



MHT No. \_\_\_\_\_  
Annual Fee Bid \_\_\_\_\_

(Minimum \$5,000)

Per Client Per Hunt Fee Bid \_\_\_\_\_  
(Minimum \$1,500)

## BIG GAME GUIDE PERMIT PROGRAM APPLICATION

### Instructions:

1. A non-refundable \$500 application fee must accompany the application. Please contact the Trust Land Office's Transaction Manager at (907) 269-8664 to pay by credit card.
2. Please answer Forms A-B on separate pages and submit with all supporting documentation.
3. For all answers please write the corresponding question number from the application on the appropriate separate page(s). Only complete applications will be accepted.
4. Applications must be legible.

### Applicant Information

1. Name of Applicant: \_\_\_\_\_  
First Middle Last

2. Business Name: \_\_\_\_\_

#### Primary Mailing Address

#### Secondary Mailing Address

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Primary Cell Phone: \_\_\_\_\_

Secondary Cell Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

3. Alaska Business License No.: \_\_\_\_\_

4. Applicant's Guide License No.: \_\_\_\_\_

5. Check which Big Game Guide Permit Program area, Game Management Unit, and Guide Use Area you are applying for:

Icy Bay – GMU 6A – GUA 6-01

Kodiak – GMU 08 – GUA 08-26 and 08-27

Tyonek – GMU 16B – GUA 16-01 and 16-03

Healy – GMU 20A – GUA 20-03 and 20-04

Lake Minchumina – GMU 20C – GUA 20-02

Ophir – GMU 21A – GUA 21-01

6. Are you a master guide OR have at least 8 years of experience as a registered guide?  
 Yes    No
7. Are you in good standing with the Big Game Commercial Services Board?  
 Yes    No
8. Are you currently certified by the Big Game Commercial Services Board to guide in this Game Management Unit?  
 Yes    No
9. Are you in good standing on all land use authorizations and contracts, including fees, with the Trust Land Office?  
 Yes    No
10. If awarded the permit, could you obtain and provide coverage to the Trust Land Office for bonding and insurance?  
 Yes    No
11. Do you have the financial ability to perform according to your proposed operations plan?  
 Yes    No
12. Do you understand that 3<sup>rd</sup> party uses may be occurring in the area being offered for big game guiding?  
 Yes    No
13. Do you have, or have you in the past, had any violations as an assistant, registered or master guide?  
 Yes    No

*Please provide all supporting documents for the above questions. A "No" answer to questions 6-12 will prevent the applicant from participating in the program and the application will not be accepted.*

**Application Terms:**

1. The Trust Land Office reserves the right to not offer a permit, extend the application period, and/or to reject any or all proposals.
2. The applicant with a complete application and the highest combined total bid (annual fee and per client per hunt fee) may be offered the permit.
  - The highest combined total bid is calculated as follows: The *Annual Fee Bid* plus the *Per Client Per Hunt Fee Bid* times the minimum number of hunts listed in Form A Sub-factor D(3).
3. All records submitted to the Trust Land Office are verified.
4. The Trust Land Office may or may not disqualify applicants based on violations.
5. Applications containing false or incomplete information may be rejected by the Trust Land Office. If a permit has been issued based on false or incomplete information, it may be terminated at any time.

**Permit Terms:**

1. The fees for the partial permit year of 2020 shall be paid at the minimum rate. The minimum rate is a \$5,000 annual fee and \$1,500 per client per hunt fee.
2. Permits are issued for the partial year of 2020 and five full years (2020-2026). Permits may be renewed for an additional five years.
3. Permits authorize exclusive big game guiding for one qualified guide and an unlimited number of subcontracted guides.
4. Permits are revocable at will.
5. Permits are non-transferrable.
6. Permit holders shall pay a minimum per client per hunt fee of the anticipated minimum number of hunting clients reported on Form A Sub-factor D(3).
7. Permit holders cannot sublet any part of the area. If subletting occurs, the permit holder is at risk of immediate revocation of the permit.
8. Construction of cabins or other permanent structures is prohibited.
9. Permit holders whose state registered guide-outfitter license is suspended during the term of the permit will automatically result in the revocation of the permit.
10. The operations plan, as amended and accepted by the Trust Land Office, is hereby incorporated in its entirety as a special condition. All deviations from the operations plan must receive prior written approval by the Trust Land Office designee.
11. Permit holders are required to submit annual reports and payments within thirty (30) days of the end of each calendar year the permit is in effect, or expiration, termination, or revocation of the permit. The reports shall contain the following information: a narrative of events relevant to the character, progress and results of operations, a list of hunting clients, a list of accompanying non-hunting clients, a list of hunts, and payment of the annual fee and the per client per hunt fee. The report shall be certified by the permit holder as being complete and accurate.
12. When permit holders have successfully met all permit terms and conditions and have a satisfactory record of performance, the Trust Land Office may renew those permits for an additional five years without competition. After the renewed permits expire, the TLO may not extend or renew them.

