12. Operators will be issued an annual bill for any balance due. Payment is due within 30 days of billing and will be paid through [pay.gov](https://www.pay.gov). Failure to pay assessed fees will result in revocation of the CUA. Review the Parks' [website](#) for Fee Schedule and Payment Information.

- 9. Business Operations** - This authorization does not authorize the Holder to advertise, solicit business, collect any fees, or sell any goods or services on lands owned and controlled by the United States. The Authorization is for incidental business operations when there are no fixed commercial facilities within a national park area, the commercial activity originates and terminates outside the parks, no money changes hands on park lands and no commercial solicitation occurs on park lands.
- 10. Area Use** – This authorization is applicable only for the use of the area, term, and conditions designated herein. The area(s) authorized for use under this authorization must be left in substantially the same condition as it was prior to the activities authorized herein. Approved wilderness activities are permitted in all areas of the wilderness of Sequoia and Kings Canyon National Parks with the exception of service-specific restrictions. The Superintendent reserves the right to close any area to commercial activities if conditions warrant.
- 11. Nonexclusive Authorization** – The Holder will have none of the rights or privileges of P.L. 105-391, Title IV [National Park Service Concessions Management Improvement Act of 1998] specified for concession contracts. The National Park Service (NPS) does not grant the Holder a preferential or exclusive right to conduct business in any NPS administered area.
- 12. Wilderness Public Use Restrictions and Permits** – Holder is required to abide by all applicable Wilderness Public Use Restrictions, including wilderness permits, trail information, the [Minimum Impact Restrictions, stock requirements and regulations regarding overnight travel requiring a Wilderness Permit](#). Maximum group size is 15 people including guides when on trail and 12 people including guides when off trail, except in areas noted in the Minimum Impact Restrictions. Permits are required year-round for all overnight wilderness trips; obtain your permit from the trailhead's managing agency. Information on wilderness trip planning and wilderness requirements are available on the parks' website <https://www.nps.gov/seki/planyourvisit/backpacking.htm>.
- 13. Damages** – The Holder shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Holder is authorized to make of the land described in this authorization.
- 14. Company Identification** – All guides must be visibly identifiable, displaying which company they represent.
- 15. Employee/agent responsibility** – The Holder shall ensure that all company employees and transportation operators entering the parks are informed of all of the conditions of this authorization. (The Holder may be cited for any authorization violations committed by their employee and/or agent.
- 16. Behavior and Conduct** – The Holder and its agents are required to exercise courtesy and consideration in their relations with the public and with NPS employees, volunteers or other park agents. The Holder will review and correct the conduct of any of its employees whose actions or activities are considered by the Service to be inconsistent with the experience, enjoyment, and protection of visitors and stewards of public land.
- 17. Guides** – Each group must have one guide identified as the Lead Guide who will remain with the group at all times. If the party is divided into more than one group, each group will have a Lead Guide. The Lead Guide will inform the group of all park rules and regulations and has responsibility for the group.

- 18. Guide Registration and Qualifications** – The Holder will employ a staff with the expertise to operate all services authorized under this CUA as outlined in Attachment F. The CUA Holder Guide Registration and Certifications Template, or document containing equivalent information listing all guides, and their guide qualifications and medical training must be submitted to the Commercial Services Office at least 30 days prior to operating in Sequoia and Kings Canyon National Parks. Copies of certificates need not be submitted unless requested by NPS. Failure to provide the necessary documentation will lead to the suspension or revocation of the CUA. Training requirements vary depending upon services being provided.
- 19. Guide Equipment** – A group size first aid kit will be carried by each group. The guide will carry a light source, a map and compass, a small shovel, toilet paper and plastic baggies for appropriate disposal of human waste. Guides will be prepared for emergency situations where they may need to revise their original trip plan to accommodate clients who may be struggling to complete their intended activity. Some recommended additional items include an extra light source, extra food and water, sunblock, and emergency overnight equipment.
- 20. Client Equipment** – The Lead Guide will ensure that each member of the group has adequate food and water for the proposed itinerary, appropriate footwear, clothing and a light source. Each participant will be supplied with a map (may be photo-copied) of the trail. Clients will be prepared for emergency situations where the original trip plan may need to be revised due to unforeseen emergency situations. Some recommended additional items include an extra light source, extra food and water, sunblock, compass and emergency overnight equipment.
- 21. Trip Orientations** – The Lead Guide must provide an orientation to clients for the proposed itinerary prior to the trip start and be capable of revising the itinerary for the group or an individual if an emergency situation occurs. The orientation must emphasize safety and include basic etiquette when passing other trail users or mules, Leave No Trace principles, park rules and regulations, safety and emergency procedures, bear habitat concerns, litter, human waste, the nature, demands and dangers of the trip. Guides will provide their clients with accurate information on a broad spectrum of topics related to the Sequoia and Kings Canyon National parks, including, but not limited to, geology, wilderness impacts, history, ecology, etc.
- 22. Fitness** – Travel in SEKI has inherent risks and CUA Holders assume complete responsibility for their own safety and that of the staff, volunteers and clients under their care. Rescue is not a certainty. Wilderness users should be in good physical condition and should be able to survive on their own by taking the necessary precautions and equipment. Guides should evaluate the fitness of their clients and adjust trip plans to accommodate fitness levels.
- 23. Emergency Operations Plan** – The CUA Holder must have an emergency operations plan for SAR and EMS incidents in the Park. Upon request of the Parks, the holder of the awarded CUA must provide a copy of its emergency operations plan to the Parks.
- 24. Additional Insurance** – Automobile liability insurance and/or Workers' Compensation Insurance may be required depending on operations. See Attachment G: Supplementary Information.
- 25. Reporting Accidents** – An accident resulting in personal injury, death or property damage shall be reported to the Superintendent, as soon as possible. [36 CFR 2.33, 3.4, 4.4] All motor vehicle accidents resulting in injury, personal/government property damage, or injury to park wildlife or resources must be reported by dialing 911 [emergencies] or by calling park dispatch at (559) 565-3195 [non-emergencies]. Commercial operators must remain on scene where safe until park employees arrive and/or instruct commercial operators to leave.
- 26. Separated Passengers / Rescues** – All commercial operators are responsible for providing their clients with the necessary information to locate or contact their group if they become delayed or separated. Commercial operators may not abandon their clients in the park and are solely responsible for making arrangements for their clients to rejoin their group after being separated. Lost or missing clients must be reported to park dispatch as soon as possible and without unnecessary delay, at 559-565-3195. While self-rescue is encouraged in cases where no additional resources are needed, the National Park Service retains the authority to make the determination to employ additional resources when the situation warrants.
- 27. Food Storage** – The Holder is required to properly store all food items while operating in the park and must follow all park Food Storage Regulations: <https://www.nps.gov/seki/planyourvisit/bears.htm>. A list of allowed portable food storage containers is available at: http://www.nps.gov/seki/planyourvisit/bear_bc.htm.
- 28. Unattended Property** – Caching of food and gear in any location is not permitted.
- 29. Wildlife** – Wildlife should not be approached to within a distance that causes observable signs of stress, unless the approach is an effort to discourage animals from entering campsites. Signs of stress vary by species, but may include vocalizations, moving away, freezing in place, etc. A general guideline is to remain at least 100 yards from bear, deer, or bighorn sheep and 25 yards from other wildlife, including nesting birds.

