Frequently Asked Questions

Question: I notice that horse packing trips are not on the list of activities being solicited. I am assuming that is intentional. If I am assuming wrongly, we are interested in picking up additional horse packing days on the Wind River and Wapiti Ranger Districts.

Answer: Horse packing trips are not among the uses being offered in this prospectus. Please refer to Appendix 12 for available uses.

Question: I just want to confirm that our current priority use permit (good until 12/31/25) is entirely unaffected by this prospective process. Isn't it true that we should ONLY be applying through the prospectus process for either additional use days for the activities listed on our permit OR for new activities that are not already listed on our permit?

Answer: Yes, you are correct. The prospectus will not affect your service days, areas of operations, services, etc. authorized in your current permit. The prospectus offers an opportunity to potentially increase visitor service days and/or to add a new commercial service(s) to a priority use permit.

Question: We plan to apply for 3-4 activities. Do you expect 1 business plan from our company that includes all of these activities? Similarly, are you expecting 1 NZ Operating plan and 1 SZ Operating plan in total, or should we fill out a separate Operating Plan for each activity?

Answer: Each activity you apply for will be submitted as its own application package, of which will contain its own business plan, operating plan(s) (if proposed operating areas are in both Zones), supplemental document(s), etc. As described in the “Instructions for Submitting Applications” section in the prospectus (p. 15), “Applicants interested in applying for multiple activities require separate proposal packages for each activity, complete with all documents outlined in the Application Package Requirements section below.”

Question: Looks like the only service available for winter Over-Snow Vehicle (OSV) use is in the Clarks Fork RD, right? Is there any motorized touring in the South Zone? Will the South Zone advertise additional services?

Answer: That’s correct. OSV is advertised only for the Clarks Fork RD, and summer motorized is advertised for the Wind River RD. Refer to Appendix 12 where all of the services, locations, and VSDs are identified per Ranger District. No, the South Zone will not advertise additional services. The services that are spelled out in the prospectus are what we are going to move forward with.

Question: If a business is not a startup, and have been conducting business through temporary permits, and you will have the applicants current and historical financial information from past permits, do they need to complete the start-up expenses section?

Answer: We will not be reviewing any previous financial information that has been submitted with past applications, and applicants should consider this opportunity as a brand-new opportunity separate from previous temporary permits. Everyone is applying as a new applicant and need to provide the financial information necessary for the Wyoming SBDC to properly evaluate their business plan. The start-up costs
and explanation could reflect that they've been in business for years and already have most of the materials needed, therefore showing a very low start-up cost.

**Question:** Are there a limited number of these permits allowed?

**Answer:** Yes, this is a competitive process. Permits will be allocated based on available visitor service days. See appendix 12.

**Question:** Will the Shoshone be issuing temporary permits for this operating season until they decide on the prospectus? If so when are those applications due by?

**Answer:** Each Zone may have a different temporary use strategy. Contact the District Special Use Coordinators to have that discussion and to apply for a temporary use permit, which for the North Zone is Bill Frost at william.frost@usda.gov; and Callie Domek at callie.domek@usda.gov for the South Zone.

**Question:** I am interested in submitting an application for a backpacking service in the Shoshone NF. I wanted to touch base with you first though to see what my probability of success was before I put in too much time.

**Answer:** Based on the interest the Shoshone received in response to the Solicitation to provide backpacking services, there is competitive interest enough to warrant advertising it on the prospectus. However, it is unknown what we will receive in response to the prospectus which we cannot predict the probability.

**Question:** Am I reading this correctly that there will not be any VSD allocation for fishing in the North Zone? I. E. Greybull, Wood, Shoshone, Clarks fork, etc.?

**Answer:** Yes, that’s correct. The North Zone (Greybull, Wapiti, and Clarks Fork Ranger Districts) are at capacity for fishing services which is why we are not entertaining allocating additional days.

**Question:** I scanned through the prospectus and did not see any mention of Guided Bike Tours on the Wind River RD. I would like to check if there would be an opportunity to offer Guided Bike Tours in the Wind River RD for both Summer and Winter Seasons.

**Answer:** The activity types offered in this prospectus can be found in Appendix 12. If the use is not listed in Appendix 12, it is not available to apply for through this offering.

