



## Attachment A

### Additional Documents Checklist

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In addition to the application submitted in eGrants, you are required to submit the requested required additional documents to [ServeWisconsin@Wisconsin.gov](mailto: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](mailto: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](mailto: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)\*

## Priority-Specific Required Additional Documents

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