- 30. Personal Consumption of Wild Edibles** – Gathering of fruits, nuts, berries, edible plants, or plant parts for personal consumption is permitted. Wild edibles or other plant matter may not be gathered for transport outside the park or for commercial purposes.
- 31. Cigarette Smoking** – Smoking on trails is highly discouraged. Smokers must use caution when smoking to prevent dropping ashes or embers that might ignite a wildfire. Cigarette butts are trash and must be packed out of the corridor/wilderness for proper disposal.
- 32. Human Waste/Waste Management** – Groups are required to abide by all park rules regarding proper disposal of human waste. Improper disposal of human waste is a violation of park regulations and violators are subject to fines. All trash must be packed out of the corridor/wilderness and disposed of in an appropriate waste container. In non-developed areas, human waste must be disposed of according to [Minimum Impact Restrictions](#) using [Leave No Trace Principles](#). Human waste must be buried at least 6" deep and 100 ft. from trails, camps, and all water sources. Pack out used toilet paper [do not burn]. All solid human waste generated by commercial group participants, guides, or affiliates, within 1/2 mile of the John Muir / Mount Whitney Trail, from 1/2 mile west of Guitar Lake to the summit of Mount Whitney, must be carried out of Sequoia and Kings Canyon National Park.
- 33. Health and Sanitation** – The Holder will comply with applicable public health and sanitation standards and codes. The Holder or its employees are not authorized to use the park's dump stations. The Holder is responsible for the removal of all trash associated with the Holder's visit to the park and is prohibited from depositing commercial waste into park trash containers. The Lead Guide will promptly report information about any human illness, whether employees or guests, to the park dispatch at (559) 565-3195.

ATTACHMENT E
SEQUOIA AND KINGS CANYON NATIONAL PARKS
WILDERNESS COMMERCIAL USE AUTHORIZATION
CONDITIONS OF SPECIFIED USES:

PACK AND SADDLE STOCK

1. **Guide Qualifications** – The following minimum qualifications must be met by each guide operating within Sequoia and Kings Canyon National Parks:
 - Guides/packers/wranglers must be at least 18 years of age and physically capable of hiking and/or packing in the high alpine or wilderness environment. All packers/wranglers must have previous demonstrated experience that includes packing and/or a level of technical experience appropriate to the objective of their trip and route.
 - Guides/packers/wranglers must be trained in basic safety and resource protection, “Leave No Trace” principles, park rules and regulations and in the requirements of the CUA conditions.
 - It is recommended that all guides/packers obtain Food Handling training and certification.
 - Guides/packers/wranglers must possess previous relevant outdoor experience and have traveled and/or camped in areas to be guided prior to guiding it.
 - All guides must possess a valid Basic First Aid Certificate plus adult CPR. Wilderness First Aid or Wilderness First Responder certification is recommended.
 - All certifications must be listed on the Guide Registration and Certifications Template or equivalent document. Certificates need not be submitted unless requested by NPS.

2. **Guide-to-client Ratios** – Maximum party sizes are as follows: Day ride (not including spot and dunnage trips) will have a maximum of 20 people and 20 stock with a combined maximum of 40. For on-trail overnight trips (including spot and dunnage trips that support overnight use for those trails where stock is allowed, except where area-specific exceptions apply) the maximum number of people is 15 while the maximum number of stock is 20 with a combined maximum of 28. For off-trail overnight trips (in areas specifically designated for off-trail stock use, except where area-specific exceptions apply) the maximum number of people is 12 while the maximum number of stock is 12 with a combined maximum of 14. If the holder has staff members participating in a training capacity, those staff members will not be counted in the staff/client ratio. See [Stock Users Guide](#) for more information.