**Question:** Can you tell me, does the Cirque of the Towers lay within Shoshone? I’ve read part of it does, I’m looking for Wolf’s Head, Pingora, Shark’s Tooth, etc.

**Answer:** Yes, it does. The Cirque provides as a watershed boundary, of which the east side (the climbing destination side where Pingora, Wolf’s Head, etc. surrounds Lonesome Lake) lie within the Shoshone NF, the west side is in the Bridger-Teton. If you are thinking about applying for one or more of the services listed in the prospectus, please read through the prospectus carefully since the listed services will not be offered Forest-wide. Each service will be available in specific geographic areas or on a specific district.

**Question:** Do we need to submit separate fee payments for both the North and South Zones? In our case we will be applying for summer mountaineering, sport climbing, and ice climbing in both zones, so do we need to submit $175.00 for each zone or just one payment for the whole SNF?
Answer: Yes, that is correct. The application fee is based on the activity type, not the zone. One payment of $175.00 for applying for 3 activities.

Question: As I see it there will be no more permits issued for mountaineering on Gannett Peak- location 34? However, there will be permits for ski guiding/ski mountaineering on Gannett Peak or within area 34?

Answer: Gannett Peak is located on the southern reaches of Compartment 35, where we are advertising 100 summer and 50 winter visitor service days to provide mountaineering outside of pristine areas, of which Gannett is not located within a pristine area. We are also advertising Backcountry Skiing & Split boarding in compartments 33 and 34, 100 service days for each compartment. Refer to Appendix 12 to see what the Shoshone is offering on the prospectus and the maps found in Appendix 1.

Question: Would an application for additional backpacking, mountaineering, and sport climbing days be considered from a current permit holder who already provides these services on the Shoshone NF, and was wondering if this process might allow the opportunity to increase the amount of use we already have on this Forest. Prior to the pandemic, we often approached the number of allotted service days on our current permit during the summertime. We are not at that point currently but may well be back in that situation in a few years once we build our pool of instructors back up.

Answer: Yes, current outfitters can apply for additional service days if they are amongst the uses listed in Appendix 12.

Question: Can I request all of the material that is in this prospectus as printed documents? Would I have to pay for this request?

Answer: Yes, printed hard copies can be requested at no cost.

Question: We have a couple questions for you about allowed activities within compartment boundaries specifically in the Southfork of the Shoshone as it applies to Ice Climbing and to Avalanche Education potential in the North Fork of the Shoshone. The prospectus has ice climbing allowed in compartments 22, 23 and 24 of the Wapiti Ranger District. This seems to cover a big part of the ice climbing but it excludes zones 21 and 26 which also hold many fantastic climbs, all of which are some of the most frequently guided routes in all of the South Fork. Zone 21 is the Ishawooa Drainage and is definitely off the beaten path but contains many excellent climbs particularly for overnight ice climbing camping trips. Are these areas intentionally left out? Can we still apply to operate in these areas (21 and 26)?

Secondly, we had similar questions about Avalanche Education in the North Fork of the Shoshone in Compartments 11 & 16 of the Wapiti RD. These areas are very accessible and are excellent teaching venues with quick access from Cody, Wy. The same question would apply to this as well: Can we apply to run Avalanche Courses in these compartments despite them being left off the prospectus?

Answer: Compartment 26 was mistakenly left off the list of compartments. An errata has been created to correct this omission. Appendix 12 lists out all of the services, max number of days allocated for each services, and where the service can be permitted (which now includes Compartment 26 for Ice Climbing). If the activity or area is not listed in Appendix 12, it is not being offered as an opportunity in this prospectus.
**Question:** The limitations presented in the prospectus surrounding "Pristine Wilderness" designations on the maps are confusing to me. The provided explanation for "Pristine wilderness setting" simply states, "Outfitter and guide assigned sites will not be authorized. Commercial use shall be primarily pass-through use." (p4) The prospectus states, "No mountaineering in Pristine wilderness areas." What are you defining as Mountaineering and how is this different from pass-through use? Does this definition of mountaineering include Days to hike into the objective? We have been mountaineering in Compartment 35 since 2009, following some variation of the attached itinerary. For 2022, Shoshone has approved us to use this route. Because the prospectus states Pristine Areas are permitted for "Pass-through" would the attached historic use itinerary be approved under the new permit?

