



## United States Department of the Interior



U.S. FISH AND WILDLIFE SERVICE  
Kodiak National Wildlife Refuge  
1390 Buskin River Road  
Kodiak, Alaska 99615-0323  
(907) 487-2600

IN REPLY REFER TO

February 15, 2021

Dear Reader:

Enclosed please find a copy of the *Prospectus and Request for Proposals for Commercial Sport Fish Guiding Services in the Uganik River Drainage within Kodiak National Wildlife Refuge*. The Prospectus describes competitive permit offerings for portions of the Uganik River within Kodiak Refuge where the number of sport fishing guides has been limited to protect resources and visitor experience opportunities. It also describes permit application requirements and procedures that will be used to select guides to operate within these areas. Selected guides will receive a special use permit authorizing operation for a five-year period (beginning in 2022), with the possibility of non-competitive renewal for another five years.

Permit applications will be accepted from February 15, 2021 through April 15, 2021. A panel comprised of U.S. Fish and Wildlife Service staff will begin reviewing and scoring applications after the open period has closed, with the goal of making guide selections in the month of May. All applicants will be notified of the results of this process upon completion.

Thank you for your interest in Kodiak National Wildlife Refuge.

Sincerely,

Michael Brady  
Refuge Manager

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

**Prospectus and Request for Proposals**

**Invitation for Proposals to Conduct Commercial Sport Fish Guiding Services in the Uganik River Drainage Within Kodiak National Wildlife Refuge**

Issued by: Refuge Manager, Kodiak National Wildlife Refuge

Date: February 15, 2021

Location: Kodiak, Alaska

Submittals: Sealed proposals will be accepted by the Refuge Manager, Kodiak National Wildlife Refuge, 1390 Buskin River Road, Kodiak, Alaska 99615. **Proposals must be mailed and postmarked before 4:30 p.m. Alaska Time, April 15, 2021.** Proposals should be sent by registered or certified mail, return receipt requested.

For information: Contact Refuge Manager, Kodiak National Wildlife Refuge, at 1390 Buskin River Road, Kodiak AK 99615, or telephone 907-487-2600 weekdays during regular business hours.

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## I. INTRODUCTION

Kodiak National Wildlife Refuge (Refuge) is offering opportunities for a limited number of sport fish guides to provide commercial services on the Uganik River drainage within the Refuge. Outside of this area and the other three limited-entry areas on the Refuge, on the remainder of the Refuge, there is no limit on the number of sport fish guides that may be authorized to operate. The objective of this limited entry system is to make available to the public a variety of recreational fishing opportunities while also protecting Refuge resources and visitor experience opportunities in those portions of the Refuge that might otherwise be subject to intense recreational use.

Terms of permits awarded under this method are valid initially until the end of December 2026. When permit holders have successfully met all permit terms and conditions and have a satisfactory record of performance, the Service will renew those permits for an additional five years without competition. After the renewed permits expire, the Service will not extend or renew them.

All prospective applicants are advised to read this prospectus carefully. It is important to note that all program requirements, restrictions, and conditions existing in this prospectus will become part of the final terms of any special use permit awarded under the prospectus.

A permit holder cannot sublet any part of this operation and is 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 probable 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.

Special use permits awarded under this Prospectus are subject to published regulations as provided in 50 CFR, Subchapter, C, The National Wildlife Refuge System.

## II. BACKGROUND

### Area Description

Kodiak National Wildlife Refuge was established in 1941 by Executive Order for the purpose of protecting the natural feeding and breeding ranges of brown bears and other wildlife on Uganik and Kodiak Islands. The Alaska National Interest Lands Conservation Act expanded the purposes for which Kodiak National Wildlife Refuge was established to include: (i) to conserve fish and wildlife populations [and] habitats in their natural diversity including, but not limited to, Kodiak brown bears, salmonoids, sea otters, sea lions and other marine mammals and migratory birds; (ii) to fulfill the international treaty obligations of the United States with respect to fish and wildlife and other habitats; (iii) to provide, in a manner consistent with the 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 paragraph (i), water quality and necessary water quantity within the refuge.