3. **Area-Specific Party Size Restrictions** – Additional area-specific party size limits can be found on the [Stock Use & Grazing Restrictions Sequoia NP handout](#) and the [Stock Use & Grazing Restrictions Kings Canyon NP handout](#).

4. **Grazing Restrictions** – Grazing is permitted in accordance with the terms and conditions of the annual [Stock Use & Grazing Restrictions Sequoia NP handout](#), the [Stock Use & Grazing Restrictions Kings Canyon NP handout](#), the [Stock Users Guide](#), the [annual meadow opening dates announcement](#), and the annual Special Wilderness Public Use Limits & Closures handouts. Meadow closures are listed in the Stock Users Guide; temporary closures are listed in the annual Special Wilderness Public Use Limits & Closures handouts. These documents can be found at <https://www.nps.gov/seki/planyourvisit/stockuse.htm>. Holders must actively manage stock to avoid entry into closed areas. Area and Forage Area specific grazing restrictions are provided on each park's Stock Use and Grazing Regulations Map, updated annually to reflect current regulations and mailed to CUA permitted stock operators prior to each operating season. They can also be found at <https://www.nps.gov/seki/planyourvisit/grazing.htm>. It is recommended that Packers carry the map while conducting stock trips in the parks. The Holder is authorized the use of identified grazing areas for pack and saddle stock only when such use is incidental to the provisions of the service to the public as authorized by the CUA.

Temporary restrictions are reviewed and subject to change on an annual basis. Temporary restrictions in effect for the current year are listed in the annually published Special Wilderness Public Use Limits & Closures and the Superintendent's Compendium. Special Wilderness Public Use Limits & Closures can be found at <https://www.nps.gov/seki/planyourvisit/stockuse.htm>.

Information on length-of-stay limits can be found in the annual [Stock Users Guide](#). Meadow opening dates are established to protect meadows from stock impacts when they are wet and soft. Tentative opening dates can be found at: <https://www.nps.gov/seki/planyourvisit/grazing.htm>. Contact the Wilderness Office at (559) 565- 3766 if planning a trip on or near the opening date for a particular area as specific meadow opening dates may change due to actual field conditions. Holders must comply with all grazing start dates established by SEKI. Note that the opening dates only restrict grazing. Pack trips prior to opening dates are permitted as long as all feed is packed in and stock remain tied up at all times. When a meadow reaches allowable utilization levels, all users will be directed away from that meadow. The Holder is responsible for recognizing when allowable utilization levels are being exceeded and for avoiding areas as necessary to prevent utilization in excess of the allowable levels as listed in SEKI's Wilderness Stewardship Plan, Appendix D, Table D-5, found here: <https://www.nps.gov/seki/planyourvisit/wilderness.htm>. The Holder is expected to review the Stock User Guide's estimated

grazing capacities for all forage areas and plan trip grazing accordingly in order to avoid exceeding the capacity of a forage area solely by the Holder's own use.

Feed Restrictions – Feed carried into the wilderness must be commercially processed pellets, rolled grains, or fermented hay (e.g., Chaffhaye™). These products have a high level of mechanical milling, heat treatment, and/or anaerobic fermentation that result in much lower seed viability. Feed animals on a tarp or mantle and shake excess into the fire pit before leaving feeding site, do not shake excess on the ground or in a meadow. Baled or loose hay and compressed hay cubes are **not allowed** in wilderness. It is recommended that all stock animals be purged on pellets, rolled grains, fermented hay, or certified weed-free forage products 3 days prior to entering the parks. In the parks' front country zones, California, Nevada, or other state-certified weed-free forage is required when hay products are used as supplemental forage or bedding.

- 5. Death of Stock** – If any stock dies while in the parks, operators must notify park dispatch at (559) 565-3195 as soon as possible. **Dead stock must be moved at least 300 feet from trails, campsites, and water within 72 hours.**

SEKI Stock Support Definitions:

- **All Expense Trip:** Includes any service where pack station staff accompany clients for the duration of the trip. Can include base camp, traveling, full Service, all inclusive, hiking with pack stock, continuous hire, or any other service where an employee is serving the client for the entire trip.
- **Day Ride:** A day or part of a day where a customer rides stock but does not stay overnight.
- **Dunnage:** Customer provides all provisions. Packer hauls to designated location and may return on a specified date to remove gear, if trip is for two ways. Customer walks.
- **Resupply:** Packer hauls in provisions to an agreed location to support a customer's trip that is currently in progress. Re-supply services may not start on the same day as the trip that is being serviced. Re-supply packer and stock may not subsequently travel with the party that has received the re-supply.
- **Spot Trip:** Customer is taken by horseback to a designated location with provisions for a specified time. The packer and stock may return at a specified time to pick up the customer, if the trip is for two ways. Customer furnishes all provisions and equipment but rides in.
- **Traveling Trip:** Livestock and crew remain with customer from start to stop. Two types of traveling trips are available. In the all expense travel trip the packer provides everything whereas in others the customer can provide his or her own gear, food, etc.

