All submissions must be submitted via [NLC@ocra.in.gov](mailto:NLC@ocra.in.gov) and as applicable, an FTP site for large files, and must conform to the following form and content requirements:

* Each must be submitted in Adobe PDF format (unless otherwise stated);
* Each must be written in English;
* All pages must be formatted to fit on 8.5. x 11 inch paper with margins not less than 1” on every side, font not smaller than 12 point; and
* The Full Application must include the Control Number issued by OCRA in the upper right corner of the header of every page, and page numbers must be included in the footer of every page.

If an FTP site is needed to submit full application files, please submit FTP registration information [here](https://docs.google.com/forms/d/11JVedPLY4aYS3scWnB_kPUGvlBKexA4CYG0GjvZXv9Y/edit)to receive access to submit large files. Please note that it may take up to three weeks to gain access to the FTP site from the time of request. Applicants are responsible for meeting each submission deadline. Applicants are strongly encouraged to submit their Letter of Intent and full applications in advance of the individual submission deadlines. Once the Letter of Intent or full application is submitted, applicants may revise their submission until the expiration of the applicable deadline.