**AFFADAVIT**

The applicant, undersigned below, by submission of this completed and signed Big Game Guide Permit Program Application, intends to personally utilize the permitted areas for commercial guiding activities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

An agent cannot sign the application form for the applicant; the applicant must submit the application with an original signature and notary.

STATE OF \_\_\_\_\_)

\_\_\_\_\_Judicial District)

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, known to me to be the person named in and who executed the foregoing instrument and acknowledged voluntarily signing the same.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_/

Postmaster

My Commission expires: \_\_\_\_\_

## FORM A

Complete Operations Plans are required. Complete plans include a minimum of the following and discuss how your business prepares for and implements the plan. Add additional sections if needed to fully document the type and extent of services you will offer. For each of the items below, please describe what you are proposing to do for the next 5 years if you are awarded a permit. Your proposed actions for the next 5 years may be incorporated into the stipulations and terms of the final contract if you are awarded a permit.

### **Operations Plan for a Successful Business While Providing Quality Service to Clients.**

#### *Sub-factor A – Providing client and visitor services in a safe manner.*

1. For the last 10 years, list all accidents, safety related violations or rescue actions involving you, your partners, your employees, and your clients. Include reports or information from all modes of transportation.
  - a. Submit reports from the following agencies: Federal Aviation Administration (FAA), United States Coast Guard (USCG), and State of Alaska, Department of Public Safety (Alaska State Troopers).
  - b. If records cannot be obtained, please describe the accident, violation, or rescue in detail and provide the name and number of the person you contacted that informed you that the record could not be provided.
  - c. Information for records requests can be obtained from:
    - i. US Coast Guard: 17<sup>th</sup> Coast Guard District legal office (907) 463-2050.
    - ii. FAA: Written requests are submitted to FAA, Po Box 25082, Oklahoma City, OK 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 in the past 10 years and be sure to sign the letter. For more information, you can also call the FAA at (405) 954-3261.
    - iii. Department of Public Safety reports can be obtained from any State Troopers office. A personal visit may be necessary.
2. Describe your emergency preparedness or safety plan. List your emergency communications capabilities and detail your plan on how you will deal with accidents and incidents in the field, including evacuation.

#### *Sub-factor B – Providing a quality hunting experience.*

1. Describe your current business practices. Include: A list of the types of hunts you offer, client rates, payment options, reservation and cancellation policies, hunter contract forms, and acknowledgement of risk forms. Submit your current advertisement pamphlets, website address and information, and any other literature that demonstrates your business practices.

#### *Sub-factor C – Natural resource conservation and impact minimization.*

The Mental Health Trust Land Office manages Trust land and resources for the best interest and benefit of Trust beneficiaries by maximizing long-term revenue and being land stewards that protect and enhance the long-term productivity of Trust land.

1. Please list quality examples of wise land stewardship practices that you have incorporated into your plan

of operation which minimize impacts to *habitat* in your operation area. Examples: access route selection, choice of access methods, camp site selection, livestock management. You must provide documentation with photos for full credit. If you have not operated in this area before, please provide examples from where you have operated or give examples of what you would propose to do in the area you are applying for.

2. Please list quality examples of wise wildlife stewardship practices that you have incorporated into your plan of operation which minimize impacts to *wildlife* resources from ATVs, aircraft, snow machines, horses, boats, and human activity in the area that you are applying for. Examples: timing of motorized vehicle use, avoidance of sensitive wildlife areas, camp site selection to minimize wildlife disturbance. If you have not operated in this area before, please provide examples from where you have operated or give examples of what you would propose to do in the area you are applying for.
3. Please describe what methods you use to educate yourself, your employees, and clients how to identify legal animals such as 50-inch bull moose, billy goats, age and sex classes of bears, and full curl rams. Provide copies of any materials you give them or supporting documentation.
4. How do you obtain information about or recognize big game population trends in the area you are applying for?
5. What wildlife population factors do you use to determine the number of clients you will take?
6. Identify and describe in detail any problem areas you have found in the natural environment of the area you are applying for. Examples: areas of trail degradation, sensitive wetlands areas that are being impacted by human use, erosion of soils, garbage or fuel dumping, spill, and/or storage problems, trespass sites, or similar. Document with photos or detailed location information.