FISHING INSTRUCTION

- 1. Guide Qualifications** – The following minimum qualifications must be met by each guide operating within Sequoia and Kings Canyon National Parks.
- Guides must be at least 18 years of age and physically capable of hiking and/or packing in the high alpine or wilderness environment.
 - Guides must be trained in basic safety and resource protection, "Leave No Trace" principles, park rules and regulations and in the requirements of the CUA conditions.
 - It is recommended that all guides obtain Food Handling training and certification.
 - Guides must possess previous relevant outdoor experience and have traveled and/or camped in areas to be guided prior to guiding it.
 - All guides must possess a valid Basic First Aid Certificate plus adult CPR. Wilderness First Aid or Wilderness First Responder certification is recommended.
 - Guides must possess a California Department of Fish and Game Guide License.
 - Clients who are 16 years of age or older must have a valid California State Fishing License in their possession while fishing in Sequoia and Kings Canyon National Parks.
 - All certifications and licenses must be listed on the Guide Registration and Certifications Template or equivalent document. Certificates need not be submitted unless requested by NPS.
- 2. Guide-to-client Ratios** – All groups will maintain a ratio of no fewer than 1 guide for 1-7 clients or 2 guides for 8-13 clients. If the Holder has staff members participating in a training capacity, those staff members will not be counted in the staff/client ratio.

- 3. Fishing Regulations** – Refer to California State fishing regulations for the Sierra District for current limitations and open seasons as well as special state regulations. [State fishing regulations](#) apply to all areas in Sequoia and Kings Canyon National Parks, with the following exceptions: All live, dead, and scented bait is prohibited. Only artificial flies or lures are authorized. In waters below 9,000 feet elevation that are not located in developed areas, barb-less hooks are required. Rainbow trout, Sacramento sucker, sculpin, California roach and Kern rainbow must be released. Developed areas are defined as areas within one-quarter (0.25) of a mile of buildings, campgrounds, picnic areas or parking lots that accommodate more than five (5) vehicles.

Fishing in any manner other than by hook and line, with a rod or line being closely attended in such manner that the fish voluntarily takes the bait or lure in its mouth is prohibited. Each angler is limited to only one rod; fishing in any other manner is prohibited. Only lead-free artificial lures or flies may be used. Leaded split-shot sinkers, weighted jigs (lead molded to a hook), and soft lead-weighted ribbon for nymph fishing are not allowed. No live or dead bait may be used, including but not limited to fish, amphibians, insects, eggs or scented or flavored artificial baits. Chumming or placing preserved or fresh fish eggs, food, fish parts, chemicals, or other foreign substances in fresh waters for the purposes of attracting fish in order that they may be taken is prohibited.

- 4. Area Restrictions** – The Soda Springs Creek drainage (in southern Sequoia National Park) is closed to all fishing to protect native species. Fishing from any bridges used by vehicles is prohibited. The use of flotation devices, boats, or rafts is prohibited. Areas used for fishing must remain essentially in the same condition as prior to its use by the holder. Logs and/or rocks may not be moved. Tree limbs and/or bushes may not be cut down or broken off to improve fishing experience. Riparian areas have a high potential for resource impact; use sensitivity and care when traveling those areas.
- 5. Disposal of Fish Entrails** –Fish entrails must be disposed of by puncturing the air bladder and depositing the entrails in deep water of the lake or stream from which they were taken, at a distance of 200 feet or more from any campsite. Food Storage regulations must be followed at all times.
- 6. Decontamination of Equipment** –Before entering the parks, the holder must ensure equipment to be used in the authorized activity (rod, reel, wading boots, gear, etc.) has been inspected and cleaned of all visible debris, and boots and waders have been decontaminated to kill invisible or hard-to-see plants, animals and microbes. These practices will help protect park waterways and native species by preventing the spread of harmful exotic species. A suggested decontamination protocol is provided: <http://www.fs.fed.us/invasivespecies/prevention/playingSMART.shtml>.

ATTACHMENT F FEE SCHEDULE AND PAYMENT INFORMATION

Fee Schedule

A non-refundable Application Fee of \$800 is required when submitting an application for consideration. If awarded a CUA, the Holder is required to remit an annual Market Price Fee based on gross receipts at the end of each calendar year. Gross receipts will be reported on the Annual Report (NPS Form 10-660) due each year on November 30th.

“Gross receipts” means the total of all revenue received for services performed within SEKI. Revenue generated outside of the park is not subject to reported gross receipts for purposes of the annual Market Price Fee.

Revenue generated outside of the park is not subject to reported gross receipts for purposes of the annual Market Price Fee.

Gross Receipts	Fee Percentage
For gross receipts between \$0.01 and \$250,000	3% of gross receipts
For gross receipts between \$250,000 and \$500,000.00	4% of gross receipts in addition to the prior amount
For gross receipts over \$500,000	5% of gross receipts in addition to the prior two amounts

The previously paid non-refundable application fee will be deducted from the market price fee. If the market price fee is less than the non-refundable application fee, then no market price fee is due for that year and the NPS will retain the non-refundable application fee. These fees will remain in effect until December 31, 2023 at which point it may be revised in accordance with Section 418 of P.L. 105-391, 36 CFR 5.3, and RM48B Interim CUA Guidelines, and associated guidance from the Washington Area Support Office and the Interior Regional Office 8, 9, 10, 12. Operators will be issued an annual bill for any balance due. Payment is due within 30 days of billing and will be paid through pay.gov at <https://www.pay.gov>.

Payment

The preferred method of payment for the Application Fee is by using the online payment portal Pay.gov. Applicants must follow the steps in the instructions below in order to process payment through Pay.gov.