Kodiak Refuge now encompasses almost two million acres in southwestern Alaska, including about two-thirds of Kodiak Island, all of Uganik and Ban Islands, and a portion of Afognak Island. The City of Kodiak, where refuge headquarters are located, is about 250 air miles south of Anchorage and 20 miles northeast of the refuge boundary on Kodiak Island.

Kodiak Refuge is characterized by a large range of habitats within a relatively small geographic area. Because of this, the refuge supports some of the highest densities of brown bears, nesting bald eagles, and spawning salmon found anywhere in North America. The mountainous interior of Kodiak Island, with some peaks over 4,000 feet in elevation, is covered by lush, dense vegetation during the summer, with alpine vegetation on the highest slopes. No place on the refuge is more than 15 miles from the ocean. Access to the refuge is primarily by float plane and boat.

Kodiak Refuge supports runs of five species of Pacific Salmon (chinook, sockeye, coho, pink, and chum) and steelhead. Rainbow trout, Dolly Varden, and Arctic char are also found on the refuge. In total, there are about 90 drainages on the Refuge that support self-sustaining populations of anadromous or resident fish.

## **Program History**

The foundation for the limited-entry, sport fish guiding program on Kodiak Refuge was laid in the mid-1980s during preparation of the first Refuge Comprehensive Conservation Plan (CCP). That plan, completed in 1987, identified Special River Management areas where unique resources and visitor opportunities warranted additional study and careful stewardship. Subsequent studies and planning efforts identified special values and potential threats in numerous Refuge drainages, and proposed the use of a prospectus system for allocating commercial use and issuing sport fish guiding permits.

In late 1997, Kodiak Refuge hosted the first of many public workshops to solicit comments on river values, recreational capacity, and guide selection. By early 2000, the Refuge had hosted workshops in Kodiak, Anchorage, Port Lions, Larsen Bay, Ouzinkie, Akhiok, and Karluk. In August 2000 Refuge staff finalized details of the limited-entry, sport fish guiding program and solicited applications for permits with a formal prospectus and request for proposals. The 2000 prospectus described offerings in the Ayakulik, Dog Salmon/Frazer, Uganik, and Little River drainages. About 23 applications were submitted for those offerings, and 15 individual “prospectus permits” were awarded. Those original permits expired at the end of 2009, and an updated prospectus was offered. This offering attracted 31 applications and 14 individual permits were awarded. Since that time, the prospectus sport fish program has undergone periodic reviews and several minor adjustments. The permits expired at the end of 2019, and an updated prospectus was offered. This offering attracted 19 applications 10 permits were awarded. The Uganik Offerings were appealed and remanded back to the station. A one-year extension was granted to the current Uganik permit holders for the 2020 season. The Uganik Offerings were

redrafted and advertised in February of 2021. Permits issued under this prospectus will be valid until the end of 2026. This will cause the Uganik Offerings to be out of schedule with the Ayakulik, Dog Salmon/Frazer, and Little River Offerings by one year.

The continued objective of the Kodiak Refuge prospectus sport fish program is to provide a variety of recreational opportunities while protecting Refuge resources and visitor experience opportunities in those portions of the Refuge that might otherwise be subject to intense recreational use.

### III. DEFINITIONS

**Base Camp.** A seasonal camp used as the primary base of guide operations in the field for the entire season.

**Client Use Day.** One calendar day (24 hours), or portion thereof, for each guided visitor using the refuge.

**Employee.** A person who works directly for the permit holder for wages or other salary compensation in providing visitor services and is covered by the State of Alaska workmen's compensation regulations.

