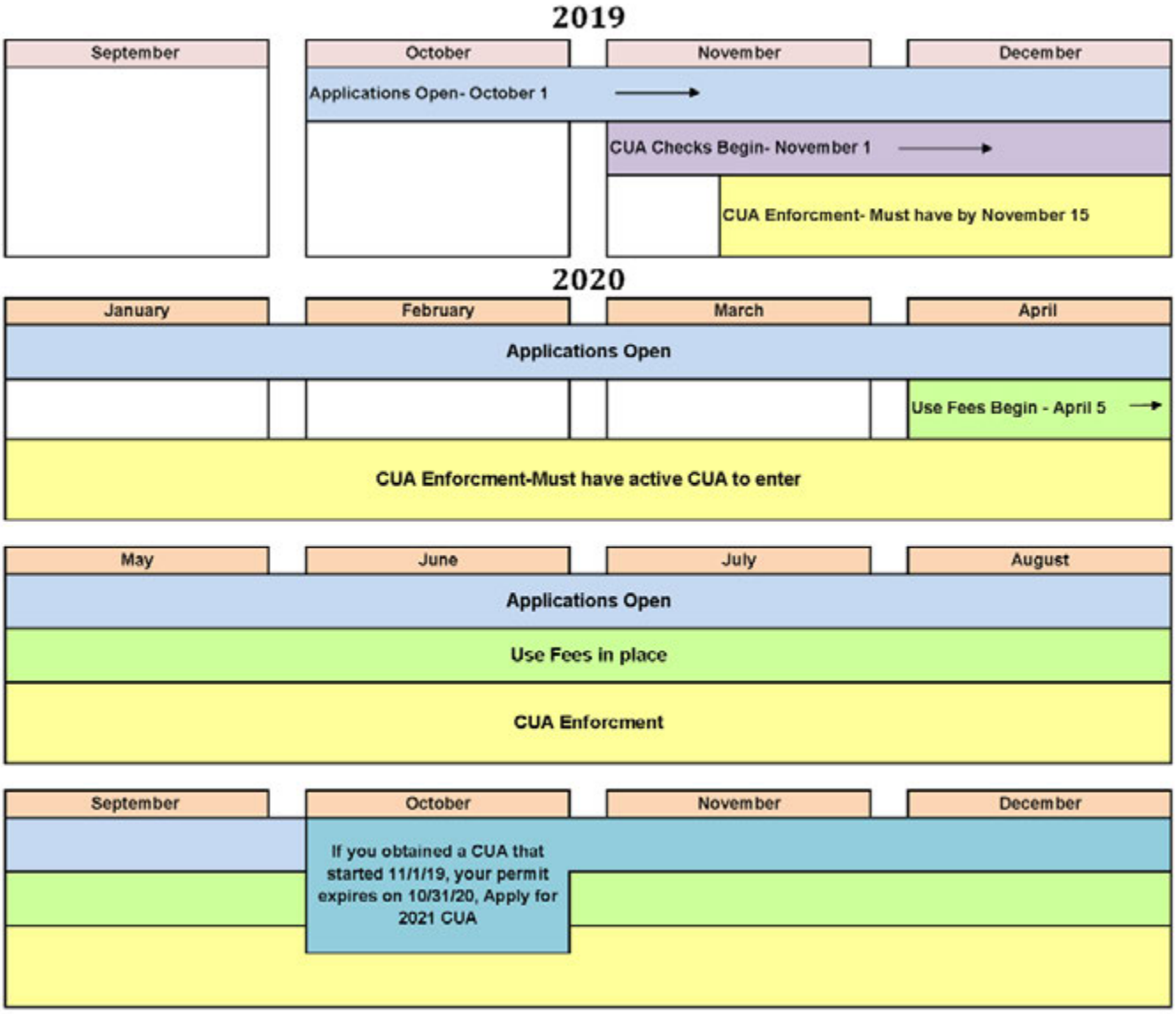
BUREAU OF RECLAMATION

Hoover Dam Commercial Use Authorization Handbook 2020

U.S. Department of the Interior 2020

Summary of Important Dates



Hoover Dam
Commercial Use Authorization Program

Commercial Use Authorization Handbook

This handbook provides information to assist applicants in learning about the Commercial Use Authorization (CUA) permitting process and commercial operation at Hoover Dam. Additional information and applications forms can be found at: https://go.usa.gov/xVGJW

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Fee Schedule

Application Fee - $100: is due annually with your completed and signed application. Payments made through our website.

