U.S. Department of the Interior
Fish and Wildlife Service
Koyukuk National Wildlife Refuge

Prospectus and Request for Proposal

INVITATION FOR PROPOSALS TO CONDUCT COMMERCIAL BIG GAME GUIDE SERVICES WITHIN AREAS OF THE KOYUKUK NATIONAL WILDLIFE REFUGE

Issued by:	Refuge Manager Koyukuk National Wildlife Refuge
Date:	August 1, 2011 - REVISED September 26, 2011
Location:	Galena, Alaska
Submittal:	Sealed proposals must be postmarked or hand delivered to the address indicated below by **February 29, 2012.** U.S. Fish and Wildlife Service Attention: Brian Anderson National Wildlife Refuge System - Alaska 1011 East Tudor Road, MS 235 Anchorage, Alaska 99503
For Information:	Contact the Refuge Manager, Koyukuk National Wildlife Refuge, by mail at Koyukuk National Wildlife Refuge, PO Box 287, Galena, Alaska, 99714; or by phone at (907) 656-1231 during weekdays.

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PROSPECTUS FOR COMMERCIAL BIG GAME GUIDE SERVICES
KOYUKUK NATIONAL WILDLIFE REFUGE
ALASKA

I. INTRODUCTION

The Koyukuk National Wildlife Refuge (Refuge) is offering opportunities for a big game guide to provide commercial services on Refuge lands, within Alaska State Game Management Unit 21 and 24. The Refuge will award the special use permits for big game guiding services on the Refuge through a competitive selection process. Prospective applicants are advised to carefully read this prospectus and the sample permit (Appendix B) before responding.

The objective of allowing commercial big game guiding is to make available a variety of quality services to the public for recreational hunting on the Refuges, when such activities are compatible with the Refuge's purposes, and resources and management objectives. In order to remain compatible, recreational hunting must reflect well on the refuge and on the tradition of hunting. It must promote positive hunting values and hunter ethics such as fair chase, and provide participants with reasonable harvest opportunities, less crowding, less competition, fewer conflicts between hunters, relatively undisturbed wildlife, greater hunter safety, less than average crippling loss, and less interference from or dependence on mechanization. Commercial guiding activities authorized on refuge lands should contribute to these values and objectives.

Permit holders cannot sublet any part of an area and are prohibited from subcontracting clients with any other guide.

All applicants are responsible for making their own investigations as to the economic feasibility of any proposal, facts about the area, and estimates of potential business opportunity.

It will be the responsibility of all permit holders selected under this prospectus to adhere to all permit conditions and work diligently to minimize conflicts with other users.

For additional information, contact the Refuge Manager, Koyukuk National Wildlife Refuge, by mail at Koyukuk National Wildlife Refuge, PO Box 287, Galena, Alaska, 99714; or by phone at (907) 656-1231 during weekdays.

II. REFUGE DESCRIPTION

On December 2, 1980, Congress passed the Alaska National Interest Lands Conservation Act (ANILCA). This law designated about 4.5 million acres of public lands as the Koyukuk National Wildlife Refuge (Refuge), and designated approximately 400,000 acres around the Nogahabara Sand Dunes and Three Day Slough area as the Koyukuk Wilderness.

The Koyukuk Refuge is about 270 air miles west of Fairbanks. One Alaska Native village, Huslia, is located within the boundaries of the Refuge, nearly in the center of the Refuge. There are several other villages located near the Refuge. Hughes is located on the Koyukuk River, approximately 12 miles north of the east end of the Refuge. Koyukuk is approximately eight miles south of the Refuge at the confluence of the Yukon and Koyukuk Rivers. Galena, the location of the Refuge headquarters, is located on the Yukon River about seven miles south of the Refuge. Two other villages, Nulato and Kaltag, are also located along the Yukon River south of the Koyukuk Refuge.

Refuge Resources

The Koyukuk Refuge is characterized by an abundance of water. Numerous lakes, sloughs, and rivers occur throughout the Refuge. The Koyukuk River is the dominant natural landmark, meandering more than 300 miles across the Refuge before joining the Yukon River. The Refuge supports vegetation types typical of the boreal forest or taiga of the Alaska Interior. A combination of wetlands and diverse terrestrial habitats supports dense populations of waterfowl and moose. Approximately 198 species of birds, mammals, and fish can be found on the Refuge.

A significant amount of land within the Refuge boundaries has been conveyed to Alaska Native corporations, and are considered private lands. A large amount of land around the village of Huslia belongs to Native corporations. There is a smaller block of Native-conveyed land in the northeast portion of the Refuge, encompassing a portion of the Isahultila Mountains, and a second block of Native land along the southern boundary of the Refuge where the Koyukuk River leaves the Refuge. Native allotments are scattered throughout the Refuge, but are most common along the Koyukuk River. In addition, nearly an entire township of land has been conveyed to the State of Alaska. The Refuge cannot authorize use of the lands that are owned by Native corporations or the State. Some Native corporation selected lands occur along the Refuge's northern and western boundaries.

The dominant recreational use of the Refuge is moose hunting. The majority of recreational and guided moose hunting occurs within the Koyukuk River corridor and its many tributaries. Local rural residents also rely heavily on this area for subsistence moose hunting and other subsistence activities. Three Day Slough, of the Koyukuk River, supports some of the best moose habitat on the Refuge and some of the densest moose populations in Alaska.

Refuge Purposes
Many laws, regulations, policies, and congressional mandates influence management of the Koyukuk Refuge. However, Section 302(5)(B) of ANILCA sets forth the following major purposes for which the Refuge was established and shall be managed. All uses permitted on the Refuge must be compatible with these purposes.

> (i) to conserve fish and wildlife populations and habitats in their natural diversity including, but not limited to, waterfowl and other migratory birds, moose, caribou (including participation in coordinated ecological studies and management of the Western Arctic Caribou Herd), furbearers, and salmon;
>
> (ii) to fulfill the international treaty obligations of the United States with respect to fish and wildlife and their habitats;
>
> (iii) to provide, in a manner consistent with purposes set forth in subparagraphs (i) and (ii), the opportunity for continued subsistence uses by local residents; and
>
> (iv) to ensure, to the maximum extent practicable and in a manner consistent with the purposes set forth in subparagraph (i), water quality and necessary water quantity within the refuge.

The Wilderness Act of 1964 (Public Law 88-577) creates additional purposes for the approximately 380,000 acre Koyukuk Wilderness. Wilderness areas are to be managed "for the use and enjoyment of the American people in such manner as will leave them unimpaired for future use and enjoyment as wilderness, and so as to provide for the protection of these areas, the preservation of their wilderness character, and for the gathering and dissemination of information regarding their use and enjoyment as wilderness."

The Koyukuk Wilderness lies within the western portion of the Refuge. Although the use of motor vehicles and motorized equipment is normally prohibited by the Wilderness Act, ANILCA allows use of snow machines, motorboats, and airplanes for traditional activities on refuge wilderness areas in Alaska. Such use is subject to reasonable regulations to protect the natural and other values of the Refuge.

For more information on the Koyukuk Refuge, visit the Refuge internet site at http://koyukuk.fws.gov.

III. DEFINITIONS

Fish and Wildlife Service (Service). U.S. Department of Interior, Fish and Wildlife Service, Koyukuk National Wildlife Refuge.