**Answer:** Additional clarity has been provided in the errata document. Please review the errata document for more details. We have redefined Winter and Summer Mountaineering for the South Zone (Compartment 35) found in Table 1 to read as the following:

**Winter Mountaineering:** No camping in Pristine wilderness. No stock use. Refer to provided map to see Pristine wilderness settings. No permanent climbing protection installed in wilderness areas.

**Summer Mountaineering:** No camping in Pristine wilderness. Stock support for mountaineering activities may only be provided by existing permitted Outfitters & Guides and shall not be provided in Pristine wilderness. Refer to provided map to see Pristine wilderness settings. No permanent climbing protection installed in wilderness areas.

**Question:** Looks like Gannett Peak just barely made it out of the Pristine wilderness designation, are there other Peaks we could mountaineer on Compartment 35? Is any use offered in Compartment 36?

**Answer:** Additional visitor service days are not available for commercial activities in Compartment 36. Appendix 12 identifies the services available in this prospectus.

**Question:** Another clarification point is the phrase "High Public Use Areas" and the restricted use of backpacking in them. I don't see a definition or highlighted map area outlining these areas. Is it correct of me to assume "Semi-Primitive" highlighted areas on Compartment 36 are part of this restricted "High Public Use Area"? What are the restrictions for these areas if any?

**Answer:** This is one of the guidelines from the Shoshone National Forest Land Management Plan 2015 Revision, which is to address and minimize capacity and resulting impacts. Semi-Primitive as defined and illustrated in the Forest Plan delineates the desired prescribed wilderness settings. Capacity exists to authorize visitor service days to support backpacking services within the wilderness areas found within the areas as identified in the prospectus. The use stipulations to address impacts from use within Wilderness are identified in Table 1 and Appendix 12.

**Question:** What do you constitute as a "User Day" for a progressive itinerary crossing into different ranger districts? Is it each night spent on a progressive itinerary?

**Answer:** A “User Day” in this context is whichever District the group sleeps or ends the trip in is credited with the use.
**Question:** Clarks Fork requires a permit holder "Break out" wild and scenic corridor days from larger authorized area. What does that mean?

**Answer:** As for the Clarks Fork Wild and Scenic River (WSR) corridor (0.25 mile each side from the middle of the river), active priority use permit holders are to identify the visitor service days used within the WSR corridor as they fill out their actual use reports at the end of each season. Commercial activities may occur within the areas surrounding the WSR and not within the corridor. If activities occur within the corridor, we need the permit holders to specifically identify those days used.

**Question:** For the "Proposed operating plans (North Zone and/or South Zone) completed and signed" requirement on the checklist, should we use the actual Appendix 6 template and fill in our information directly onto that? Or is that to be used only as an example of a completed operating plan if awarded a permit?

**Answer:** Yes, use the actual Appendix 6 template. The intent of using the template is to maximize the ability for us review and score all of the applicants in a consistent manner.

**Question:** Do I need to have written approval from the Wind River Indian Reservation to cross their land to access areas like Cold Springs TH?

**Answer:** It is mandatory to acquire a non-tribal member recreation permit and fishing stamp in order to access Reservation Lands.

**Question:** On the application is it preferred we break this down by geographic location or by sport/activity?

**Answer:** A separate application package for each of the services/activities you are applying for is required. For example, an applicant wants to apply for Ice Climbing and Winter Mountaineering Services, you will need to submit a 2 separate application packages, one for Ice Climbing and one for Winter Mountaineering. This allows the evaluation team to consistently and fairly evaluate and score each of the applications for the designated activity or service. Within each of the application packages you will identify all of the geographic locations being proposed for operation.

**Question:** As we are a state college, I often find that the permitting language and process for commercial outfitters is aimed at small for-profit businesses and doesn’t quite fit without business model. On the prospectus checklist, the following 3 items in particular raised questions for me:

- Complete business plan and supporting documents
- Financial statement form FS-6500-24 completed and notarized
- Three professional/business reference letters

I just wanted to check to see that you do indeed need some version of each of these 3 items to count our prospectus application as complete. The business reference letters would be easy enough to ask for from alumni, parents, or even other departments within the college, but as a state school are they necessary?