Administrative Costs - $200: is due annually following the initial review, we'll notify you by email whether your application appears appropriate for further processing. You must pay the administrative costs before we can continue to process your application.

Use Fee - $5 per person per entry (beginning April 5, 2020). Company employees like drivers and guides are exempt from paying the Use Fee.

Frequently Asked Questions (FAQs)

What is a Commercial Use Authorization(CUA)?

A commercial use authorization (CUA) allows an individual, group, company, or other for-profit entity to conduct commercial activities and provide specific visitor services at Hoover Dam. CUAs for Hoover Dam are issued by the Bureau of Reclamation Lower Colorado Dams Office. A CUA is issued to a qualified operator to permit the provision of appropriate commercial services to Hoover Dam visitors. A qualified operator is an individual or an organization that Reclamation determines can satisfactorily provide visitor services and carry out the terms of the CUA.

What are the general criteria for receiving a CUA?

- Payment of administrative and use fees.
- The commercial activity to be authorized under a CUA will have minimal impact on Reclamation's resources and values, and be consistent with all applicable Reclamation management plans, policies and regulations.
- The CUA holder agrees to comply with all the Terms and Conditions described in the CUA.

What commercial visitor services may be authorized under a CUA at Hoover Dam?

A CUA is required if you provide any goods, activities, services, agreements, or other function for members, clients, or the public that:

- Take place at least in part on lands, waterbodies or facilities managed by Reclamation,
- Use Reclamation resources,
- Result in compensation, monetary gain, benefit, or profit.

For what length of time is a CUA issued?

CUAs are issued for a period of one year. The application period began on October 1 and is ongoing. Companies will need to reapply each year. If you apply anytime during the year the CUA Permit will be good for 1 year from the date of issuance.

Why does the Bureau of Reclamation charge a fee for a CUA?

In accordance with 43 Code of Federal Regulations (CFR) 429.3 - It is illegal to conduct business on Reclamation lands, facilities or water bodies without a use authorization. Additionally, 43 CFR 429.1 requires Reclamation to collect application and use fees and to recover administrative costs. 100% of CUA use fees stay at Hoover Dam and are used to recover program costs, including repair and maintenance of facilities.

When are Annual fees due?

The Application Fee is due at the time of the initial application and renewal. Administrative costs payments are due following initial review and upon the issuance of a CUA pre-authorization form.

What are the insurance requirements?

Comprehensive general liability coverage is required for all CUA's and is identified in the application. Please refer to the "Minimum Coverage Amounts for Liability Insurance" document for minimum coverage amounts by type of activity. The policy shall be underwritten by a United States company naming the United States of America as an additional insured.

How long does it take to obtain a CUA?

Depending on the time of year, it takes a few days up to 7 days for us to issue a CUA. Your application may be delayed if materials are not submitted accurately or completely. Please be sure it is typed and fill in ALL the blanks in your application forms. **We do not accept typed signatures so please print, sign and scan the signature pages.** We cannot process incomplete packets, and we cannot expedite processing*. Note: Applications are processed in the order in which they are received. Incomplete applications are not placed in the queue until they are complete. Make sure to plan in advance if you need a CUA by a particular date.*

How do I fill out the application?

The following is a step-by-step example on the sections of the application that need completed.

7-2540 (ID-2016)
Bureau of Reclamation

RECLAMATION
Managing Water in the West

OMB Control No.: 1006-0003
OMB Expiration Date: XX-XX-2021

USE AUTHORIZATION APPLICATION

Applicants: Use this form to apply for possession or occupancy of, or for extraction or disturbance of natural resources from land, facilities, or waterbodies under the jurisdiction of the Bureau of Reclamation (Reclamation). For examples of uses requiring Reclamation authorization, and for information concerning other uses, see "General Information" on the next page.

Fill out the following application completely. Use "N/A" if a question does not apply. If additional space is needed, attach separate pages of information as necessary. Refer to the second page of this form for detailed instructions.