*Sub-factor D – Operations Plan for all facets of the business.*

1. Dates of operations; include proposed camp establishment and closure dates.
2. Species to be hunted and types of hunts offered for each (E.g. guided hunt, drop-off hunt, camp provided).
3. The range of total hunting clients (minimum – maximum). Include a client breakdown for each species and each type of hunt offered. (The permit holder will be required to pay for the minimum number of anticipated clients each year in the per client per hunt fee.)
4. Please describe your employee staffing plan. Include the number of master, registered, and/or assistant guides that will be working with you, any support staff (cooks, packers, etc), and any other relationships you have with other businesses (such as transporters, air taxis, hired pilots, etc).
5. Number, type, and location of proposed camps (tent, tent platform, cabin, boat, etc.). Please provide the following details:
  - a. Camp locations for routinely used base and spike camps, GPS location information, legal description, and/or location plotted on USGS map.

- b. Habitat type each camp is located in – photos of camps are requested.
  - c. Structures and facilities with dimensions at proposed camps (weatherports, caches, etc.).
  - d. Source of water supply for the camps.
6. Methods and facilities for management and disposal of solid and liquid garbage and trash.
7. Methods and facilities for management and disposal of human waste. For pit privies or outhouses, please give location information and proximity to nearest water body DEC regulation 18 AAC 72.020.
8. Methods and facilities for care and storage of food, gear, and meat. Please demonstrate how your methods and facilities minimize the potential for wildlife to gain access.
9. Please document all modes of transportation in your operation. Include:
- a. If using aircraft to and/or from the field, please provide:
    - i. Number and type of aircraft.
    - ii. Maximum and average number of flights and hours of daily use for each aircraft used.
    - iii. Location and type of landing strips.
    - iv. Methods employed to reduce impacts of aircraft.
  - b. If using boats to and/or from the field, please provide:
    - i. Number and types of boats.
    - ii. Maximum and average number of trips and hours of daily use for each boat.
    - iii. Methods employed to reduce impacts of boats.
  - c. If using off-road vehicles to and/ or from the field, please provide:
    - i. Number and types of off-road vehicles.
    - ii. Maximum and average number of trips and hours of daily use for each off-road vehicle.
    - iii. Methods employed to reduce impacts of off-road vehicles.
  - d. If using livestock for transportation, please provide:
    - i. Number and types of livestock.
    - ii. Maximum and average number of trips and hours of daily use for livestock.
    - iii. Methods employed to reduce impacts of livestock.
10. On site fuel storage and re-fueling needs:
- a. Provide locations of all fuel storage locations – provide maps and photos.
  - b. Types of fuel and fuel storage containers, including number of gallons.
  - c. Describe on-site re-fueling operations.
    - i. Document plans, methods, materials, and other provisions for spill prevention, response, and cleanup.
11. Please detail any services you use that are provided by others (contracts for transportation, food services, etc.). Provide type of service and contact information: name, phone number, and/or email.

## FORM B

The Trust Land Office may or may not disqualify applicants based on violations. Submit responses to Form B with supporting documentation.

### **Violations, Citations, Convictions, and Default History – game related convictions of class: felony, misdemeanor, and violation or any guide licensing actions.**

1. In the last 10 years, have you or any of your former, current, or proposed business partners, been convicted, forfeited collateral, pled no contest, 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 (include commercial), or guiding? 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. Explanations of violations will be considered.
2. In the past 10 years, have any of your employees, while in your employment, been convicted, forfeited collateral, pled no contest, 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 (include commercial), or 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. Explanations of violations will be considered.
3. In the last 10 years, has any client been convicted, forfeited collateral, pled no contest, 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. Explanations of violations will be considered.
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 (AK State Troopers), and specify that hunting, fishing, and guiding related records are to be included on the report. These reports must be obtained in person and you are responsible for any required report cost. You must provide copies of the background check for yourself and all partners identified in your application to be considered.