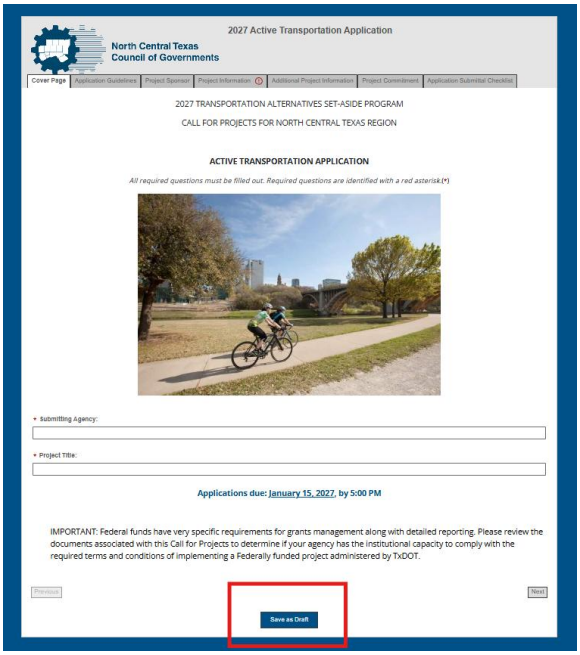
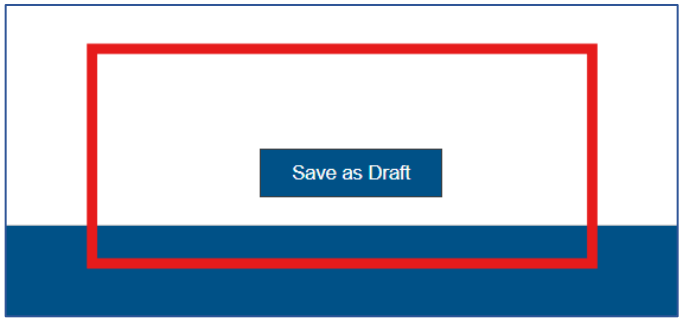
Application Form Instructions

Applications are now available online as a web form at nctcog.org/TAP27. The following are instructions on how to develop and submit an online application form:

- A user does not need to create an account to develop an application. There is no login process.
- The application form can be saved as a draft throughout development. When saving, enter an email address for the primary staff person responsible for filling out the application. Unsaved content will be lost if a user is idle for 30 minutes. An email is sent each time a user clicks the “Save as Draft” button located at the bottom of the page (see screenshot below). Each individual email contains a link to the same application form containing the material where you last left off. *Do not permanently delete these emails; the link in the email is the only method to resume your work*. An online application cannot be shared with others. Only one person is responsible for filling out and submitting the application form online.





- All required questions must be filled out. Required questions are identified with a red asterisk.
- Confirm no updates are necessary before submitting the finalized online application form. The “Submit” button is located at the bottom of the “Application Submittal Checklist” page.
- Save the final submitted application form as a PDF file. Do not make changes to the exported PDF (unless it is a digital signature). The information contained in the online submittal is the version used in the evaluation process.
- Application forms must be completed online and saved as a PDF file on a USB drive and included in the physical application package submittal. The required signature for a submitted hardcopy application may be digital or in ink.
- A different application form must be filled out and submitted for each individual project application.