1. Information about the applicant requesting the use:

Applicant or Representative:

Company or Entity Name:

Address:

City, State, and Zip Code:

Telephone Numbers (include area code): | Email address:

Tax ID or Social Security Number (as applicable):

2. Is this request for a new use authorization or a renewal of an existing use authorization? Renewal ☐ New ☐

If renewal, issuing office | Date of use authorization

3. Location of the proposed use: *[A map or drawing including legal land description (section, township, range) showing the location of the proposed use is required.]*

4. Purpose of proposed use:

5. Description of the proposed use: *[Provide full description.]*

6. Dates of proposed use [during the following times and dates (specify below)]:

START			END		
DATE	TIME		DATE	TIME	
(Month, Day, Year)	AM	PM	(Month, Day, Year)	AM	PM

7. Name of Insurance Carrier:

8. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of Federal lands, or is any investigation or legal action pending against you or your organization for use of Federallands? Yes No
[If "Yes", attach details on separate sheet.]

9. Applicant Certification: I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the Bureau of Reclamation when the use authorization is issued. The non-refundable application fee is included: Yes No
If "No", reason:

Date | Signature of Applicant

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

INSTRUCTIONS

1. Fill in all fields
2. Check the **New** box for a first-time application, **Renewal** to renew a Use Authorization
3. *Leave questions 3-6 blank*
4. –
5. –
6. –
7. Insert name of insurance carrier
8. Provide answer
9. Insert the date
10. Print, sign and scan the signature page

Attachment A
Road Based Tour & Transport Operator Form (12/18/19 Rev.)

If you are a Road Based Tour & Transport Operator, you must fill out this Attachment as well.

1. **Authorized Agents:** Give the name(s) of persons designated as Authorized Agents for your business. This may include the on-site general manager, drivers and guides responsible for day to day operations.

Authorized Agent Name	Title

2. **What is your Business Type?** Check the box that identifies your type of business *(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:

   ☐ Corporation - State: Entity Number:

   ☐ Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*

3. **Business License Number:** If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.

   State Business License Number: **Expiration Date:**

4. **Employer Identification Number (EIN):** Provide your Employer Identification Number. The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The Bureau of Reclamation (Reclamation) 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.

   Employer Identification Number (EIN):

5. **Insurance:** 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 required by law. 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). Refer to **Attachment B**.

6. **Vehicle Info:** Provide a description of and registration number of each vehicle you will utilize during the course of the proposed commercial service. Note: If vehicles will be rented, please enter "unknown" in the license number column and indicate in the last column that you will be renting a vehicle. If you are contracting out, please indicate from which company you are chartering.

   *Additional space is provided on **Attachment D**, 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	License Number	Year	Max # Passenger Capacity	Own/Rent

7. **Reclamation Employment:** Are you, your spouse, or minor children employed within the Bureau of Reclamation?

   Yes ☐ No ☐ If "Yes", please provide information below:

   Employee Name: **Title:**

   Reclamation Region and Department Where Employed:

8. **Payment:** Include payment of the Application Fee of $100 (see **Attachment C** – Fee Schedule and Payment Information).

INSTRUCTIONS

1. Insert the names of people who are authorized to act as representatives of your organization.
2. Check the box for your correct business type.
3. Insert your Business License #
4. Insert your Employer Identification Number #
5. You will need to obtain and attach proof of insurance for your business to operate within the Hoover Dam Security Zone (see Attachment B).
6. Insert the requested information for each vehicle to be operating within the Hoover Dam Security Zone.
7. Identify whether you or a family member are employed by the Bureau of Reclamation.
8. Instructions on payment.

9. Provide information about any violations occurring in the last 5 years.
10. Print, sign and scan the signature page.

9. **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? *Does not include minor traffic tickets.*

Yes ☐ **No** ☐ *If "Yes", please provide the following information. Attach additional pages, if necessary.*

Date of violation or incident under investigation:

Name of business or person(s) charged:

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

10. **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 to the best of my knowledge.

How do I submit an application?