Guide. For purposes of this prospectus, the Service adopts the definition of “guide” from Alaska Statute, Section 8.54.790. "Guide" means to provide, for compensation or with the intent or with an agreement to receive compensation, services, equipment, or facilities to a big game hunter in the field by a person who accompanies or is present with the big game hunter in the field either personally or through an assistant; in this paragraph, “services” includes:

(A) contracting to guide or outfit big game guide hunts;

(B) stalking, pursuing, tracking, killing, or attempting to kill big game;

(C) packing, preparing, salvaging, or caring for meat, except that which is required to properly and safely load the meat on the mode of transportation being used by a transporter;

(D) field preparation of trophies, including skinning and caping;

(E) selling, leasing, or renting goods when the transaction occurs in the field;

(F) using guiding or outfitting equipment, including spotting scopes and firearms, for the benefit of a hunter; and

(G) providing camping or hunting equipment or supplies which are already located in the field.

Outfit. For purposes of this prospectus, the Service adopts the definition of “outfit” from Alaska Statute, Section 8.54.790. "Outfit" means to provide, for compensation or with the intent to receive compensation, services, supplies, or facilities to a big game hunter in the field, by a person who neither accompanies nor is present with the big game hunter in the field either personally or by an assistant.

Operations Plan. A narrative description of the proposed commercial hunting operation which contains all information required in Form A of this prospectus.

Party Size. The number of people (including guides, clients, pilots, and any other employees of the holder) who are authorized to be in a use area, by the terms of a special use permit.

Permit Holder or Permittee. An individual who is selected through this prospectus and who is issued a special use permit.

Special Use Permit (Permit). A U.S. Fish and Wildlife Service authorization required for all commercial uses of refuge lands and waters.

Guide Use Area. An area designated by the Service and offered to a commercial operator to provide guided big game hunting services for the public.

Use Day. One calendar day (24 hours), or portion thereof, for each person using the refuge. Used as a measure of human use. Also called a visitor day. Includes use of the refuge by guides, clients, and any other individuals associated with the permit holder for any part of one day (24 hour period from midnight to midnight).

Example: One guide, one assistant guide, and 4 clients fly in to the refuge at 8:00 a.m. on September 1, spend three nights and leave at 2:00 p.m. on September 4. That equals 24 use days (6 people x 4 days = 24 use days); and 16 client use days (4 clients x 4 days = 16 client use days).

Base Camp. Seasonal camps used as the primary base of guide operations in the field for the entire, or most of the hunting season, and usually used by most or all of the clients during some portion of their hunt.

Spike Camp. Smaller camps usually used only for short duration (e.g., portion of a client trip) while hunting outside the range of the base camp, and then disassembled and moved or removed when no longer in use for a particular hunt or season.

IV. OFFERINGS

Three offerings are described below. Each individual can submit only one application per guide use area offered. An individual may apply for up to **ten** offerings for guide use areas on Alaska refuges, but is **limited to three permits for guide use areas on Service lands at any one time. This limitation includes any partnership or ownership interest that you may have in big game guide businesses permitted to other individuals.** For example, you may not hold three refuge big game guide permits and have a partner/owner interest in other guide businesses permitted on Service lands.

Some Refuge guide use areas contain private lands (i.e., land that has been conveyed to Alaska Native corporations, Native allotments, or other private inholdings). Refuge permits do not authorize activities on private or State lands within any guide use area. Private lands (i.e., lands that have been conveyed to Native corporations, Native allotments, or other private inholdings) occur within Refuge guide use areas KOY-04 and KOY-05. In addition, nearly an entire township of land within KOY-05 has been conveyed to the State of Alaska. Some guide use areas may also contain lands selected by, but not yet conveyed to Alaska Native corporations. Use of these selected lands requires approval by the refuge manager. The permittee must provide the refuge manager written views from the affected Alaska Native corporation before authorization to use of selected lands can be considered. Detailed maps of the guide use areas are available on-line at http://alaska.fws.gov/nwr/visitor/bg_guide.htm, or by request to the Koyukuk Refuge headquarters (see page 1).

The following guide use area descriptions are approximate and are not legally defined and binding. The original area map, located in the Refuge headquarters office, is the single, ruling instrument defining areas and will be used to decide boundary questions. Prospective applicants are responsible for knowing the boundaries that are pertinent to areas of interest.

Most guide use area boundaries are located on watershed divides, stream courses, and occasionally, other well-defined topographic features. Guide use areas do not extend beyond the outer boundary of the Refuge. Copies of the Refuge and/or wilderness boundary descriptions are available from the Refuge office upon request. The selected guide will have exclusive commercial big game guiding use of the permitted area (except for shared areas, as noted). However, transporters, air taxis, non-hunting commercial guides, and other hunters also have access to this guide use area.

Offering Number 1:

Use area number (and location): KOY-04, Middle Koyukuk River Drainage

Terms of the permit: January 1, 2014 through December 31, 2018

Offering type: Sole use

Species available: All big game species available under Alaska sport hunting regulations, primarily moose, wolves, and black and brown bears.

Other information: Guide use area KOY-04 encompasses the central and west-central portion of the Refuge. It includes a significant portion of the Koyukuk River floodplain, including the Three-Day Slough, Dulbi Slough and lower Dulbi River, that supports excellent moose habitat. The village of Huslia is located in KOY-04. Most of this use area is within the Koyukuk Controlled Use Area, where the use of airplanes is not allowed for support of any kind for moose hunting. In 2000, a drawing hunt was also established for non-resident and non-subsistence moose hunters in the controlled use area. Commercial guiding operations permitted in this area must be managed to minimize conflicts with subsistence hunters and local residents who use portions of the use area extensively, and will be subject to regulatory restrictions applicable to the Koyukuk Controlled Use Area. **NOTE: The northern boundary of guide use area KOY-04 will be revised to align with the state game management unit boundary separating GMUs 21 and 24. This will result in a smaller KOY-04 area than is depicted on the current map, which will be located entirely within state guide use area 21-02. If questions, contact the Refuge Manager.**

Most of the 400,000 acre Koyukuk Wilderness lies within this use area. Use of Refuge lands within the Koyukuk Wilderness area is subject to restrictions applicable to wilderness areas. No motorized equipment (e.g. generators and chain saws) is permitted in wilderness. Within wilderness areas, campsites, shelters and equipment will be used and maintained in a manner consistent with the protection of the areas' resources, including wilderness character, and camps will be constructed of materials that blend with the immediate surroundings.

Survey data indicates the overall moose population within the Koyukuk Refuge has been stable. Historically, the Three Day Slough area has experienced high density of moose population, however during the 1990's the population saw reduction due to over harvesting and other key factors. Moose production has subsequently rebounded to the current stable population. In addition to good moose habitat, this use area supports healthy populations of black bears and wolves. Since 1993, reported guide use in KOY-04 varied between zero and 16 guided moose hunters each year, and averaged six moose hunters per year. Partly in response to concerns about increasing numbers of hunters and harvest levels and their potential effects on moose populations in the area, the Alaska Department of Fish and Game initiated a public planning process to address management of moose within the Koyukuk River basin, including the Koyukuk Refuge. The Refuge participated in and supports this planning process. Within the spirit of this planning process, the Refuge encourages guided moose hunting to be maintained at levels similar to those that have occurred in the area since 1993.

Offering Number 2:

Use area number (and location): KOY-05, Lower Huslia River Drainage and upper Middle Koyukuk River Drainage

Time of the permit: January 1, 2014 through December 31, 2018

Offering type: Sole use

Species available: All big game species available under Alaska sport hunting regulations, primarily moose, wolves, black and brown bear.

