



NORTH CENTRAL TEXAS CLEAN SCHOOL BUS PROGRAM 2012 CALL FOR PROJECTS

CHECKLIST

All of the items listed below need to be “in hand” by March 16, 2012, at 5:00 pm Central Time for a project to be deemed complete.

- “Finalized” Online Application
- Project Detail Spreadsheet for each project type
- Cost Estimate for each project type
- Fleet Turnover Schedule (see example online)
- Supplemental Materials (if applicable)

Note: If the applicant is applying for funding for more than one model of school bus, a cost estimate must be submitted for each type of bus.

Entities are only allowed one (1) file upload in the online system and since multiple items are required, the above items need to be compressed into a *.zip file. Windows XP has basic built-in zip capability so that files can be compressed by using the Compressed (zipped) Folder feature. For instructions on how to create a *.zip file on a Windows-based system, please visit www.office.microsoft.com/en-us/infopath-help/zip-or-unzip-a-file-HA001127690.aspx.

To create *.zip folders on a Macintosh system, please visit www.apple.com/uk/pro/tips/zip.html.

When uploading required documentation, applicants must use the naming convention below to ensure documents are properly received. If this naming convention is not used, the contents will be assumed anonymous and may be deleted. “MetroplexISD” is used as the example applicant name.

If uploading multiple items in a category, include a number at the end of each file name, beginning with “1”.

- Example: MetroplexISD_project1.xls, MetroplexISD_project2.xls

Uploaded Item	Example File Name
Compressed Folder	MetroplexISD.zip

Items in Compressed Folder	Acceptable Format	Example File Name
Project Detail Spreadsheet(s)	Microsoft Excel (.xls, .xlsx)	MetroplexISD_project
Cost Estimate For Each Project Type	Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)	MetroplexISD_bid

Fleet Turnover Schedule	Any Microsoft Office Suite Document, Portable Document Format, or any Image file-type (.doc, .xls, .pdf, .tif, .jpg, .gif)	MetroplexISD_fleetschedule
EPA/CARB Certification Document(s) (if applicable)	Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)	MetroplexISD_cert
Any Other Supplemental Information	Portable Document Format or any Image file-type (.pdf, .tif, .jpg, .gif)	MetroplexISD_suppl