



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.”

Before submitting Additional Documents, please review the *Request for Proposal (RFP) Section IV.G. Additional Documents* for specific instructions.

Additional Documents must be emailed and received by Serve Wisconsin by the deadline of Tuesday, March 12, 2024 by 4:30pm. Timely submission of emailed document packets will be determined by the date and time the email was received by Serve Wisconsin.

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 Tuesday, March 12, 2024 by 4:30pm deadline.

Legal Applicant Name:	
AmeriCorps Project Name:	
Organization’s Unique Entity Identifier (UEI) 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)
- Delinquent Federal Debt** (if applicable): Applicants delinquent on federal debt must submit a complete explanation in Word or PDF format
- Organizational Chart**
- 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
- Attachment A: Additional Documents Checklist** (this form)*
- Attachment B: Cost Reimbursement Budget Checklist** (N/A for Fixed-Amount and EAP applicants)*
- Attachment C: AmeriCorps Operational and Financial Management Survey**
- Attachment E: Alignment with Wisconsin State Service Plan**
- Attachment F: Training Plan**

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** (if applicable)
- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)
- Serve Wisconsin Financial Management Survey and Attachments**
 - 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)
 - Personnel/Employee Handbook/Manual
 - Financial/Internal Controls Policy Manual
 - Sub-award monitoring and oversight policy (service sites)
 - Timekeeping Guide/Policy
 - Travel Guide/Policy, including purchase/travel credit card use
 - 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