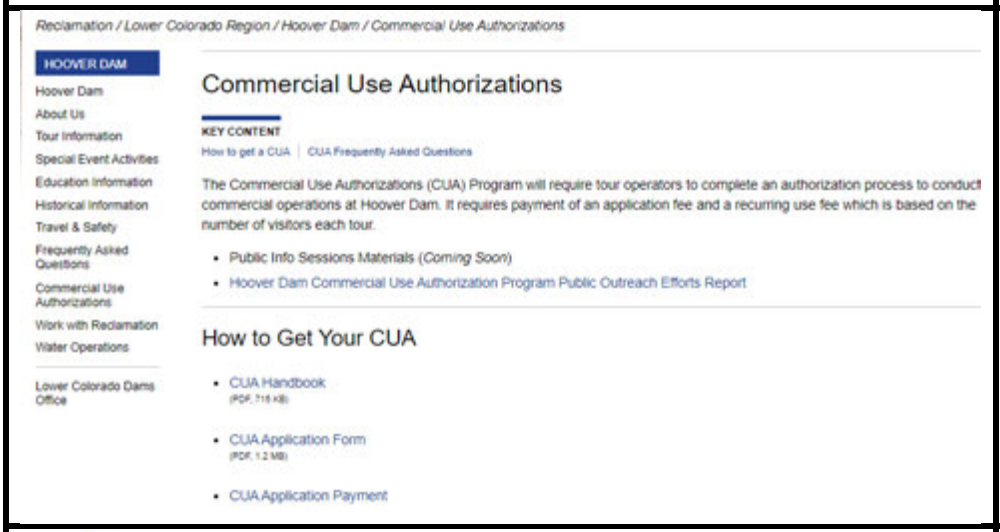
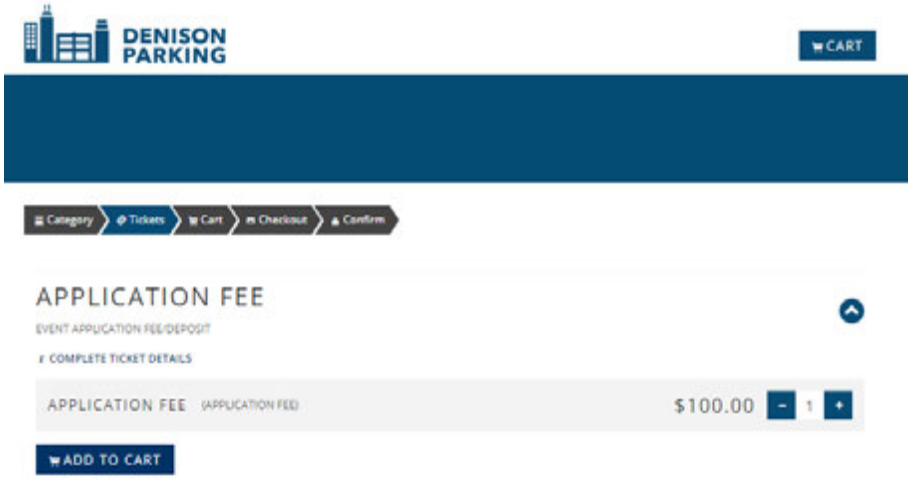
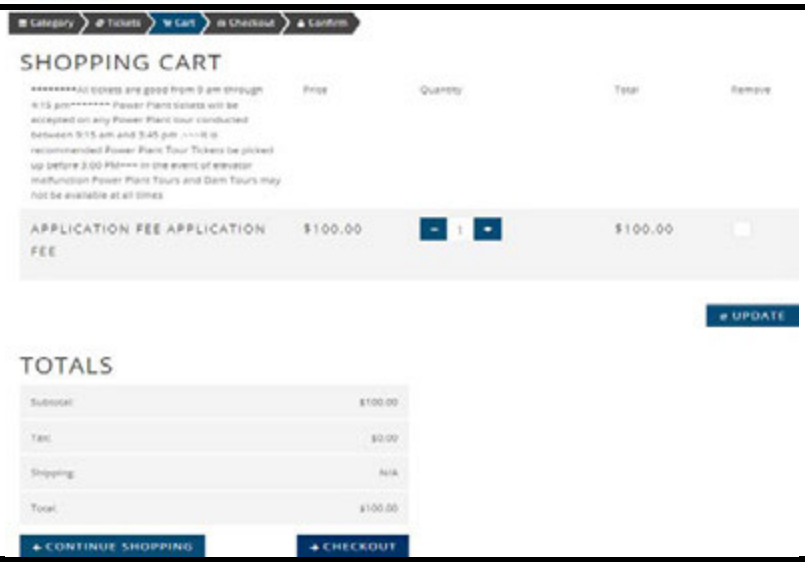
Once you have all of the required documentation, you can submit electronically (preferred) or by mail.