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

**Fishing Guide ("Sport fish" guide).** A person who provides, for compensation or with the intent or agreement to receive compensation, assistance, services, equipment or facilities to an angler engaged in fishing in the taking or attempt to take fish or shellfish, either personally or through an assistant, during any portion of the anglers' fishing trip. Fishing guide services include:

- (A) contracting to guide or outfit sportfishing trips;
- (B) Accompanying the angler and/or directing the angler in fishing activities including but not limited to: selecting tackle, preparing bait, selecting a fishing location, landing and/or releasing fish;
- (C) packing, preparing, salvaging, or caring for fish, except that which is required to properly and safely load the fish on the mode of transportation being used by a transporter;
- (D) field preparation of fish, including evisceration, gilling, or filleting;
- (E) Using guiding or outfitting equipment, including fishing gear, for the benefit of an angler; and,
- (F) Providing camping or fishing equipment or supplies, which are already located in the field.

Guide services or activities that take place in or from transportation equipment otherwise used in the guide operation and accompanied by the guide or his or her employee, are considered commercial guide services, regardless of compensation for the services.

**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 the Special Use Permit.

**Permit Holder (Holder).** An individual who is selected through this prospectus and is awarded a Special Use Permit.

**Proposal.** A document which identifies a proposed operations plan and addresses specific criteria as identified through a prospectus. The terms application and proposal may be used interchangeably.

**Prospectus.** A document the Service uses in soliciting competition for a permit to provide commercial visitor services on a refuge.

**Refuge.** Kodiak National Wildlife Refuge.

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

**Spike Camp.** A smaller camp used only for short duration and then disassembled and moved or removed when no longer in use for a particular trip.

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

**Use Area.** An area designated by the Service and offered to a commercial operator to provide guided sportfishing services for the public.

**Use Day.** Any portion of one calendar day (24 hour period from midnight to midnight) that a client is guided on the refuge. Also referred to as a client use day. Example: One guide and 4 clients fly into the refuge at 8:00 a.m. on September 1, spend the night and leave at 2:00 p.m. on September 2. That equals 8 use days (4 clients x 2 days = 8 use days).

**Week.** A seven-day calendar period, starting on Sunday and continuing through Saturday.

## IV. SPECIAL REQUIREMENTS AND CONSIDERATIONS

### Minimum Requirements

1. Applicants must possess a current Alaska State business license.

2. All guides/employees conducting sport fish guiding activities must obtain all required State of Alaska licenses and permits.
3. Applicants shall show proof of liability insurance (\$300,000 each occurrence, with the Fish and Wildlife Service named as co-insured) prior to issuance of Refuge Special Use Permits. Insurance does not have to be purchased prior to applying. During the life of this permit, the Service may conduct a review of insurance requirements to assess the adequacy of our current minimum requirements. Applicants should be aware that if a determination were made to increase minimum insurance requirements, permittees holding the current minimum coverage would be required to increase their coverage to comply with the new requirements.
4. Applicant or employees of applicant who will be accompanying clients must possess current Red Cross or American Heart Association first aid and CPR cards prior to issuance of the Special Use Permit and maintain currency through authorized use period. Any valid CPR and first aid certification that is approved by the State of Alaska, Department of Commerce and Economic Development, Division of Occupational Licensing, will meet the Service's requirement.
5. Applicants shall submit a signed affidavit that affirms their financial ability to perform according to their operations plan(s).

### **Use Records**

Permit holders will be required to furnish the refuge manager a use report each year showing the numbers of clients, client use-days, applicable dates, and other data required by permit special conditions. This report must be provided by December 31 for all use that calendar year. The report shall be certified by the permit holder as being complete and accurate.

### **Performance Monitoring**

Permit holders will be monitored to determine compliance with permit conditions. Evaluations will be based on compliance inspections, client evaluations, etc. Permit holders will be given the opportunity to correct any deficiencies.

### **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 onetime \$100 administrative fee for each five-year 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 number of clients the holder is authorized to serve at one time varies by offering, and therefore total allowable use per season is variable as well. The Refuge anticipates that use allowed under a given permit will remain the same throughout the time period covered by the

permit. However, it is not guaranteed. The Refuge may adjust use due to regulation changes, environmental or resource concerns, or other management needs that may warrant adjustment.