**Answer:** Overall, an organization that operates (schools, non-profits, etc.) can provide equivalent type of information that addresses what we are looking for in the package, although it might look a bit different. The Small Business Development Center will be able to take all the differences into account when doing the review, as long as the applicants provide the information that addresses the question/requirement.
Ultimately, everybody will be competing for the service days and will need to provide a complete package. However, due to a state college’s business model, the package might look a bit different, as long as you are fully addressing the nature behind the requirement. In this case:

1. **Business Plan** – All applicants need to complete the business plan. There is a lot of information that can be provided in here, including class curriculum, rec program history, and clarify if the service days part of a class being offered, or is it part of a student organization, recreation program, etc. As long as each component in the business plan is addressed, even if the answer is “This does not apply, as we are a state funded university”, then it can be considered a complete business plan. The business plan should demonstrate that the activity is sustainable and the permit will be in use for the permit term.

2. **FS-6500-24** – Likely not applicable for schools, but should be addressed by providing documentation of schools/programs funding, etc. and pertinent information, even if it is a statement of state funding sources, etc.

3. **References** – Include the business references in your application package. This demonstrates that this is a quality program.

**Question:** Do summer mountaineering and winter mountaineering also need to be separate? On appendix 12, Table 2-South Zone Visitor Service Days (VSD) Allocation, they are listed together for compartment 35. I ask as I would like to propose summer use on Gannett Peak as well as Winter SKI Mountaineering. Is ski mountaineering an option under winter mountaineering. We ski guided Gannett in the past as it used to be a part of our permit.

**Answer:** They do need to be separate. Ski mountaineering is not an option under winter mountaineering.

**Question:** For Winter Mountaineering, just winter ascents of peaks without skis is permitted?

**Answer:** Ski mountaineering trips would have a distinct focus on the skiing component with the descent whereas winter mountaineering would not be focused on a technical ski descent. Ski mountaineering is not being offered as a commercial service on the Forest in this prospectus.

**Question:** Are any of the pristine wilderness areas outside mentioned here outside the designating wilderness boundaries on the SNF?

**Answer:** No, all of the pristine is within the Wilderness areas, which is illustrated in the maps found in Appendix 1.

**Question:** I have a few questions regarding Form FS-6500-24. The form mentions:

"NOTE: Respondents may submit certified financial statements in lieu of answering PARTS A through C on the next pages. However, respondents must complete either certification statement PART D (1) or PART D (2) at the bottom of the last page."
1. We use QuickBooks for all of our accounting, would it suffice to submit copies of our balance sheet reports from QuickBooks in lieu of filling out the balance sheet section (Part A) of the form (ie. would these be considered certified financial statements)?

2. Would it suffice to submit copies of our tax returns in lieu of filling out the Income Statement (Part C) of the form?

3. For the certification statement on Part D, does it suffice for me to be the "certifying official" signing the form as I am the bookkeeper and will be pulling all of our financial data? Or does this need to be passed over to our CPA to fill out and sign?

Answer: The prospectus identified the business plan and financials as the #1 criteria, so it is critical that the information provided directly addresses the requested information.

For #1: QuickBooks balance sheet reports would work in lieu of completing Part A, however it is very important that EVERYTHING in part A is included and easily found (same format). Keep in mind that the information provided in the application packages are to be clear and concise and there is no room for assumptions.

#2: Fill out Part C using the information from the tax returns to help you do so. Again, the information needs to be clear and concise so as to minimize the risk of misinterpreting the information. The form is required so everything is easily found in one place and to minimize the risk of misinterpreting the information thus affecting the applicant's rating.

#3: If you are unsure if you have designated signing authority for your company, it is recommended that the owner or CPA sign the document to certify the accuracy of the information being provided.

Question: Current costs for a single print page of black and white is 12.5 cents. Color as requested in this application is .17 cents at Staples. This is going to quickly add up when applying for 4-6 types of use. I'm finding this in addition to the fees on each permit to be slightly prohibitive. Is it mandatory to print? Can the US government pay us back if our proposals are denied?

Answer: The prospectus requires the applicants to submit one hard copy and one digital copy for each application package. The application fees are non-refundable and all costs associated with applying to the opportunity are the responsibility of the applicant.

Question: I would like to know what the competition would be and the probability of acquiring VSDs. We provide backpacking services for about 12 people for 10 days and looking to provide somewhere between 4 to 9 trips per year. How many VSDs are available for Backpacking? How many VSDs are available for winter? I want to make sure that it is worth the time and effort to apply.