- Use an internet browser and type “www.pay.gov” into the address bar.
- Use the Search bar in the main page of Pay.gov to search for “SEKI Commercial Use Permit Fee,” and then select the search icon.
- Under the heading “Sequoia and Kings Canyon National Park Commercial Use Permit Fee,” select the red “Continue to the Form” button.
- Review the “Before You Begin” screen and select the red “Continue to the Form” button.
 - On the “Complete Agency Form” screen, type in the information as it relates to you.
 - If applying for the Wilderness CUA, select “Wilderness CUA Application Fee”-Total amount due \$800.
- Select “Continue” to proceed to the payment screen.
- Enter the appropriate information for your payment preference method in the “Enter Payment Info” screen. Select “Continue” at the bottom.
- Review all the information you have entered on the “Review and Submit” screen, and select “Continue” to finish payment. If you have made an error, you can use the back arrow to correct any screen.
- The “Confirmation” screen will display a payment confirmation number. A confirmation email will be sent to you as well as the Commercial Services Office.
- Include payment confirmation number when submitting the complete CUA Application.

**ATTACHMENT G
SUPPLEMENTARY INFORMATION
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 shown in the table below. 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. Additional information on NPS CUA Insurance requirements can be obtained at: <https://www.nps.gov/subjects/cua/cua-insurance.htm>.

Commercial General Liability Insurance	Minimum per Occurrence /General Aggregate Liability Limits*
Guided Fishing Instruction, Photography Instruction, Guided Porterage	\$500,000 / \$1,000,000
Day Hiking, Backpacking, Mountaineering, Backcountry Ski Mountaineering, Nordic Cross Country Ski activities	\$1,000,000 / \$2,000,000

Other Required Insurance

Commercial Auto Liability Insurance is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder chartered 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 passenger transport is:

Commercial Vehicle Insurance – Passenger Transport (bodily injury and property damage)	Minimum per Occurrence Liability Limits*
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

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
- The Certificate Holder's address as additional insured should read:

United States of America, National Park Service, 47050 Generals Highway, Three Rivers, CA 93271

**ATTACHMENT G
SUPPLEMENTARY INFORMATION
Visitor Use Acknowledgement of Risk**

CUA Holders cannot require visitors to sign a waiver of liability statement, insurance disclaimer, or indemnification agreement. If you provide high-risk services, you may advise visitors of risks associated with the activity through the use of a visitor acknowledgement of risk form (VAR). Additional information on NPS CUA use of a visitor acknowledgement of risk form can be obtained at: <https://www.nps.gov/subjects/cua/cua-insurance.htm>.

Example Visitor Acknowledgment of Risk

In consideration of the services of _____ their officers, agents, employees, and stockholders, and all other persons or entities associated with those businesses (hereafter collectively referred to as "_____") I agree as follows:

Although _____ has taken reasonable steps to provide me with appropriate equipment and skilled guides so I can enjoy an activity for which I may not be skilled, _____ has informed me this activity is not without risk. Certain risks are inherent in each activity and cannot be eliminated without destroying the unique character of the activity. These inherent risks are some of the same elements that contribute to the unique character of this activity and can be the cause of loss or damage to my equipment, or accidental injury, illness, or in extreme cases, permanent trauma or death. _____ does not want to frighten me or reduce my enthusiasm for this activity, but believes it is important for me to know in advance what to expect and to be informed of the inherent risks. The following describes some, but not all, of those risks.

[\[enter description of risks\]](#)

I am aware that _____ entails risks of injury or death to any participant. I understand the description of these inherent risks is not complete and that other unknown or unanticipated inherent risks may result in injury or death. I agree to assume and accept full responsibility for the inherent risks identified herein and those inherent risks not specifically identified. My participation in this activity is purely voluntary; no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the inherent risks.

I acknowledge that engaging in this activity may require a degree of skill and knowledge different from other activities and that I have responsibilities as a participant. I acknowledge that the staff of _____ has been available to more fully explain to me the nature and physical demands of this activity and the inherent risks, hazards, and dangers associated with this activity.

I certify that I am fully capable of participating in this activity. Therefore, I assume and accept full responsibility for myself, including all minor children in my care, custody, and control, for bodily injury, death, or loss of personal property and expenses as a result of those inherent risks and dangers identified herein and those inherent risks and dangers not specifically identified, and as a result of my negligence in participating in this activity.

I have carefully read, clearly understood, and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon me, my heirs, assigns, personal representative, and estate and for all members of my family, including minor children.

Signature

Date

Signature of Parent of Guardian, if participant is under 18 years of age

Signature

Date

**APPENDIX G
SUPPLEMENTARY INFORMATION
Guide Registration and Certifications Template**

This form, or documentation containing equivalent information, must be submitted to seki_cua@nps.gov within 30 days of operating under the SEKI Wilderness CUA. An updated form must be submitted each season.

Business Name DBA: [Click to Enter Business Name](#)
Operating Year: [Click to Enter Operating Year](#)

*Guide Type and Name	Certifications		First Aid /Medical Training		Years Exp.
Guide 1 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 1 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 2 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 2 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 3 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 3 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 4 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 4 Name	Certification	Expiration Date			
	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 5 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 5 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 6 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 6 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 7 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 7 Name	Certification	Expiration Date			
	Certification	Expiration Date			
Guide 8 Type	Certification	Expiration Date	Certification	Expiration Date	Years Experience
Guide 8 Name	Certification	Expiration Date			
	Certification	Expiration Date			

ATTACHMENT G
SUPPLEMENTARY INFORMATION
Trip Report and Instructions
For /
(Month / Year)

1. CUA INFORMATION:
CUA Number:
Services Provided: (As it appears on your authorization.)

2. CONTACT INFORMATION:

<i>Owner Name:</i>	<i>Authorized Agent:</i>
<i>Legal Business Name:</i>	<i>Email (business):</i>
<i>Mailing Address (Street Address):</i>	<i>Email (contact person):</i>
<i>(City, State, Zip Code)</i>	
<i>Phone</i>	<i>Fax</i>

VISITOR USE INFORMATION

3. VISITORS AND/OR TRIPS: Complete the Monthly Trip Report Summary table on page 2 to report monthly visitor use numbers and additional details.