### **Obligation of Use**

The holder must make a bona fide and diligent attempt to provide the public with guide services as authorized. Unused or underused permits may be modified or canceled by the Refuge Manager. Applicants must include an estimated minimum amount of use, stated in terms of annual client use-days (one client for one day or any portion thereof equals one client use-day), in their submitted plan(s) of operation (Form A). Minimum use estimates will NOT affect the scoring of proposals, but they will be used as a basis for establishing minimum use levels that are appropriate and specific to each permit issued. Obligation of use requirements may be temporarily suspended by the Refuge Manager if factors outside the holder's control (such as national or regional economic conditions or changes in seasonal fishing regulations) adversely affect permitted operations.

### **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 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 application, 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 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 29.1). Successful applicants will be issued a special use permit authorizing and governing occupancy and use 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 sport fish guiding activities allowed under a sport fish guide license by Alaska statutes and regulations, and specified in the permit holder's approved plan of operations. Other commercial activities (e.g., guiding wildlife photographers or guiding small game/waterfowl hunting) will be prohibited without a separate special use permit specifically for that activity.

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 on any applicant.
7. In the event that a contradiction exists between conditions in the prospectus or sample permit 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 operations plan, as amended and accepted by the Service, will be incorporated as a special condition of the holder's 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 plan or permit conditions requires prior written approval from the refuge manager. 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 (FOIA). The Service believes that it is not necessary for applicants to provide 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 FOIA, 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."

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

Other examples of items generally exempted from release under FOIA include Service panel member names, base and spike camp locations, names and addresses of clients, official background reports documenting history of violations or convictions for applicant, applicant's employees, and/or current and proposed business partners associated with the guide operations (e.g. "Any Persons Report" from the Alaska Department of Public Safety).

In order for a FOIA request to be processed in a more efficient manner, the requester should submit requests through FOIAonline, a secure, web-based tracking and case-management system, at <https://www.foiaonline.gov> or the government-wide portal at <https://www.foia.gov>.

## V. OFFERINGS

A total of 3 offerings on the Uganik River are described below. A total of 3 permits will be issued. An individual can apply for all of the offerings, but can submit only one application per offering, and may be awarded **no more than one permit on a given river, and three guided fishing permits in total across the Refuge**. This limitation applies to each partner/owner of a permit holder's guide business (i.e., you and your business partner(s) may not hold more than three permits total and one permit per river). Big game guide permits and non-competitive refuge special use permits do not count against the three-permit limit. Individuals applying for more than three offerings must rank their applications in order of preference.

Appendix A of this prospectus provides maps depicting the areas offered. The selected guide(s) will be the only guide(s) authorized to provide sport fish guiding services in the areas described. However, transporters, air taxis, commercial guides providing other services (e.g., wildlife viewing), and unguided visitors will also have access to the areas.

### Uganik River

**Offering Number U1** : Uganik Lake Outlet and Uganik River (full month of September)

**Permit term:** Date of issuance, through December 31, 2026.

This offering is an opportunity to provide sport fish guiding services for up to six (6) clients at a time from the Uganik Lake Outlet to the administrative boundary of the Refuge at the East Arm of Uganik Bay. At all times of year, float trips must be picked up in the East Arm of Uganik Bay, north of the line which divides townships T29S, R26W and T28S, R26W.

During the period of September 1 through September 30 of each year, the permittee will be required to share the entire river drainage with another permittee for a **maximum of 14 days**. A **minimum of 15 Client Use Days** will be required during this period.

Overnight use will not be authorized during the period of September 1 through September 30 of each year. Outside of this period overnight use will be authorized at the locations identified on the map included in Appendix A.

NOTE: The remainder of the Uganik drainage, extending east from the line separating T29S, R26W and T29S, R25W, is not included in the limited entry program. It is open all year to guides with a Refuge Special Use Permit for general access sport fish guiding.

**Offering Number U2 : Uganik Lake Outlet and Uganik River (limited in September)**

**Permit term:** Date of issuance, through December 31, 2026.

This offering is an opportunity to provide sport fish guiding services for up to six (6) clients at a time from the Uganik Lake Outlet to the administrative boundary of the Refuge at the East Arm of Uganik Bay. At all times of year, float trips must be picked up in the East Arm of Uganik Bay, north of the line which divides townships T29S, R26W and T28S, R26W.