Other information: Guide use area KOY-05 encompasses the north central portion of the Refuge. The use area is traversed by two major rivers, the Koyukuk in the eastern half and the Huslia in the western half of the area. The area is primarily flat and forested, and interspersed with thousands of wetlands, sloughs, ponds and lakes. The northern portion of KOY-05 includes a small portion of the Purcell Mountains and Zane Hills. The village of Huslia is just south of this area. Most of the southern and eastern portion of KOY-05 falls within the Koyukuk Controlled Use Area, where the use of airplanes is not allowed for support of any kind for moose hunting, and non-resident and non-subsistence moose hunters are subject to a drawing permit hunt. **NOTE: Prior to permit issuance, the southern boundary of KOY-05 will be revised to align with the state game management unit boundary separating GMU 21 and GMU 24. This will result in a larger KOY-05 area than is depicted on the current map, which will be located entirely within state guide use area 24-01. If questions, contact the Refuge Manager.**

The Koyukuk Wilderness area lies along the southwest boundary of this use area. All activities within the Koyukuk Wilderness area are subject to restrictions applicable to wilderness areas. No motorized equipment (e.g., generators and chain saws) is permitted in wilderness. Within wilderness areas, campsites, shelters and equipment will be used and maintained in a manner consistent with the protection of the areas' resources, including wilderness character, and camps will be constructed of materials that blend with the immediate surroundings.

Commercial guiding operations permitted in KOY-05 must be managed to minimize conflicts with subsistence hunters and local residents who use portions of the use area extensively, and adhere to restrictions applicable to the controlled use area.

Portions of this use area along and near the river corridors support good moose habitat. Moose survey data indicate the overall moose population within the Koyukuk Refuge has been stable and production and recruitment have remained stable with signs of minimal growth. The Western Arctic Caribou Herd irregularly migrates through this area. The area generally supports healthy populations of bears and wolves. Since 1993, between six and 20 guided moose hunters have been reported annually for KOY-05, with an average of 12 clients per year in the area. Incidental take of up to 5 black bears and usually one or two wolves by guided hunters have been reported each year. Partly in response to concerns about increasing numbers of hunters and harvest levels and their potential effects on moose populations in the area, the Alaska Department of Fish and Game initiated a public planning process to address management of moose within the Koyukuk River basin, including the Koyukuk Refuge. The Refuge participated in and supports this planning process. Within the spirit of this planning process, the Refuge encourages guided moose hunting to be maintained at levels similar to those that have occurred in the area since 1993.

Offering Number 3:

Use area number (and location): KOY-06, Upper Huslia River Drainage

Term of the permit: January 1, 2014 through December 31, 2018

Offering type: Sole use

Species available: All big game species available under Alaska sport hunting regulations, primarily moose, wolves, black and brown bear.

Other information: Guide use area KOY-06 encompasses the northwest portion of the Refuge. It includes part of the Purcell Mountains. The use area encompasses both the North Fork and a portion of the South Fork of the Huslia River and the first couple of miles of the Huslia River below the confluence. This unit is almost all public refuge land except for a few isolated Native allotments.

This area supports relatively low density moose populations. In winter, the Western Arctic Caribou Herd irregularly migrates through this area. In general, the unit supports healthy populations of bears and wolves. Since 1993, guided use reported in the area has been limited. Moose has been the primary target species reported for past guide uses, but harvest of bears and/or wolves are also occasionally reported. Partly in response to concerns about increasing numbers of hunters and harvest levels and their potential effects on moose populations in the area, the Alaska Department of Fish and Game initiated a public planning process to address management of moose within the Koyukuk River basin including the Koyukuk Refuge. The Refuge participated in and supports this planning process. Within the spirit of this planning process, any guiding operation permitted in the area should plan for sustainable client numbers and moose harvest levels while also providing for a high quality hunting experience.

V. SPECIAL REQUIREMENTS AND CONSIDERATIONS

Minimum Requirements (**Applicant must submit copies of all documents with application in order to be evaluated, unless otherwise indicated**)

* Applicant must possess a current State:
  - business license
  - registered guide-outfitter license
  - certification for appropriate game management unit (GMU)

* Applicant shall provide proof of liability insurance (minimum $300,000 each occurrence, $500,000 aggregate), with the Fish and Wildlife Service named as coinsured prior to issuance of the refuge special use permit. Insurance does not have to be purchased prior to applying. The Service may, during the life of this permit, conduct a review of insurance requirements to assess adequacy of our current minimum requirements. Applicants should be aware that if a determination is made to increase minimum insurance requirements, permittees holding the current minimum coverage will be required to increase their insurance coverage to comply with the new requirements.

* Applicant shall submit an affidavit signed by the applicant that affirms the applicant's financial ability to perform according to the operations plan.

* Permit holder and assistant guides must possess current first aid and CPR cards prior to issuance of the permit and maintain currency through the authorized use period.

Use Records

The permit holder will be required to submit to the Refuge Manager an annual guide use report showing the numbers of clients and client use days for each species hunted, numbers of each species harvested, applicable dates, and other data required by special conditions of the permit, and provide a copy of the State's hunt record for each client. This report must be provided by December 31 for all uses during that calendar year unless the permit requires otherwise. This report shall be certified by the permit holder as being complete and accurate.

Performance Evaluations

Permit holders will be checked periodically to determine compliance with the permit conditions and operations plan. Evaluations will be based upon compliance inspections, discussions with clients, etc. The permit holder will be advised of deficiencies and any required remedial actions.

Fees

Fees are required for commercial use of refuge lands. Holders of special use permits awarded under this prospectus will be required to pay a $100 administrative fee for each permit, annual fees for use and occupancy of Refuge lands (i.e., cabins, tent platforms, campsite structures, caches, etc.), and client use day fees in accordance with Service regional policy.

Total Allowable Use

The Service anticipates the use allowed under the refuge permit will remain the same throughout the permit term, however it is not guaranteed. Use may be adjusted annually by the Service, if necessary due to regulation changes, subsistence needs, environmental or resource concerns, or other management needs which may warrant adjustment.

Fuel Storage

Permit holders will be required to follow guidelines established in the Service's Regional Fuel Storage Policy (R7-4), which addresses fuel spill prevention/containment at fuel storage locations on Service lands, and follow additional conditions or restrictions required in the refuge special use permit.

General Terms

1. The government reserves the right to not award portions or all of some use areas being offered; extend the date for receiving the proposals; and to reject any or all proposals.

2. Applications containing false or incomplete information may be rejected by the Service. If a permit has been issued based on false or incomplete information, it may be terminated at any time.

3. The Service will use the information submitted with the original applications to rank applicants and award permits. However, the Service also reserves the right to contact all applicants for any offering for additional information, or to evaluate other sources of information prior to award.

4. Soliciting business, or conducting a commercial enterprise on a national wildlife refuge is prohibited except as authorized by a special use permit (50 CFR 27.97). Successful applicants will be issued special use permits authorizing and governing use and occupancy of refuge lands under the National Refuge System Administration Act (16 U.S.C. 668dd-668ee) and the Refuge Recreation Act (16 U.S.C. 460k-3). Such uses are subject to fees established by the Service. Permits issued in response to this prospectus will only authorize commercial big game guiding activities allowed under a big game guide license by Alaska statutes and regulations, and specified in the permit holder's approved plan of operations. Other commercial activities (e.g., incidental sport fish guiding or guiding for small

game/waterfowl) will be prohibited without the prior written approval of the refuge manager.