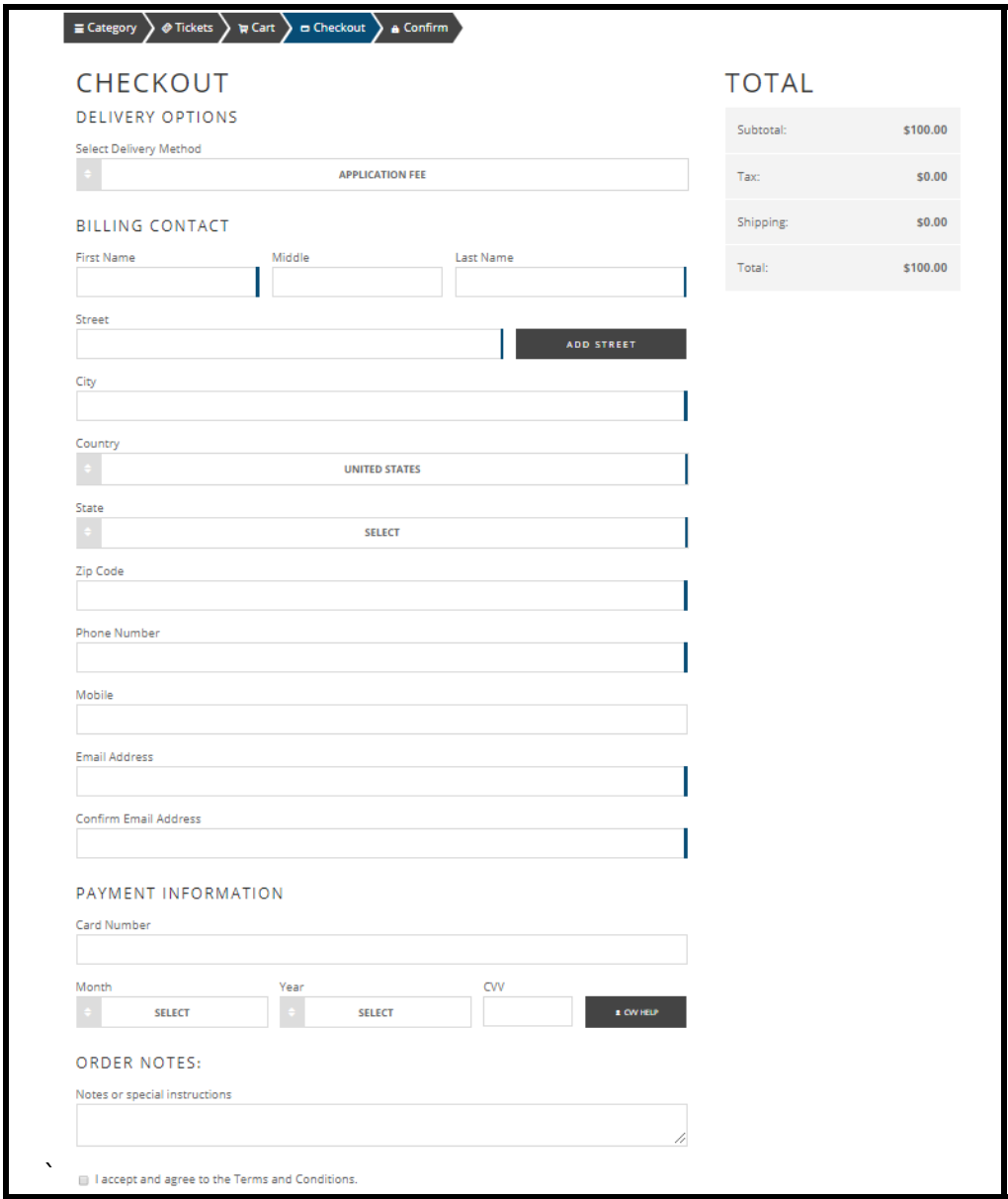
Electronically:	By Mail:
HooverCUA@usbr.gov	Bureau of Reclamation CUA Program - (LCD-21102) P.O. Box 61470 Boulder City, NV 89006

The application process, forms, directions, payment portal, requirements and other related information can all be found at https://go.usa.gov/xVGJW.

What happens once I submit an application?

1. Once we've received all required documents, we will send you an email followed by a CUA pre-authorization form you must sign and return. Administrative cost fees are due at that time.
2. You will then need to sign and return the CUA pre-authorization form for final approval by Reclamation.
3. We will then review and process your application.
4. We sign the official CUA Permit and issue it to the company along with a Vehicle CUA Permit.
5. Once you've received your approved, fully executed CUA Permit, you may begin operations at Hoover Dam within your authorization dates. Any representative of your business must have a copy of your permit at all times while conducting business within the Hoover Dam Security Zone.
6. The entrance station will be notified of all current CUA holders.
7. You will need to submit an application, application documents, make application and administrative fee payments, and comply with all CUA conditions, operating plan and all laws, to continue to operate commercially in the Hoover Dam Security Zone.

