



Additional Documents Checklist

Additional documents should be submitted via email to ACProgram@serveyoming.org. They must be **received** by ServeWyoming by **Wednesday, August 30, 2023 by 3:00 p.m. Mountain Time**. Submit all additional required documents as **individual** attachments via email with the subject line: *2023-2024 AmeriCorps Proposal – [Organization Name][AmeriCorps Program Name]*. If an alternate submission method is required, please contact ACProgram@serveyoming.org by August 25, 2023. The contact person on the Notification of Intent to Apply will receive an email confirmation from the Program/Grant Manager when the additional documents are received by ServeWyoming.

Legal Applicant Name:

AmeriCorps Project Name:

Organization's DUNS Number:

UNIQUE Entity Identifier:

Application's Primary Contact Person:

REQUIRED DOCUMENTS FOR ALL APPLICANTS
(NEW, RECOMPETE, CONTINUATION)

- Audit:** A copy of the most recent single audit for your organization, your organization's most recent financial audit or other financial statements if you have not had an audit. **If a management letter was provided as part of your audit, it must be included with the audit you submit.**
- 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.
- Federal Cost Allocation Plan, also known as Federal Approved Indirect Cost Rate** (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
- Additional Checklists:**
 - Additional Checklist A: Additional Documents Checklist** (this form) *
 - Additional Checklist B: Cost Reimbursement Budget Checklist** (N/A for Fixed-Amount and EAP applicants) *

REQUIRED DOCUMENTS FOR NEW/RECOMPETE APPLICANTS
ONLY

(N/A FOR CONTINUATION APPLICANTS)

In addition to the required documents on page one, New and Recompete Applicants must submit the following additional documents.

- Evaluation report:** If required, the applicant must submit an evaluation report in accordance with the requirements in 45 CFR §2522.700-710.
- Organizational chart**
- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)
- Financial Management Survey**