5. The permit does not authorize use of lands conveyed to Alaska Native corporations, or other private or state lands.

6. Any oral statement by any representative of the Government, modifying or changing any conditions of this prospectus is an expression of opinion only and confers no right upon any applicant.

7. In the event that a contradiction exists between conditions in this prospectus and the conditions in the permit holder's special use permit, the conditions in the special use permit will govern.

8. The permit holder's operation plan, as amended and accepted by the Service, will be incorporated as a special condition of the permit. By accepting the permit, the holder must conduct his/her commercial guiding operations in adherence with the plan of operations, as well as other permit conditions. Any deviation from the permit conditions or approved operations plan requires prior written approval from the Refuge Manager. In the event that a contradiction exists between the permit holder's proposed plan of operations and the conditions in the holder's special use permit, the conditions in the special use permit will govern.

9. All costs incurred by the applicants for items submitted for this prospectus shall be the sole responsibility of the applicant.

Freedom of Information Act

All proposals submitted in response to this prospectus will be disclosed by the Department of the Interior to any person upon request pursuant to the Freedom of Information Act, 5 U.S.C. § 552. The Service believes that it is not necessary for applicants to provide trade secrets or confidential commercial or financial information when completing their proposals. Therefore, inclusion of such information is highly discouraged. However, if the applicant chooses to include commercial or financial information in the application which the applicant believes to be exempt from disclosure under the Freedom of Information Act (5 U.S.C. 552), the cover page of each copy of the proposal shall include an attachment with the following statement:

> "The information specifically identified on pages __, __, __, etc., of this proposal constitutes confidential commercial and financial information which the applicant believes to be exempt from disclosure under the Freedom of Information Act. The applicant requests that this information not be disclosed to the public, except as may be required by law."

The applicant shall also specifically identify confidential commercial and financial information on the page of the proposal which it appears and shall mark each page with the following legend:

"This page contains confidential commercial and financial information which the applicant believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal."

In the event of a request for documents under the Freedom of Information Act, the burden will be on the applicant to establish that the information he/she requests to be withheld as privileged commercial or financial information, qualifies for nondisclosure under the Freedom of Information Act. Information included in the proposals relating to personal privacy such as social security numbers, home telephone numbers, certain items in law enforcement reports, etc. is protected from disclosure under the Freedom of Information Act and the Privacy Act [5 U.S.C. § 552(a)] and will be withheld.

VI. SELECTION OF SUCCESSFUL APPLICANTS

A panel comprised of Service employees will evaluate all properly completed applications or proposals for a refuge guide use area, using scoring factors and guidance developed by the Service for each of the criteria listed below. The average score assigned by panel members will determine the applicant's final score for each of the criteria. The sum of scores for all criteria will determine the applicant's total score. After scoring and ranking all applications for a guide use area, the ranking panel will recommend a list of the "best qualified applicants" to be considered for final selection for that area. The refuge manager will make the final selections for the guide use areas within the refuge that he/she manages. The refuge manager may either limit his/her selection to the list of best qualified applicants recommended by the ranking panel, or consider all applicants for the area that meet the minimum scores and qualifications. The refuge manager will base his/her final selection on the results of the ranking panel evaluations, the manager's own examination of the applications, interviews of the applicants, client references, and other records or sources of information (e.g., permit files) that can document the applicant's performance and qualifications.

Applicants must attain the minimum scores indicated below in all of the criteria to be eligible for consideration by the refuge manager. In the last criterion (history of compliance), any applicant whose point deductions for history of violations/convictions reach or exceed 90 points will be ineligible for a permit.

1) Ability to provide a high quality hunt and guiding service to the public:
(Maximum 75 points; minimum 25 points).

2) Safety record, training, equipment and plan:
(Maximum 60 points; minimum 25 points).

3) Demonstrated experience and knowledge of the guide use area, and the terrain, climate, and species to be hunted: (Maximum 110 points; minimum 20 points).

4) Impacts of the proposed operation on wildlife and other refuge resources such as water quality, vegetation, soil, and wilderness character:
[Maximum 110 points; minimum 55 points (60 points for wilderness areas)].

5) Impacts of the proposed operation on other refuge users, including subsistence users:
[Maximum 45 points; minimum 20 points (24 points for wilderness areas)].

6) History of compliance with state and federal hunting, fishing, and guiding laws, regulations, and permit requirements: (points deducted for each offense; point deductions may not reach or exceed 90 points). Note: Any applicant who has a felony conviction, or is otherwise prohibited from possessing a firearm, or who has 3 or more misdemeanor convictions within the last 10 years, is ineligible for a permit.

VII. INSTRUCTIONS: HOW TO SUBMIT PROPOSALS

All proposals must be submitted in writing to:

U.S. Fish and Wildlife Service
Attention: Brian Anderson
National Wildlife Refuge System - Alaska
1011 East Tudor Road, MS 235
Anchorage, Alaska 99503

All proposals must either be postmarked or be hand delivered to the Fish and Wildlife Service, Alaska Regional Office, at the address indicated above, by 4:00 p.m., February 29, 2012. **An original and two copies of the complete application package must be submitted for each guide use area.** Proposals must be submitted in sealed envelopes and must be signed by the individual submitting the proposal. Each sealed envelope shall be clearly marked **"Koyukuk** Refuge Guiding Proposal**."** Each package should be marked with the name, address and telephone number of the applicant. Applications that are mailed must be sent by certified or registered mail, return receipt requested.

Incomplete proposals will not be returned to the applicant for more information. Material submitted with the proposals will not be returned to the applicant. All proposals must be legible, either neatly printed in dark ink or typed. **Proposals received after the above deadline will be considered late and will be returned to the sender without evaluation.**

You may apply as a partnership, however each partner must be individually qualified to receive the permit, and partnership applications will be ranked using the lowest scoring partner. Each partner must sign the permit, and be responsible for complying with permit conditions.

The following instructions are provided to guide the applicant in completing the enclosed forms in Section VIII. **The Service will not accept any form of proposal except as specified in the format under Section VIII.** Elements of the proposal may be incorporated as conditions of the special use permit.

An applicant who knowingly provides false or incomplete information will be disqualified.

Proposals must include:

Cover Sheet. By signing this form the applicant attests that all information provided with the application is true and complete and authorizes the Service to verify any information provided.

Form A - Proposed Operations Plan. Information on this form should describe the full services you will offer to the public. The information you provide in your proposed operations plan will be used in evaluating impacts to refuge resources, and other refuge users. It will also be considered in evaluating your ability to provide a quality hunt and guiding

service to the public, and your knowledge of the area applied for. Instructions on the form indicate the information required.

Form B - History of Violations. You must report any felony conviction, or misdemeanor convictions (including forfeiture of collateral and no contest pleas) for violations committed during the last ten years by you, or any of your business partners, or employees, and any pending charges pursuant to the instructions on the form. You must also report convictions and pending charges for any violations committed by individuals who were being guided or accompanied by you or persons associated with your guiding business at the time of the violation. If a pending charge results in a conviction, the conviction could be cause to revoke a permit, depending on the nature and severity of such conviction. You must also provide copies of official law enforcement records or background reports of criminal history for you and your business partners, as explained on the form.

Form C - Safety Record, Training, Equipment and Plan. Information on this form will be used to evaluate your past safety record and ability to provide clients with a safe hunt.

Form D - Demonstrated Experience and Knowledge of the Guide Use Area, and the Terrain, Climate, and Species to be Hunted. Use this form to describe your experience and knowledge of the guide use area being applied for, and for similar terrain, climate, and species to be hunted.