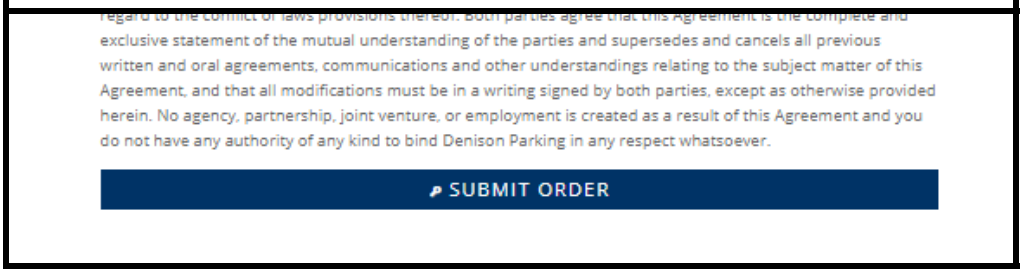
Application Payment Instructions	
https://go.usa.gov/xVGJW	1.On-line, through the browser on your computer type the web address.
	2. After arriving at this page, locate the "**How to get a CUA**" section. 3. In that section, click on the link "**CUA Application Payment**".
	4. Once on the Application page Enter "**1**" in the field for Quantity of Application Fee. 5. Click on the "**ADD TO CART**" button
	6. Once on the shopping cart page, review that you have **1** selected Application Fee, then click the "**CHECKOUT**" button.



7. You will then be taken to a Checkout page, begin by filling out the **Billing Contact** info completely.

8. Next fill out the **Payment Info** section.

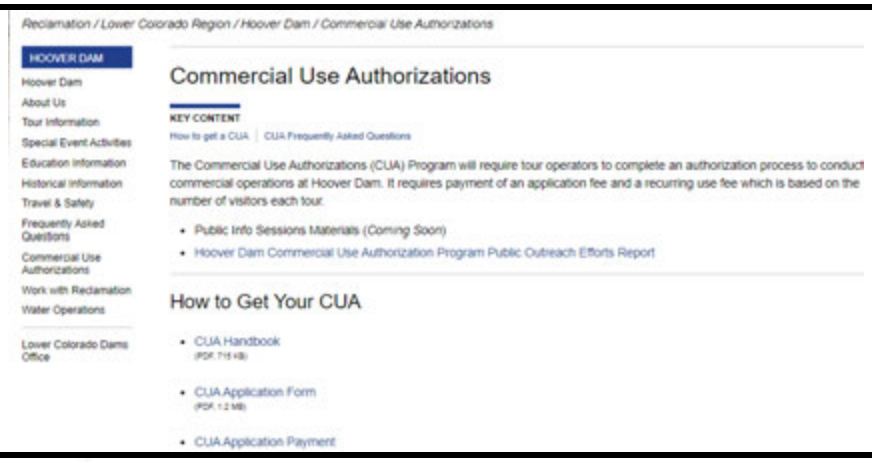
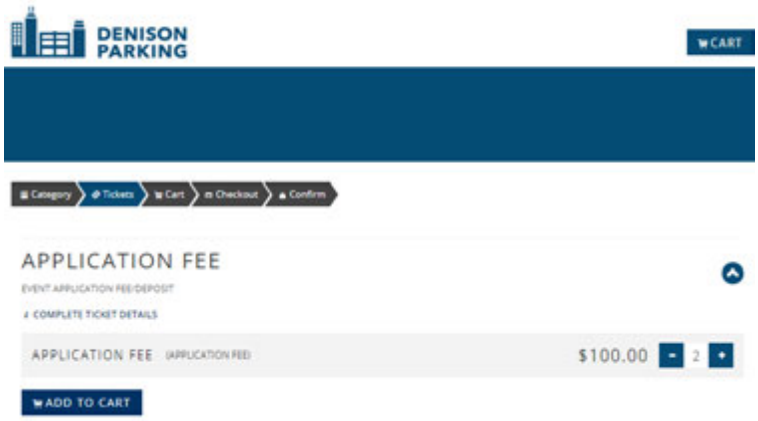
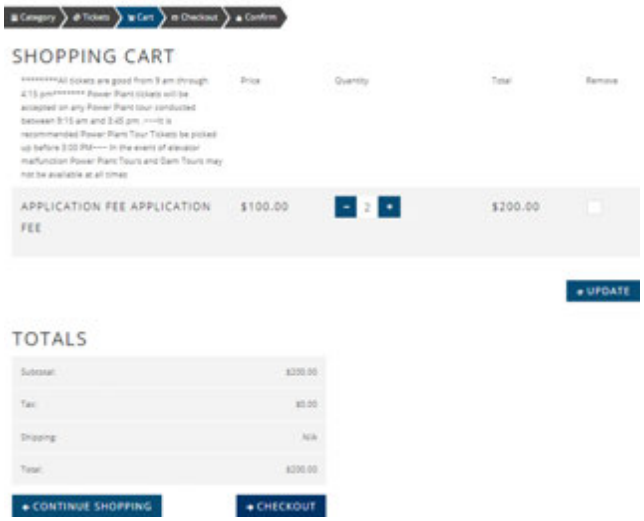
9. Read the Terms and Conditions and click the box acknowledging you have read and agree to them.