INJURY INFORMATION

4. Did any reportable injuries occur during your trips this reporting period? Yes No

If "Yes", please use a separate sheet of paper to report the date of the incident and a brief statement of the incident. Include a description of the activity taking place at the time of the injury, the type of injury, and the action taken to provide patient care. Please include the sex and age of the patient (omit the patient's name). A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.

5. **SIGNATURE: False, fictitious or fraudulent statements or representations made in this report 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). Authorized Agents must attach proof of authorization to sign below.**

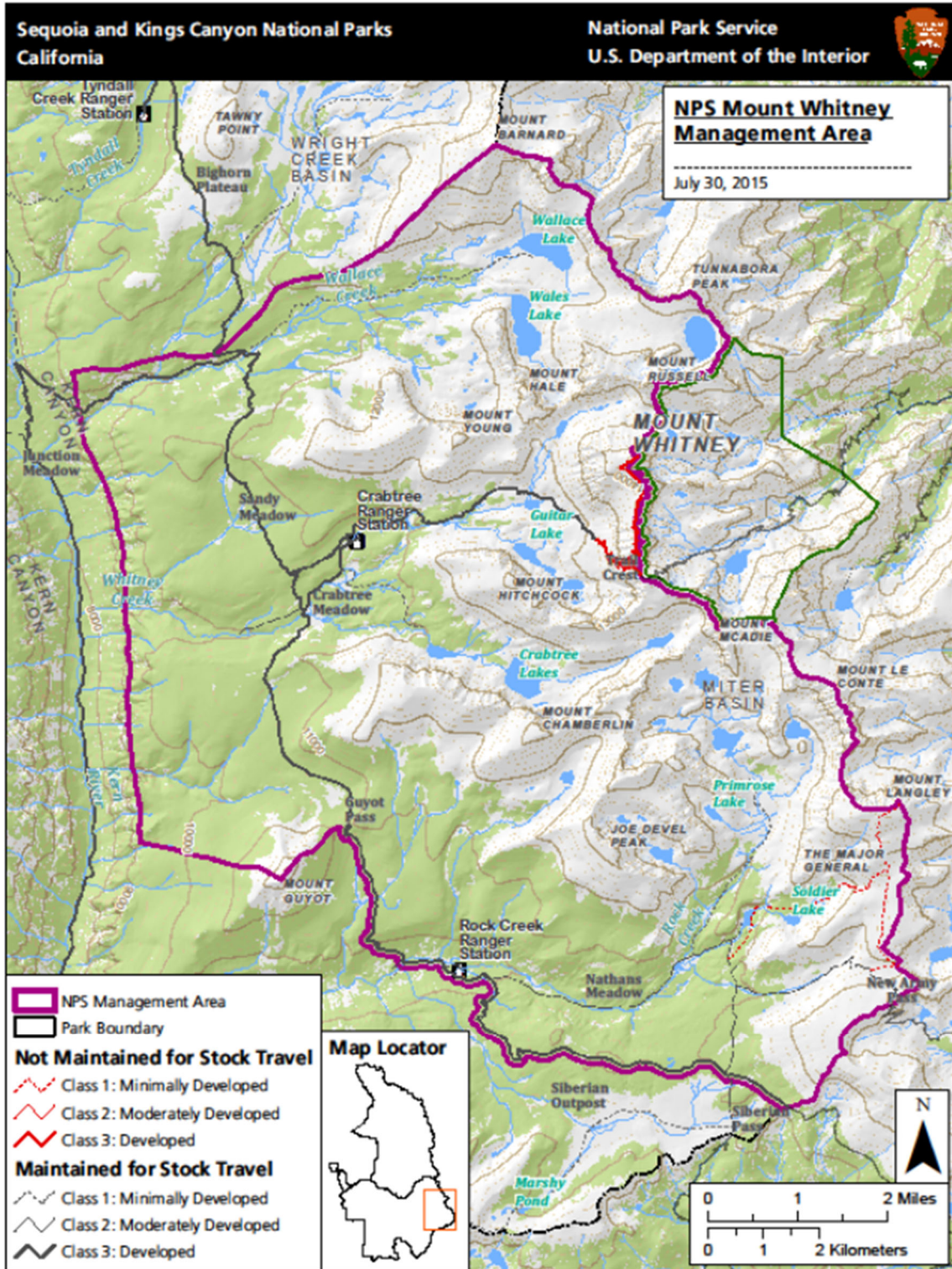
By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.