Form E - List and Description of Property, Equipment and Accessories. Applicants must describe how they will be able to meet all applicable federal, state, and local requirements pertinent to their full operation. Applicants must also be able to demonstrate that all the equipment and accessories proposed for use in their operations are safe and adequate for general public service.

Form F - Ability to Provide a High Quality Hunt and Guiding Service to the Public. Use this form to describe your ability to provide a high quality hunt and big game guiding service.

Form G - Evaluation of Client References. Applicants must supply a complete list of clients for the past three years. The clients may be contacted by the Service for references to evaluate the quality of your past services.

VIII. INFORMATION REQUIRED

Please read the following forms carefully. Additional information relative to the questions found in these forms can be found in Section V. Be sure to provide in written form the information requested under each element in the format specified. **Additional pages should be used if extra space is needed (use copies of or the same format as the continuation sheet form provided in Appendix A).** Information beyond the minimum requested will be evaluated. All information is subject to verification by the Service and additional supporting data may be required. **Be sure to retain a copy of the application for your records.** The Service is under no obligation to return applications.

KOYUKUK REFUGE GUIDING PROSPECTUS
APPLICATION COVER SHEET

GUIDE USE AREA _____

I certify that the information furnished herewith is true and complete to the best of my knowledge and belief. I authorize the Fish and Wildlife Service to verify the information furnished herewith.

BY _____
(Sign in ink as typed or printed below)

_____
(Type or print full name) (Social Security Number)

_____
(Doing business as)

PERMANENT MAILING ADDRESS

_____

_____

_____

ADDRESS DURING APPLICATION REVIEW PERIOD (IF DIFFERENT)

_____

_____

_____

TELEPHONE NUMBER: Daytime _____

Other _____

DATE _____

<u>The information identifying your priorities for selection of guide areas, and Forms A through G must be submitted for your proposal to be evaluated.</u>

Refuge Guide Use Area Priorities

List all the guide use areas for which you are applying in the order in which you would like to receive them. You may apply for up to ten guide use areas, but you are limited to a maximum of three big game guide permits on Service lands at any one time. This limitation includes any partnership or ownership interest that you may have in other big game guide businesses (i.e., you may not hold three refuge big game guide permits and have a partner/owner interest in other guide businesses permitted on Service lands).

Guide Use Area Priority List

Refuge	Guide Use Area
Example: Koyukuk National Wildlife Refuge	KOY-04
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Note: The following instructions apply only if you currently hold valid permits for other refuge guide use areas not offered at this time.

If you already hold permits for other refuge areas not being offered at this time, you may still apply for any of the use areas currently being offered. However, you must list below any of the guide area(s) that you are currently permitted to use, but would relinquish to be awarded the area you are applying for in this application, in order to avoid exceeding the three area limitation.

Refuge	Guide Use Area
1. _____	_____
2. _____	_____
3. _____	_____

FORM A

Proposed Operations Plan

Provide in narrative form a description of the services you propose to offer. Be sure to explain the services for each offering for which you are applying. This narrative should address, at a minimum, the type and extent of services, including the following:

1) Dates of operations:

2) Species to be hunted and type of hunts provided for each (i.e., guided or drop-off hunts):

3) Maximum number of clients for each species, and each type of hunt:

4) Number, type, and location of existing or new camps (i.e., tent, tent frame, cabin, boat):

   - Base and spike camps

   - Camp locations (mark on USGS 1:63,360 scale topographical maps)

   - Habitat type each camp is located in

   - Structures, facilities and equipment used or needed at camps (e.g., weatherports, caches, latrines, stoves, chainsaws, etc.)

   - Water supplies

5) Methods and facilities for management and disposal of garbage/trash:

6) Methods and facilities for management and disposal of human waste:

7) Methods and facilities for care and storage of food, gear and meat:

8) Access points and mode(s) of transportation proposed within the area:

   - Access points and routes of access to be used (mark on USGS 1:63,360 topographical maps)

   - Use of aircraft for transportation to and from, and within field (note: subcontracted transportation services providers must hold an appropriate refuge special use permit)

     - number and type of aircraft used

     - maximum and average number of flights and hours of daily use for each aircraft used

     - location and type of landing sites

     - methods or strategies to reduce impacts of aircraft use on resources and other users

   - Other modes of transportation (e.g., boats, snowmobiles, pack animals, etc.) used to and from, and within field

- number and type vehicles or animals used
- maximum and average frequency of use and hours daily use, for each mode of transportation

9) On site fuel storage and re-fueling needs:

- Mark locations on USGS 1:63,360 topographical maps
- Type of fuel and fuel containers, and number of gallons at each location
- Describe on site re-fueling operations needed
  - Describe plans, methods, materials and other provisions for prevention, response, and cleanup of fuel spills

10) Methods or strategies to reduce impacts on Refuge resources and other Refuge users, including subsistence users

11) Methods for avoiding and responding to bear problems:

12) Services provided by others (contracts for transportation, food services, etc., give specific details):

Applicant's Name _____ Form A - Page 1

FORM B

History of Violations

1. Since January 1, 2002, have **you or any of your former, current or proposed business partners**, been convicted, forfeited collateral, pled nolo contendere, had a guiding license or privilege suspended, or been administratively penalized for violation of any federal, state, or local laws, regulations, or permit conditions, related to hunting, fishing (including commercial fishing), guiding, or for any DUI offense? Are you or any of your former, current or proposed business partners under pending charges for any violation as indicated above? If the answer to either of these questions is yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation).

2. Since January 1, 2002, have any of your **employees**, while in your employment, been convicted, forfeited collateral, pled nolo contendere, had a guiding license or privilege suspended, or been administratively penalized for violation of any federal, state, or local laws, regulations, or permit conditions, related to hunting, fishing and guiding? Are any current or proposed employees presently under pending charges for any violation as indicated above? If the answer to either of these questions is yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation, including how you handled the situation).

3. Since January 1, 2002, has any **client or other individual** been convicted, forfeited collateral, pled nolo contendere, or is now under pending charges for any violation that occurred while being guided or accompanied by you or individuals associated with your guiding business? If yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved (you may provide an explanation).

4. Attach copies of official background reports documenting history of violations or convictions for yourself, and all current and proposed business partners associated with your guide operations. You and each of your business partners must obtain a copy of an "**Any Person"** report from the Alaska Department of Public Safety and specify that hunting, fishing and guiding related records (i.e., "**Fish and Wildlife Report**") are to be included. These reports must be obtained in person and you are responsible for any required report cost. Information on "walk-in" locations can be found on-line at http://www.dps.state.ak.us/Statewide/background/walkin.aspx. You must provide a copy of these background reports for yourself and all partners identified in your application to be considered for a refuge permit.

Note: Any applicant who has a felony conviction, or is otherwise prohibited from possessing a firearm, or who has 3 or more misdemeanor convictions within the last 10 years, is ineligible for a permit.

Applicant's Name _____ Form B - Page 1

FORM C

Safety Record, Training, Equipment and Plan

1. List all accidents, incidents, and safety related violations or enforcement actions involving you or your guiding operations that have occurred since January 1, 2002.

   Submit reports from the Federal Aviation Administration (FAA), U.S. Coast Guard (USCG), and State of Alaska Department of Public Safety for all safety violations, accidents and/or incidents involving you or your guiding operation that have occurred since January 1, 2002. Please request this information early to ensure your proposal will be complete. If records cannot be obtained from the agency involved, describe the accident, incident or violation in detail and provide the name and telephone number of the person you contacted who informed you that the record could not be provided. Agencies typically do not provide reports unless there are records of such accidents, incidents, violations or enforcement actions.