During the period of September 1 through September 30 of each year, the permittee will only be authorized a **maximum of 14 days** of use. A **minimum of 10 Client Use Days** will be required during this period.

Overnight use will not be authorized during the period of September 1 through September 30 of each year. Outside of this period overnight use will be authorized at the locations identified on the map included in Appendix A.

NOTE: The remainder of the Uganik drainage, extending east from the line separating T29S, R26W and T29S, R25W, is not included in the limited entry program. It is open all year to guides with a Refuge Special Use Permit for general access sport fish guiding.

**Offering Number U3: Uganik Lake Outlet and Upper Uganik River**

**Permit term:** Date of issuance, through December 31, 2026.

This offering is an opportunity to provide sport fish guiding services for up to six (6) clients at a time on the upper Uganik River, within an area bounded on the east (upstream end) by the line separating T29S, R26W and T29S, R25W and extending west and downstream approximately 1 ½ river miles to the line separating sections 13 and 14, T29S, R26W.

This use-area restriction applies to the period from September 1 through September 30 of each year. Outside of that period, operations may be extended downstream on the remainder of the Uganik River. At all times of year, float trips must be picked up in the East Arm of Uganik Bay, north of the line which divides townships T29S, R26W and T28S, R26W.

Overnight use will not be authorized during the period of September 1 through September 30 of each year. Outside of this period overnight use will be authorized at the locations identified on the map included in Appendix A.

NOTE: The remainder of the Uganik drainage, extending east from the line separating T29S, R26W and T29S, R25W, is not included in the limited entry program. It is open all year to guides with a Refuge Special Use Permit for general access sport fish guiding.

## VI. SELECTION OF SUCCESSFUL APPLICANT

A panel comprised of Service employees will evaluate all properly completed applications or proposals, 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 given offering, the ranking panel will recommend a list of the “best qualified applicants” to be considered for final selection for that offering. The refuge manager will make the final selections. 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 selection. For the last criterion, any applicant whose point deductions for history of violations or other compliance problems reach or exceed 90 points will be ineligible for the permit.

Criteria	Maximum Points	Minimum Points
1. Ability to provide a high quality sport fish guiding service to the public.	75	25
2. Safety record, training, equipment and plan.	60	25
3. Demonstrated experience and knowledge of the use area, and the terrain, climate, and fishery resources.	110	20
4. Impacts of the proposed operation on wildlife and other refuge resources such as water quality, vegetation disturbance and soil disturbance.	110	55
5. Impacts of the proposed operation on other refuge users, including subsistence users.	45	20
6. History of compliance with state and federal laws, regulations, and permitting requirements associated with commercial visitor services	Points deducted for violations/offenses may not reach or exceed 90 points	

## VII. INSTRUCTIONS: HOW TO SUBMIT PROPOSALS

All proposals must be submitted in writing to:

Michael Brady, Refuge Manager  
Kodiak National Wildlife Refuge  
1390 Buskin River Road  
Kodiak, Alaska 99615

An original and two copies of the complete application package **must be mailed to the address above and postmarked before 4:30 p.m. Alaska Time, April 15, 2021**. Proposals must be submitted in sealed envelopes and must be signed by the individual submitting the proposal. 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 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 by 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 fish and wildlife resources, other refuge resources, and other refuge users. It will also be considered in evaluating your ability to provide a 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 felony 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 fishing experience.

Form D - Demonstrated Experience and Knowledge of the Use Area, and the Terrain, Climate, and Fishery Resources. Use this form to describe your experience and knowledge of the use area being applied for, and similar terrain, climate, and fishery resources.

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 Sport Fish Guiding Service to the Public. Use this form to describe your ability to provide a high quality fishing experience and guiding service.

Form G - Evaluation of Client References. Applicants must supply a complete list of sport fish clients for the past two 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 the preceding section (VII). Be sure to provide the information requested under each element in the format specified. Additional pages should be used if extra space is needed. 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.