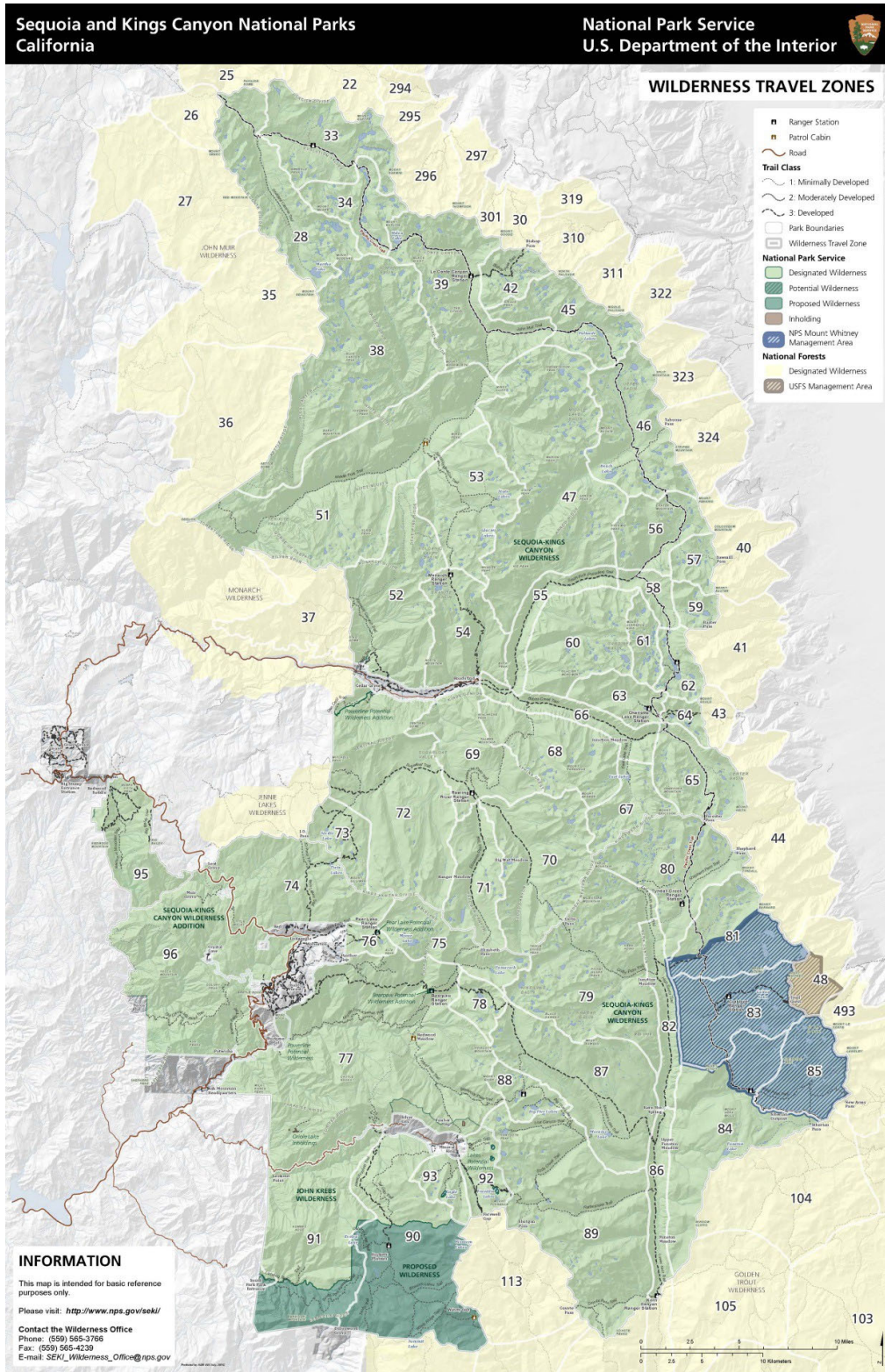
Signature

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 U.S.C. 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 impact to park resources and compliance with park regulations and limitations. We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. . 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. 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 Rm. 2C114, Reston, VA 20192.

Estimated Burden Statement

We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. 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 Rm. 2C114, Reston, VA 20192. Please do not submit your form to this address, but rather to the address at the top of the form

INSTRUCTIONS

Monthly Trip Reports are due monthly on the 15th of each month for the preceding month. Fill in the form through the fillable Word format and email reports to the Commercial Services Office at seki_cua@nps.gov. If no trips occurred in the parks for the month, fill in the first page of the report completely and make sure to enter "0" in section 3 for the number of clients served and number of trips made to the park over the past month. If a trip occurred for the month, fill out the Monthly Trip Report Summary form completely, following the instructions below.

1. **Commercial Use Authorization (CUA) Permit Number:** Enter the CUA permit number
2. Report if you plan to conduct any additional trips within the remainder of the permit term.
3. Record the type of animals providing stock or saddle support (Horse/ Mule, Burro, or Llama).
4. **Date:** Record each day where use occurred in the park. **Use a separate line for each day of a trip.** If the trip is a stock dunnage trip, input the date the resupply entered the park. Review example reporting form for helpful tips on reporting.
5. **Trip Identifier:** Name each trip, using client name or another unique identifier.
6. **Wilderness Permit Number:** Provide the number of the wilderness permit obtained by hiring party or clients. Record N/A if the trip was a day trip for which a wilderness permit was not required.
7. **Number of Staff:** Provide the total number of staff serving clients on this day.
8. **Number of Clients:** Provide the total number of clients under your care on this day.