   FAA reports may be obtained by writing a letter to FAA, P.O. Box 25082, Oklahoma City, Oklahoma 73125, Attention: AVN 124. The letter must include the full name of the person the records are being requested for, certificate numbers, return address, stipulate that you request records for accidents, incidents and enforcement actions occurring since January 1, 2002, and be signed. A minimum of ten working days is required to receive this information. For more information on obtaining FAA records, you may call FAA at (405) 954-3261.

   Information on how to obtain USCG reports may be received by calling their 17th Coast Guard District legal office at (907) 463-2050. Their address is: Commander (dl), 17th Coast Guard District, P.O. Box 25517, Juneau, Alaska 99802-5517.

   Department of Public Safety reports may be obtained from any State Troopers office (a personal visit may be required).

2. List all safety related training that you, your partners, and your employees have taken (e.g., advanced first aid, ETT, EMT, arctic survival, wilderness first aid/medicine, cold water survival, etc.). Also describe any relevant experience/training in actual rescue or survival operations or programs, hunter safety programs, etc. Give dates of training or participation and indicate if certification is current (if applicable). **Note: the successful applicant and assistant guides are required to submit current first aid and CPR certification prior to permit issuance.**

3. Describe your emergency preparedness or safety plan. List emergency communications equipment and address your plans, if any, in the event of mechanical failures, or other types of accidents/incidents.

4. List all safety related equipment and supplies, in addition to the communications equipment listed above.

Applicant's Name _____ Form C - Page 1

FORM D
(Revised September 26, 2011)

Demonstrated Experience and Knowledge of the Guide Use Area, and the Terrain, Climate, and Species to be Hunted

A. Experience and knowledge of the terrain, climate, and species to be hunted:

1. Describe your guiding/outfitting experience during each of the last **10 years**, starting with January 1, 2002. For each year, list the number of clients, noting the number of days you spent in the field, identify the species hunted, number of each species taken, specific locations and type of terrain and climate where you guided or outfitted. Indicate the specific periods, if any, for which you were not serving as a registered big game guide. You should also indicate if you were the contracting guide. If you guided for activities other than big game guiding, describe the type of activities you guided, and the specific services you provided.

2. You may document experience other than guiding (e.g., personal sport or subsistence hunting, or fishing, conducting air taxi or transporting services, resource management activities, etc.) for the last **10 years**, that you believe is relevant. Describe the experience or activity, the specific location involved, noting the amount of time in the field and, if applicable, the number of clients served each year and the number of each species of animals harvested.

3. Describe any education and/or training you believe is relevant to the terrain, climate, and species to be hunted (do not include safety-related training here – use Form C).

B. Experience in the guide use area applied for:

1. Describe and document the number of years of your guiding experience (noting the number of days spent in the field each year) **in the guide use area applied for**, during the past **20 years**, starting with January 1, 1992.

2. Describe your knowledge of, and document number of years of other relevant experience and/or personal use (noting the number of days spent in the field each year) **in the guide use area applied for** during the past **20 years**, starting with January 1, 1992.

Applicant's Name _____ Form D - Page 1

FORM E

List and Description of Property, Equipment and Accessories

1. Property: Include a detailed description of private lands (if any) which are to be used as part of your operation including a copy of the lease, contract, or other instrument that authorizes your use of private lands. Applicants who own facilities in the area which will be used to support their proposed operations plan should describe the facilities and submit written documentation for proof of ownership and date it was constructed/acquired. Also submit a USGS topographical map with the location of the facilities marked.

2. Equipment and Accessories: This information should be presented in tabular or narrative form and should list quantity, quality, age and type of equipment such as aircraft, boats, other vehicles, radio equipment, major camp equipment, and other accessories which are available for use in the proposed operation. Indicate if equipment meets applicable federal, state or local regulations (e.g., FAA, USCG) and provide all applicable boat or airplane registration numbers.

Applicant's Name _____ Form E - Page 1

FORM F

Ability to Provide a High Quality Guiding Service to the Public

1. Describe your business practices including: proposed client rates; payment options; promotional strategies or efforts; reservation, cancellation and refund policies; and acknowledgement of risk forms. Submit your current advertisement leaflets, client price lists, hunter contract forms, or other literature that reflects your business practices.

2. Describe provisions for handicapped clients.

3. Describe educational and/or interpretive services or programs provided to clients.

4. Describe drinking water supplies and method of treatment if appropriate.

5. Describe your knowledge, abilities, and experience in caring for meat, capes, and hides from big game. List the number of years and estimated number of animals of each species that you and/or your employees have taken care of (e.g., field dressed, skinned, caped, boned, butchered, etc.). Also, document any training that you or your employees have received in care of meat or trophies (e.g., taxidermy, meat cutting, etc.).

6. Describe your plan, methods, provisions, and facilities to salvage, care for, and provide opportunity for utilization of meat from harvested animals.

Applicant's Name _____ Form F - Page 1

FORM G

Evaluation of Client References

Provide a complete list of all big game hunting clients that you have contracted and/or personally guided since **January 1, 2009**. If you need to go back prior to this date in order to have a minimum of ten clients, you may do so. Include full names; addresses; home telephone and other telephone numbers, if known; species hunted; year of hunt; whether you were the contracting guide; whether it was a guided or drop off client; and whether the client was guided by you personally or by an assistant. **Do not submit copies of Alaska state hunt records**.

If you are a recently registered guide and are unable to provide the requested list for a minimum of ten clients, simply indicate that on this form.

Applicant's Name _____ Form G - Page 1

Applicant's Name_____ Form _____ Page _____

United States Department of the Interior
U.S. Fish and Wildlife Service

Special Use Application and Permit

2. Application Date

3. Period of Use Applying for:

1. National Wildlife Refuge From: January 1, 2012 To: December 31, 2016

4. Applicant Information:

Name	John Doe	Phone:	
Organization:		Fax:	
Address:		email	
City/State/ZIP	Somewhere, Alaska 99xxx		

5. Purpose of the Permit Application:

- ☐ Agriculture
- ☐ Commercial Activities
- ☐ Research/Monitoring
- ☒ Commercial Visitor Services
- ☐ Commercial Filming
- ☐ Special Event
- ☐ Other (describe)

6. Describe the above activity as specifically as you can.
Include: Where the activity will take place (units, roads, trails); When (seasons, days, hours); How (methods, techniques, transportation); Frequency (one time only, daily, occassionally); Number of people/vehicles/boats; Special Needs/access
Researchers may be required to supply a research proposal.

To conduct commercial big game guided hunting services in Guide Use Area XXX-XX.
(Specify whether use of Native-selected lands is authorized).

This permit does not convey any rights or preferential status beyond the expiration of the permit.

See attached special conditions.

The permittee's operations plan as amended and accepted by the U.S. Fish and Wildlife Service is hereby incorporated as a special condition. Deviations from the plan must be approved by the issuing officer or his designee.

7. Print Form

8. Applicant Signature: Date:

Print this form and return it to the refuge for processing. Do not fill out any information below this line.

For Official Use Only

Application approved: ☐ yes ☐ no

Station Number

Special Conditions

Permit Number

Record of Payments: ☐ Payment exempt ☐ Partial Payment ☐ Full Payment

Amount of payment

Record of partial payments: Partial payment Full payment

This permit is issued by the U.S. Fish and Wildlife Service and accepted by the above signed, subject to the terms, convenants, obligations, and reservations, expressed or implied herein, and to the notice, conditions, and requirements appearing on the reverse side.