Answer: Please refer to Appendix 12 for available activities, number of visitor service days (VSD’s) and locations.

Question: What is the timeframe of the prospectus process?
We anticipate the evaluation process to be complete at the end of June, and selections made by the end of summer 2022. Additional time will be required to complete the process to issue permits. The goal is to have priority permits issued by December 2022. Timelines are not guaranteed and are subject to change.

Question: The Shoshone is offering backpacking in the NZ and none in Washakie, correct?
Answer: That is correct. Please reference Table 1 – User Stipulations and Appendix 12.

Question: What is considered day use fishing, and can we fish on backpacking trips?
Answer: Day use fishing is hike in, fish for the day, and hike back out. This is not applicable to overnight/progressive trips.

Question: Why are you advertising for day use fishing?
Answer: It was determined that there are visitor service days available for day use fishing in the South Zone only.

Question: Can I secure a list of current O&Gs who operate on the Forest?
Answer: I would encourage you to talk to the District Special Use administrators about securing a list of currently permitted guides.

Question: Mountaineering is broad definition. Is there a difference between Mountaineering and Sport Climbing?
Answer: Sport climbing is day use. Mountaineering we are requiring no permanent climbing gear in wilderness, no camping in pristine, stock use through an existing O&G. You can use climbing gear to ascend the mountains, but we will not authorize permanent equipment.

Question: Can we camp in the areas on the edge of pristine?
Answer: User stipulations do not allow for camping within the pristine areas. Explain into great detail your proposed operations and your campsite locations to eliminate any doubt that the campsite locations are outside of pristine

Question: In the Wilderness Setting map, are you directing people to camp in semi-pristine?
Answer: These are the prescribed Wilderness Settings designated through the Forest Plan. We do not direct people to camp in primitive/semi-primitive, but rather communicate LNT ethics and operate through our Special Orders. Other management actions to sustain the wilderness settings will include the user stipulation found in the prospectus addressing pristine.

Question: Who will make up the evaluation team? Can previous discussions be communicated to the evaluation team?
Answer: No, the evaluation team is made up an independent panel of FS employees outside of the Shoshone National Forest. Your application needs to fully address all the requirements listed in the prospectus and will be evaluated based on the evaluation criteria listed in the prospectus document. Only information provided in the application will be taken into consideration.
**Question:** How many visitor service days (VSD) should we request? This doesn’t happen often, so are we asking for the moon?

**Answer:** Create a strong link connecting your requested and minimum VSDs with your business plan. The Business Plan will provide the rationale of why the requested VSDs will sustain your business. Refer to Appendix 12 for available visitor service days offered for each activity. SBDC will be assisting in evaluating the applications.

**Question:** Is there a difference between overnight backpacking and progressive backpacking in the prospectus?

**Answer:** Progressive backpacking is multiple nights using different camp locations each night, of which the end of the trip may terminate at either the same or different trailhead.

**Question:** Can we split days? Say we go on a backpacking trip and bag a peak on the same trip, can we split VSDs against those uses?

**Answer:** If the trip is advertised as a backpacking trip, you are going to count backpacking VSDs. If it is a mountaineering trip, count as mountaineering days. If the trip is advertised as a hybrid backpacking trip with a mountain summit experience embedded in the itinerary, then count backpacking and mountaineering VSDs.

**Question:** Can we email you our application package?

**Answer:** No. Please refer to the instructions in the prospectus.

**Question:** I wish to operate in areas located both in the NZ and SZ. I noticed that the operating plans are different for each Zone. Do I have to fill out an operation plan for both Zones, or can I just use one? Do I need to fill out two separate business plans?

**Answer:** An operating plan for each zone, complete with the required supplementals, is required for a complete application package. Each Zone needs the specific information provided for each operating plan. Only one business plan is needed that will describe in detail your service’s business model. A separate business plan for each application package for all the different services you apply for is required.

**Question:** How I interpret the SZ operating plan, I cannot do any filming. Is that correct?

**Answer:** As described in Appendix 6; SZ Operating Plan, section 13, “A special use permit is required for all commercial filming activities on National Forest System lands” and may be obtained for commercial activities outside of Wilderness, as explained in 13.2, “Outfitters may apply for commercial filming permits outside of congressionally designated wilderness areas to create CDs, television programming, movie footage, and to advertise goods and services. All commercial filming regulations would apply.”