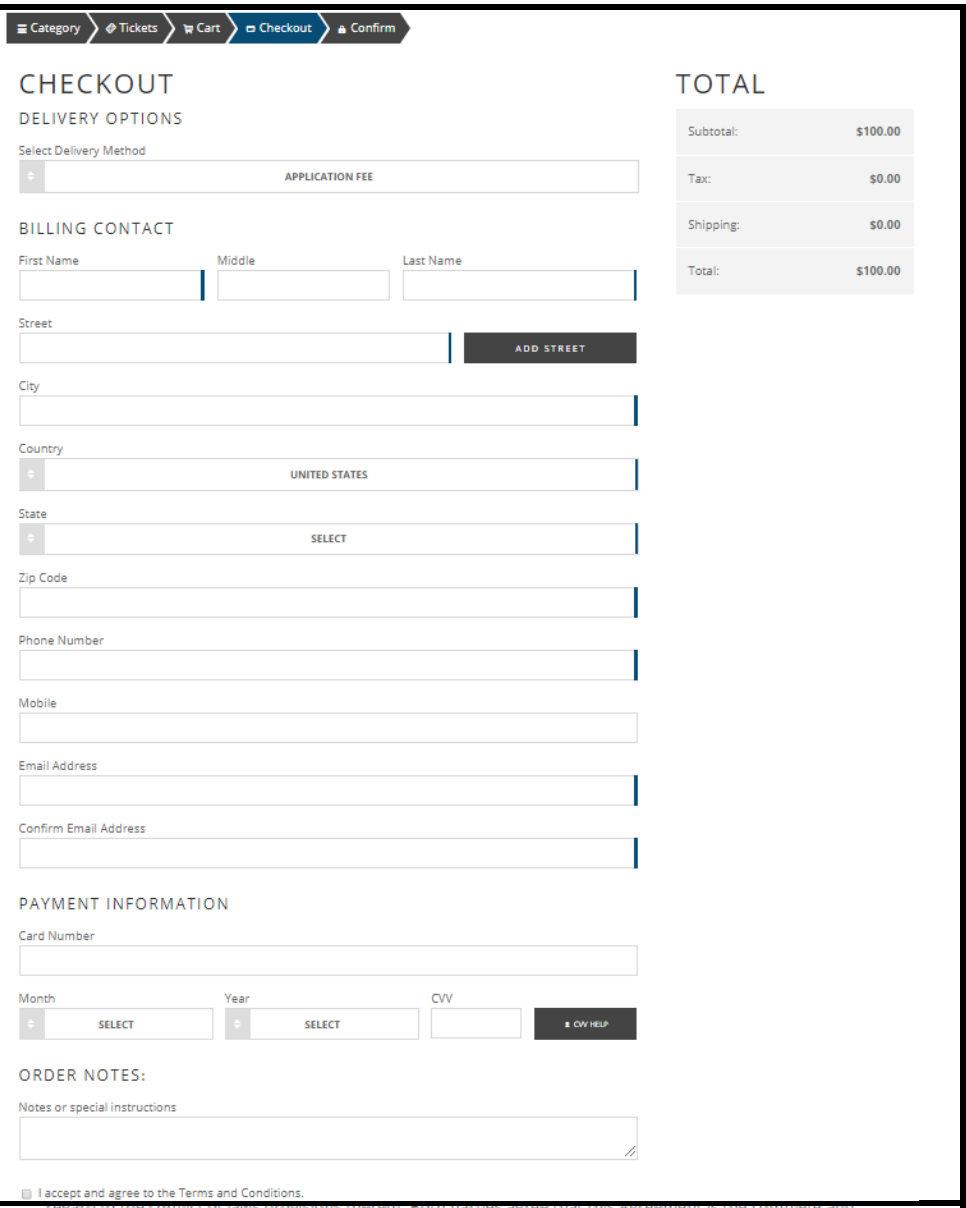


10. Finally scroll to the bottom of that page and click the "**SUBMIT ORDER**" Button.

11. You will receive an order confirmation email that you attach with your application package when submitting.

Administrative Cost Payment Instructions

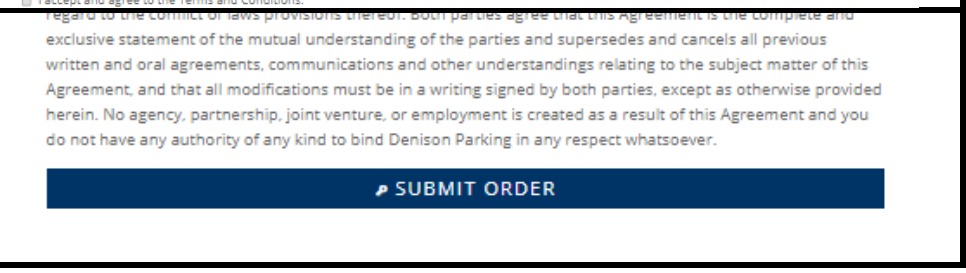
https://go.usa.gov/xVGJW	1.On-line, through the browser on your computer type the web address
	2. After arriving at this page, locate the "**How to get a CUA**" section. 3. In that section, click on the link "**CUA Application Payment**".
	4. Once on the Application page Enter **"2"** in the field for Quantity of Application Fee. 5. Click on the "**ADD TO CART**" button
	6. Once on the shopping cart page, review that you have **"2"** selected Application Fee, then click the "**CHECKOUT**" button.



7. You will then be taken to a Checkout page, begin by filling out the **Billing Contact** info completely.

8. Next fill out the **Payment Info** section.

9. Read the Terms and Conditions and click the box acknowledging you have read and agree to them.



10. Finally scroll to the bottom of that page and click the "**SUBMIT ORDER**" Button.

11. You will receive an order confirmation email that you attach with your application package when submitting.

Temporary Authorization

A Temporary Authorization (TA) allows a tour operator to conduct short-term commercial activities at Hoover Dam without a CUA Permit. A TA is issued for a period of 7 days and requires a $300 penalty fee be paid to the CUA Station at the Security Checkpoint.

If the operator pursues a CUA Permit, they will be responsible for submitting a completed Use Authorization Application within **7 days** of the TA being issued. Once the application is submitted, the TA will be added as an attachment to the application and the $300 penalty fee will go towards the Application Fee and Administrative Costs for processing the application pending approval.