Permit Approved and Issued By: (name and title) Date:

FWS Form 3-1383 (Rev. 01/08) OMS Control No. 1018-0102 (expires 04/30/2011)

Notice

In accordance with the Privacy Act (5 U.S. C. 552a) and the Paperwork Reduction Act (44 U.S. C. 3501), please note the following information:

1. The issuance of a permit and collection of fees on lands of the National Wildlife Refuge System is authorized by the National Wildlife Refuge System Administration Act (16 U.S. C. 668dd-ee) as amended, and the Refuge Recreation Act (16 U.S. C. 460k-460k-4).

2. The information that you provide is voluntary; however submission of requested information is required to evaluate the qualifications, determine eligibility, and document permit applicants under the above Acts. It is our policy not to use your name for ony other purpose. The information is maintained in accordance with the Privacy Act. All information you provide will be considered in reviewing this application. False, fictitious, or fraudulent statements or representations made in the application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). Failure to provide all required information is sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.

3. No members of Congress or Resident Commissioner shall participate in any part of this contract or to any benefit that may arise from it, but this provision shall not pertain to this contract if made with a corporation for its general benefit.

4. The Permittee agrees to be bound by the equal opportunity "nondiscrimination in employment" clause of Executive Order 11246.

5. Routine use disclosures may also be made: (a) to the U.S. Department of Justice when related to litigation or anticipated litigation; (b) of information indicating a violation or potential violation of a statute, rule, order, or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order, or license; (c) from the record of the individual in reponse to an inquiry from a Congressional office made at the request of the individual (42 FR 19083; April 11, 1977); and (d) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal Claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Deparment (48 FR 54716; December 6, 1983).

6. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. This information collection has been approved by OMB and assigned control number 1018-0102. The public reporting burden for this information collection varies based on the specific refuge use being requested. The relevant public reporting burden estimate for the Special Use Permit Application form is estimated to average one hour per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Comments on this form should be mailed to the Information Collection Clearance Officer, Mail Stop 222, Arlington Square, U.S. Fish and Wildlife Service, Arlington, Virginia, 22203. Thank you.

General Conditions and Requirements.

1. Responsibility of Permittee: The permittee, by operating on the premises, shall be considered to have accepted these premises with all facilities, fixtures, or improvements in their existing condition as of the date of this permit. At the end of the period specified or upon earlier termin: tion, the permittee shall give up the premises in as good order and condition as when received except for reasonable wear, tear, or damage occurring without fault or negligence. The permittee will fully repay the Service for any and all damage directly or indirectly resulting from negligence or failure on his/her part, and/or the part of anyone of his/her associates, to use reasonable care.

2. Operating Rules and Laws: The permittee shall keep the premises in a neat and orderly condition at all times, and shall comply with all municipal, county, and State laws applicable to the operations under the permit as well as all Federal laws, rules, and regulations governing national wildlife refuges and the area described in this permit. The permittee shall comply with all instructions applicable to this permit issued by the refuge official in charge. The permittee shall take all reasonable precautions to prevent the escape of fires and to suppress fires and shall render all reasonable assistance in the suppression of refuge fires.

3. Use Limitations: The permittee's use of the described premises is limited to the purposes herein specified and does not, unless provided for in this permit, allow him/her to restrict other authorized entry onto his/her area; and permits the Service to carry on whatever activities are necessary for: (1) protection and maintenance of the premises and adjacent lands administered by the Service; and (2) the management of wildlife and fish using the premises and other Service lands.

4. Transfer of Privileges: This permit is not transferable, and no privileges herein mentioned may be sublet or made available to any person or interest not mentioned in this permit. No interest hereunder may accrue through lien or be transferred to a third party without the approval of the Regional Director of the Service and the permit shall not be used for speculative purposes.

5. Compliance: The Service's failure to require strict compliance with any of this permit's terms, conditions, and requirements shall not constitute a waiver or be considered as a giving up of the Service's right to thereafter enforce any of the permit's terms or conditions.

6. Conditions of Permit not Fulfilled: If the permittee fails to fulfill any of the conditions and requirements set forth herein, all money paid under this permit shall be retained by the Goverment to be used to satisfy as much of the permittee's obligation as possible.

7. Payments: All payment shall be made on or before the due date to the local representative of the Service by a postal money order or check made payable to the U.S. Fish and Wildlife Service.

8. Termination Policy: At the termination of this permit the permittee shall immediately give up possession to the Service representative, reserving, however, the rights specified in paragraph 11. If he/she fails to do so, he/she will pay the government, as liquidated damages, an amount double the rate specified in this permit for the entire time possession is withheld. Upon yielding possession, the permittee will still be allowed to reenter as needed to remove his/her property as stated in paragraph 11. The acceptance of any fee for the liquidated damages or any other act of administration relating to the continued tenancy is not to be considered as an affirmation of the permittee's action nor shall it operate as a waiver of the Government's right to terminate or cancel the permit for the breach of any specified condition or requirement.

9. Revocation Policy: This permit may be revoked by the Regional Director of the Service without notice for noncompliance with the terms hereof or for violation of general and/or specific laws or regulations governing national wildlife refuges or for nonuse. It is at all times subject to discretionary revocation by the Director of the Service. Upon such revocation the Service, by and through any authorized representative, may take possession of the said premises for its own and sole use, and/or may enter and possess the premises as the agent of the permittee and for his/her account.

10. Damages: The United States shall not be responsible for any loss or damage to property including, but not limited to, growing crops, animals, and machinery or injury to the permittee or his/her relatives, or to the officers, agents, employees, or any other who are on the premises from instructions or by the sufferance of wildlife or employees or representatives of the Government carrying out their official responsibilities. The permittee agrees to save the United States or any of its agencies harmless from any and all claims for damages or losses that may arise to be incident to the flooding of the premises resulting from any associated Government river and harbor, flood control, reclamation, or Tennessee Valley Authority activitiy.

11. Removal of Permittee's Property: Upon the expiration or termination of this permit, if all rental charges and/or damage claims due to the Government have been paid, the permittee may, within a reasonable period as stated in the permit or as determined by the refuge official in charge, but not to exceed 60 days, remove all structures, machinery, and/or equipment, etc. from the premises for which he/she is responsible. Within this period the permittee must also remove any other of his/her property including his/her acknowledged share of products or crops grown, cut, harvested, stored, or stacked on the premises. Upon failure to remove any of the above items within the aforesaid period, they shall become the property of the United States.

12. Collected Specimens: You may use specimens collected under this permit, any components of any specimens (including natural organisms, enzymes, genetic materials or seeds}, and research results derived from collected specimens for scientific or educational purposes only, and not for commerical purposes unless you have entered into a Cooperative Research and Development Agreement (CRADA) with us. We prohibit the sale of collected research specimens or other transfers to third parties. Breach of any of the terms of this permit will be grounds for revocation of this permit and denial of future permits. Furthermore, if you sell or otherwise transfer collected specimens of any components without a CRADA, you will pay us a royalty rate of 20 percent of the gross revenue from such sales. In addition to such royalty, we may seek other damages and injunctive relief against you.

Instructions for Completing Application:

You may complete the application portion electronically and submit to the refuge for review.