9. **Trip Type:** Record the trip type using the following categories:
- **D-In:** Dunnage is delivered, clients are on foot, includes resupply trips. Packers leave wilderness, clients remain.
 - **D-Out:** Dunnage is picked up; clients are on foot.
 - **R:** Day rides, clients and packers are on horseback with no overnight stay (e.g. Mist Falls).
 - **S-In:** Clients and their dunnage are delivered; clients are on horseback. Packers leave wilderness, clients remain.
 - **S-Out:** Clients and their dunnage are picked up; clients are on horseback.
 - **Admin:** Administrative Trips, trips that support National Park operations, authorized concessions or other qualified governmental operations (i.e. scientific research).
 - **T:** Travel trip, clients and packers travel together for the duration of the trip
10. **Number of Wilderness Wide Commercial Service Days (WW CSDs):** Record the total number of Commercial Service Days (CSDs) expended for the day. Calculate CSDs by multiplying the number of days by the number of clients. If a single day is recorded for each line the number of CSDs would equal the total number of clients reported that day. Calculate the CSDs for each day regardless of whether multiple days make up a single trip. This category excludes MWMA CSDs (see below)
11. **Number of Mt. Whitney Management Area Commercial Service Days (MWMA CSDs):** If any portion of the day was spent in the MWMA, it should be counted. NOTE: A list of common camping and grazing areas within the MWMA can be found on page 7 of the Parks' Stock Users Guide. Alternatively, the MWMA is shaded in blue on the Wilderness Travel Zones map.
12. **Forage Area Number/Wilderness Travel Zones:** If the destination of the stock is a named forage area, record its number. The grazing maps and stock user's guide describe the locations of these named forage areas. Forage area numbers can also be found on pages 12-35 of the Stock Users Guide. If the destination was not a named forage area, enter the Wilderness Travel Zone. A Wilderness Travel Zones map has been provided in this report. If the destination was not in the wilderness enter "N/A".



**ATTACHMENT G
SUPPLEMENTARY INFORMATION
ANNUAL REPORT
COMMERCIAL USE AUTHORIZATION
Sequoia and Kings Canyon National Parks**
Commercial Services Office Email: seki_cua@nps.gov
For Calendar Year: **2022-2023**



DUE BY: November 30

1. CUA INFORMATION:

CUA Number:
Services Provided: (As it appears on your authorization.)

2. CONTACT INFORMATION:

Owner Name:	Authorized Agent:
Legal Business Name:	Email (business):
Mailing Address (Street Address):	Email (contact person):
(City, State, Zip Code):	
Phone:	Fax:

VISITOR USE INFORMATION

3. VISITORS AND/OR TRIPS:

Enter the number of clients for whom you provided service within the park or served as a result of park-based operations over the past year:
Enter the number of trips your company made to the park over the past year:

4. LENGTH OF STAY:

Enter the average length of time your clients were in the park as a result of the service you provided (if applicable). For day trips, show the average number of hours that you spend in the park per trip. For overnight trips show the average number of nights that you spend in the park per trip from the first travel day to the last day exiting the park.

Average hours per trip:
(Trips that use lodging outside of the park are considered day trips.)

Average number of nights per trip:
Use table below to report total visitor use numbers and additional details.

Month	Number of Trips	Number of Visitors	Number of Guides ¹
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL:			

5. What percentage of the service you provide takes place in the park?



**ATTACHMENT G
SUPPLEMENTARY INFORMATION
ANNUAL REPORT
COMMERCIAL USE AUTHORIZATION
Sequoia and Kings Canyon National Parks**
Commercial Services Office Email: seki_cua@nps.gov
FINANCIAL INFORMATION



- 6. Enter the total gross receipts for your operation:
- 7. Enter the portion of the total gross receipts earned that resulting from visiting the park:

INJURY INFORMATION

- 8. Did any reportable injuries occur during your trips this year? Yes No

If “Yes”, please use a separate sheet of paper to report the date of the incident and a brief statement of the incident. Include a description of the activity taking place at the time of the injury, the type of injury, and the action taken to provide patient care. Please include the sex and age of the patient (omit the patient’s name). A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.

RETURNING

- 9. Our company plans to return next year. Our company does not plan to return.

- 10. **SIGNATURE: False, fictitious or fraudulent statements or representations made in this report 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). 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.



ATTACHMENT G
SUPPLEMENTARY INFORMATION
ANNUAL REPORT
COMMERCIAL USE AUTHORIZATION
Sequoia and Kings Canyon National Parks
Commercial Services Office Email: seki_cua@nps.gov



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 U.S.C. 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 impact to park resources and compliance with park regulations and limitations. 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.

Estimated Burden Statement

We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. 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 Rm. 2C114, Reston, VA 20192. Please do not submit your form to this address, but rather to the address at the top of the form.

A report is required for each Commercial Use Authorization (CUA) issued. These instructions correspond to the numbered questions in Form 10-660.

1. Enter the CUA number and the service you are authorized to provide as it appears on the CUA.
2. Enter the CUA contact information.
3. Enter the number of clients who made use of the commercial services provided under this CUA. Note: If you already submit monthly reports, we only require you to add the monthly reports together.
4. Enter the average number of hours or days a customer engaged in the service you provide spends in the park.
5. Enter the percentage of your business that takes place inside the park or is dependent on park-based operations.
6. Enter total gross receipts for the holder (applicant) for the most recent business year. This is the total gross receipts the company brought in, regardless of whether or not the gross receipts are a result of the service provided under this CUA. Enter the total amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.
7. Enter the gross receipts that are a result of providing the service authorized under this CUA. Multiply total gross receipts reported in question 6 by the percentage of your business that takes place in the park or is dependent on park-based operations (question 5). Enter the calculated amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.

Example: \$145,000.00 (question 6) x 75% (question 5) = \$108,750.00
8. Provide details of any reportable injuries incurred by the holder, the employees of the holder, or clients within the park during the term of this CUA.
9. Check the box to indicate interest in applying for a CUA when this one expires.
10. Signature of business owner or authorized agent.