If the tour operator decides not to pursue a CUA Permit, they will pay the $300 penalty fee any time they enter the Hoover Dam Security Zone after the initial TA expires. Failure to obtain a TA while conducting commercial services in the Hoover Dam Security Zone may result in fines for each violation up to $5,000.00 and a mandatory court appearance.

Application Checklist

Applications must be completed by new operators and by current operators seeking to renew the use authorization.

☐ Complete the fully typed CUA Application Form. Print, sign and scan the signature pages to submit electronically. Submit with application package.

☐ Business License - can be obtained through the state in which your business is located.

☐ USDOT Number/FMCSA Number (if applicable) – Displayed on exterior of vehicles.

- https://www.fmcsa.dot.gov/registration/do-i-need-usdot-number

☐ Proof of Insurance – Insurance certificates must submit the following information, or it will delay processing:

- the **United States of America**- is a named additional insured (Your Certificate of Insurance must include a statement verifying the United States of America is named as an additional insured on your policy.)
- AM Best Identification Number of the insurance company. All insurers must be admitted (licensed) in the state in which the permittee is domiciled.
- The name and address of your business should match the name used on your application and Business License.

☐ $100 Application Fee Payment. Payment can be made online via the Hoover Dam website.

☐ $200 Administrative Costs Payment. Following the initial review, we'll notify you by email whether your application appears appropriate for further processing. You must pay the administrative costs before we can continue to process your application.