**Question:** Can I apply for overnight use for winter / summer mountaineering?

**Answer:** You do not need to apply for specific winter/summer camping if camping is a required sub-component of the Winter/Summer Mountaineering services you are providing for, whereas you will need to apply for winter camping if that is the primary service you are advertising. User stipulations addressed in Table 1, as well as Appendix 12, limit overnight stays during winter and summer mountaineering to
areas outside of Pristine Wilderness settings. Winter camping is specially identified in the NZ because there is interest and capacity to provide for that specific service.

**Question:** The operating plan asks for details of the vehicles used for the operation. I hire guides for each season, of whom may be different guides. How am I supposed to identify all of the vehicles that will be used to support this service?

**Answer:** The operating plan will need the primary vehicles used to support the operations. The selected bidder will be responsible for identifying all of the vehicles used to support the service on the annual updates to the operating plan.

**Question:** Do I need to fill out the operating plan provided in the prospectus, or can I provide to you that information in a separate document? Also, part of our operation package include supplemental items, such as LNT principals which are over 4 pages long; do I need to insert these supplementals within the questions in the operating plan?

**Answer:** It is critical to use the operating plans provided in Appendix 6, as instructed in the prospectus, Application Package Requirements, Item 8, “Applicants must use the Operating Plan Template (Appendix 6)”. As for supplemental information, provide a brief and detailed answer within the operating plan and refer to the supplemental attachments.

**Question:** For our overnight winter camping services, are we allowed to set up a seasonal structure, much like hunting outfitters in their base camps?

**Answer:** No. The prospectus is not entertaining additional base camps to support commercial services.

**Question:** Is there preference to award visitor service days to the existing permit holders?

**Answer:** No, existing permit holders will not be given preference. All applications will be evaluated based on the strength of the submission in relation to the evaluation criteria.

**Question:** There are guides are currently working for me, or who have worked for me in the past, that will submit an application package. We are concerned that it would be perceived poorly that my business employees are applying for permits as well. Is this a concern?

**Answer:** No. All applications will be evaluated based on the strength of the submission in relation to the evaluation criteria.

**Question:** Is there a preference based on the fees charged to our customers? Our business pays a competitive livable wage in guiding industry, which in turn influences the price of our services.

**Answer:** Business plans will be evaluated based on the strength of the submission, including rationale for fees.

**Question:** Is there preference to those who are established in the local area?

**Answer:** Refer to the 5 criteria identified on page 12 of the prospectus. It will be important to fully address the items listed under the criteria.

**Question:** A question on the business plan. Looking for some clarity on the difference between Geographic and Site Locations? Is Site Location referring to the area where the guiding will take place?
Answer: Include both the geographical location of your business and the sites where you are proposing to operate, of which will be used to explain the advantages and disadvantages.

Question: It's stated they want us to tie requested use days into the business plan. Where exactly do they want this to be plugged in?

Answer: Fully explaining how the requested visitor service days will sustain the business can be incorporated throughout the business plan, such as within “Purpose and Goals”, “Description of the Business”, “Market and Customers”, and can be used in the “Monthly Cash Flow Projection”. Coordinate with the Small Business Development Center (SBDC) for guidance.

Question: What are the technical start and end dates to summer & winter mountaineering as it pertains to those activity types listed in Tables 1 & 2?

Answer: Dates for these seasons will be established through the NEPA process, and then will be a part of the discussion/negotiation with the selected permittee before the permit is issued. Generally, the season of use for winter activities are December 1 through March 31.

Question: We would like to offer a couple ice climbing products where we camp overnight in places allowed. The line between Winter Mountaineering and Overnight Ice Climbing is certainly a bit blurry. We would be ice climbing each day but we would also be camping overnight (below treeline and outside of any pristine wilderness). Is it reasonable to include Overnight trips within the Ice Climbing Permit?

Answer: Ice climbing services are day use only in the North Zone, and overnight ice climbing services are available in the South Zone. Refer to the Errata.

Question: Where can I get a leave no trace certification?

Answer: Contact Leave No Trace at: info@LNT.org.

Question: Can I mail a check for the fees separately?

Answer: As stated in the “Instructions for Submitting an Application” section of the prospectus, “Payment is due upon submission of an application. Payments due for this application must be paid in the form of a money order or cashier’s check.”