1. Enter the name of the refuge at which you are applying for a permit.
2. Under Application Date, fill in the date of application.
3. Under Period of Use, fill in the date(s) for which the activity is requested (inclusive)
4. Under Applicant Information, fill in your name, organization (if applicable), address, phone, fax, and email.
5. Under Purpose, check one of the following categories:

a. Agriculture- haying, grazing, crop planting, logging, beekeeping, and other agricultural products. b. Commerical activities- commercial fishing, trapping, and other commercial activities.

c. Research/Monitoring - any investigations or monitoring projects proposed for the refuge. d. Commercial filming -audio, video, and photographic products with a monetary value.

e. Commerical visitor services- outfitters/guides; for hunting, fishing, canoing, kayaking; and other visitor services. f. Special Events - weddings, fishing tournaments, one-time events, and other special events.

g. Other- specificy any other activity(ies) not mentioned above.

6. Under Describe the Above Activity, provide detailed information on the activity, including locations, times, methods, routes of travel, number of people, types and number of vehicles, etc. If you are proposing a research project, you may be asked to submit a research proposal. Contact the refuge for details.
7. Click on the Print button to print the application (if using the tillable version).
8. Under Applicant Signature and Date, sign and date the application, then submit to the refuge per their instructions (fax, mail, in-person)
9. The refuge official will review and, if approved, fill out the remaining information, sign, and return a copy to you.

The form is not valid as a permit unless it includes refuge approval, a station number, a refuge-assigned permit number, and is signed by a refuge official.

Regional Standard Special Conditions

1. Failure to abide by any part of this special use permit; violation of any refuge related provision in Titles 43 (Part 36) or 50 (Subchapters B and C) Code of Federal Regulations; or violation of any pertinent state regulation (e.g., fish or game violation) will, with due process, be considered grounds for immediate revocation of this permit and could result in denial of future permit requests for lands administered by the U.S. Fish and Wildlife Service. This provision applies to all persons working under the authority of this permit (e.g., assistants). Appeals of decisions relative to permits are handled in accordance with 50 Code of Federal Regulations 36.41.

2. The permittee is responsible for ensuring that all employees, party members, aircraft pilots, and any other persons working for the permittee and conducting activities allowed by this permit are familiar with and adhere to the conditions of this permit.

3. The permittee may not sublet any part of the authorized use area and is prohibited from subcontracting clients with any other guide. The permittee must also be personally present with each client in the refuge designated use area at least once during each contracted hunt.

4. Any problems with wildlife and/or animals taken in defense of life or property must be reported immediately to the refuge manager and/or Alaska Department of Fish and Game, and be salvaged in accordance with State regulations.

5. The permittee and permittee's clients do not have the exclusive use of the site(s) or lands covered by this permit, except for the authorized camp facilities.

6. This permit may be cancelled or revised at any time by the refuge manager in case of emergency (e.g., high fire danger, flooding, unusual resource problems, etc.).

7. The permittee shall notify the refuge manager during refuge working hours in person or by telephone before beginning and upon completion of annual activities allowed by this permit.

8. The permittee shall maintain comprehensive general liability insurance ($300,000 each occurrence, $500,000 annual aggregate) throughout the use period specified on the permit, with the Fish and Wildlife Service named as coinsured.

9. Annually, prior to beginning any activities allowed by this permit, the permittee must provide the refuge manager with: 1) aircraft and other vehicle types to be used, with identification information, if different from the original permit or previous year; 2) changes in names of assistant guides and other employees; and 3) any other changes in information provided in the original permit/proposed operations plan.

10. The permittee is responsible for accurate record keeping. By December 31 each year, the permittee must provide the refuge manager with a client use report showing the number of clients; the dates each client was on the Refuge; the species each client hunted; and the number of each species harvested. The permittee must also provide a legible copy of the State’s "Hunt

Record" for each client. This report shall be certified by the permittee as being complete and accurate.

11. The Permittee will remit all required annual fees (client use day, and reserved land site) within 30 days after receiving a bill for collection.

12. This permit authorizes use on State selected lands. If any of these lands are conveyed during the term of this permit, the permittee will no longer be authorized to use those State lands, and must seek authorization from the Alaska Department of Natural Resources.

13. This permit authorizes use only on the Native corporation selected lands specifically identified in the description block of this permit. If any of these lands are conveyed during the term of this permit, the permittee will no longer be authorized to use those private lands, and must seek authorization from the appropriate Native corporation landowner.

14. In accordance with the Archaeological Resources Protection Act (16 U.S.C. 470aa), the removal or disturbance of archeological or historic artifacts is prohibited. The excavation, disturbance, collection, or purchase of historical or archaeological specimens or artifacts on refuge lands is prohibited.

15. Permittees shall maintain their use areas in a neat and sanitary condition. Latrines must be located at least 150 feet from springs, lakes, and streams to avoid contamination of water resources. All property (except cabins and/or tent frames) of the permittee must be removed from refuge lands annually upon completion of permitted activities.

16. The construction or clearing of landing strips or pads is prohibited. Incidental hand removal of rocks and other minor obstructions may be permitted.

17. The use of off-highway vehicles is prohibited unless specifically authorized in writing in this permit.

18. The operation of aircraft at altitudes and in flight paths resulting in the herding, harassment, hazing, or driving of wildlife is prohibited. It is recommended that all aircraft, except for take-off and landing, maintain a minimum altitude of 2,000 feet above ground level (AGL).

19. All aircraft being used in a commercial guiding operation must have 12" identification numbers in contrasting colors which are readily visible.

20. Construction of cabins or other permanent structures is prohibited.

21. The permittee's operation plan, as amended and accepted by the U.S. Fish and Wildlife Service, is hereby incorporated in its entirety as a special condition. <u>All</u> deviations from the operations plan must receive prior written approval by the Refuge Manager or his designee.

22. Any action by a permittee or the permittee's employees which unduly interferes with or harasses other refuge visitors or impedes access to any site is strictly prohibited. Examples of prohibited acts include, but are not limited to, low flights over camps or persons at less than 500 feet (unless landing), parking aircraft or placing other objects (rocks, tents, etc.) on any area so as to restrict landing use by other aircraft or persons, and the placement of ghost camps (i.e., unoccupied tents) to falsely indicate the use of an area.

23. Fuel storage sites must be approved in advance by the Refuge Manager. Preparations to prevent and respond to a fuel spill must be fully adequate at all sites for the amount of fuel stored on site.

24. All food and garbage will be secured in a manner that minimizes attraction to wildlife and must be removed from the field before vacating the site for the season.

25. As soon as practicable, but in no case to exceed 30 days, the permittee shall notify the refuge manager of any state or federal fish or wildlife related violations by the permittee or persons employed by the permittee as a guide or assistant guide (if known to the permittee), who have been convicted, pled nolo contendere, forfeited collateral, or had a guiding license suspended or revoked. Notification is required for violations without regard to where they occurred.

26. As soon as practicable, but in no case to exceed 30 days, the permittee shall notify the refuge manager of any accidents or other safety related incidents associated with permitted activities on the refuge. Reportable incidents include those that result in a death or physical injury requiring immediate medical attention beyond basic first aid, or that involve significant property damage or loss.

Refuge Specific Special Conditions (Examples only)

27. Equipment caches may be located in approved areas. Contact the refuge manager for approval. The cache will be clearly marked with the permittee's name and will be designed to blend in with the surrounding environment and be bear-proof.

28. Use of gasoline or similar fuel for heating and cooking is encouraged; however, driftwood, standing dead trees and brush may be used for firewood but may not be cut within 200 feet of streams or lake shores.

Permittee:_____ Date:_____

Issuing Officer:_____ Date:_____