**KODIAK REFUGE SPORT FISH GUIDING PROSPECTUS  
APPLICATION COVER SHEET**

OFFERING NUMBER \_\_\_\_\_

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 \_\_\_\_\_

**The information identifying your priorities for selection of offerings, and Forms A through G must be submitted for your proposal to be evaluated.**

**Refuge Sport Fish Area Priorities**

List all the use areas for which you are applying in the order in which you would like to receive them. You may apply for all 9 offerings, but you are limited to a maximum of three prospectus sport fish permits on Kodiak Refuge lands at any one time. This limitation includes any partnership or ownership interest that you may have in other sport fish guide businesses.

Use Area Priority List (indicate the use area and the offering number)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## FORM A

### Proposed Operations Plan

Provide in narrative form a description of the services you propose to offer. This narrative should address at a minimum, the type and extent of services, including the following:

- 1) Dates of operations:
- 2) Species to be targeted:
- 3) Maximum number of clients at one time and estimated total use per season; (total use per season should be given as a range, from minimum to maximum annual use, stated in client use-days):
- 4) [For offerings with overnight use opportunities] Type, and location of existing or new camps (i.e., tent, tent frame, cabin, boat):
  - Base and spike camps
  - Mark your camp locations on USGS 1:63,360 scale topographical maps that print on 8.5" x 11" pieces of paper. You can obtain free topographical maps on-line at the following website: <https://ngmdb.usgs.gov/topoview/viewer/>
  - 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 scale maps)
  - Number and type of aircraft used
  - Number of flights and hours of daily use for each aircraft
  - Location and type of landing sites
  - Methods 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
  - 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 scale 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 (if applicable):
- 12) Services provided by others (contracts for transportation, food services, etc.)

## FORM B

### History of Violations

1. Since January 1, 2011, 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 (and provide explanation, if you desire).
2. Since January 1, 2011, 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 (and provide explanation, if you desire).
3. Since January 1, 2011, 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 (and provide explanation, if you desire).
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 Persons Report” from the Alaska Department of Public Safety (i.e., Alaska State Troopers) **as well as any State or U.S. possession where you have guided over the last 10 years** (January 1, 2011). Specify that hunting, fishing and guiding related records (i.e., “**Fish and Wildlife Report**”) are to be included on the report. Information on **Alaska** “walk-in” locations can be found on-line at the following website:  
<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, and you are responsible for any required report costs. If desired, you may provide an explanation of any item that appears on your “Any Persons Report.”

## 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, 2011.

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, 2011. 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. Therefore, you should not submit reports if you have no such records.

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, 2010, 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.

## FORM D

### **Demonstrated Experience and Knowledge of the Use Area, and the Terrain, Climate, and Fishery Resources**

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 offering area applied for, during the past 20 years, starting with January 1, 2001. For each of the last 10 years, list the number of clients you served, noting the number of days you spent in the field, and describe the specific locations and type of terrain and climate where you guided or outfitted. If you guided for activities other than sportfishing, describe the type of activities you guided, and the specific services you provided.
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 use area applied for during the past 20 years, starting with January 1, 2001.
3. You may document experience other than guiding for the same period that you believe is relevant (e.g., personal sport or subsistence hunting, or fishing, conducting air taxi or transporting services, resource management activities, etc). 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.
4. Describe your knowledge and what information you provide to clients about Fish Conservation
5. Describe your knowledge on what information you provide to clients on Kodiak NWR purposes and mission
6. Describe any education and/or training you believe is relevant.

## 7. 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. Mark your facility locations on USGS 1:63,360 scale topographical maps that print on 8.5" x 11" pieces of paper. You can obtain free topographical maps on-line at the following website:  
<https://ngmdb.usgs.gov/topoview/viewer/>
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.

## **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, or other literature that reflects your business practices.
2. Describe provisions for disabled 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 plan, methods, provisions, and facilities to process harvested fish (as appropriate).

## **FORM G**

### **Evaluation of Client References**

Provide a complete list of all sport fish clients that you have personally guided since January 1, 2019. 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; mailing addresses; email addresses; home telephone and other telephone numbers.

# APPENDIX A: Offering Map

