



Attachment A

Additional Documents Checklist

In addition to the application submitted in eGrants, you are required to submit the requested required additional documents to ServeWisconsin@Wisconsin.gov. After you have submitted the documents, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” “Not Applicable,” or “Already on File at AmeriCorps.”

For each document you submit, please clearly title each individually and include a header or title within the document itself that includes the legal applicant’s name on each document. Do not combine additional documents into one large document.

Additional documents should be submitted via email. Submit all additional required documents as individual attachments via a single email message to ServeWisconsin@Wisconsin.gov with the subject line: 2024-2025 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name]. If an alternate submission method is required, please contact ServeWisconsin@Wisconsin.gov by September 29, 2023.

All additional documents must be received by Serve Wisconsin by the deadline of October 10, 2023 at 4:30pm CT. Timely submission of emailed document packets will be determined by the date and time the email was received by Serve Wisconsin. If additional information and/or clarifications are needed, it is the applicant’s responsibility to reply in a timely manner. Occasionally, emails with many attachments can take significant time to send and receive. Please take this into consideration when sending and submit in enough time for Serve Wisconsin to receive by the 4:30pm CT deadline.

Legal Applicant Name:	
AmeriCorps Project Name:	
Organization’s DUNS Number:	
Application’s Primary Contact Person:	

Required Additional Documents for All Applicants

- Audit report** (if applicable)
- Management Letter** (if a management letter was provided as part of your audit, it must be submitted with the audit)
- Labor union concurrence** (if applicable): Please see the RFP to determine if a labor union concurrence is required.
- Federally Approved Indirect Cost Rate Agreement** (if applicable)
- Federal debt delinquency** (if applicable): Applicants delinquent on federal debt must submit a complete explanation in Word or PDF format.
- Cost Allocation Plan** (if applicable)
- Permission to use federal funds as match** (if applicable): If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on an AmeriCorps grant
- Organizational chart**
- Alignment with Wisconsin State Service Plan:** available on Serve Wisconsin's website
- Additional Checklists:**
 - Attachment K: Additional Documents Checklist** (this form)*
 - Attachment E: Budget Checklist** (N/A for Fixed-Amount and EAP applicants)*

Required Additional Documents only for New/Recompete Applicants

Not required for Continuation Applicants

In addition to the required documents listed above, New and Recompete Applicants must submit the following additional documents.

- Evaluation briefs, reports, studies:** Please refer to the *RFP* for instructions for each evidence tier.
- Evaluation report:** If required, the applicant must submit an evaluation report in accordance with the requirements in [45 CFR §2522.700-710](#). Please see the *RFP* for further information.
- Evaluation plan:** If required, the applicant must submit an evaluation plan using the Template provided by Attachment 5. Please see the *RFP* for further information.

- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)
- Financial Management Surveys** (must complete & submit both forms)
 - AmeriCorps Operational and Financial Management Survey**
 - Serve Wisconsin Financial Management Survey**
 - Form 990 (if applicable)
 - Schedule of Federal Financial Assistance (if applicable)
 - Sample completed staff timesheet for a staff person funded by multiple sources or programs
 - Sample completed staff timesheet for a staff person funded entirely by a single source AmeriCorps grant (if applicable)
 - In-kind contribution documentation (if applicable)
 - Table of Contents for Personnel/Employee Policies and Procedures
 - Table of Contents for Financial Policies and Procedures
 - Monitoring and Oversight Policy for Sub-awards (service sites)
 - Timekeeping Guide/Policy
 - Procurement Guide/Policy
 - Standards for Use of Federal Funds Policy
 - Code of Conduct/Ethics Policy
 - Document/Records Retention Policy

Priority-Specific Required Additional Documents

- Rural Intermediary:** Letters of support from the consortium members