



ADDITIONAL DOCUMENTS CHECKLIST (A)

Applicants should use the period of [June 22-26, 2026](#), to complete program creation and data entry within America Learns.

Additional required documents must be emailed as individual attachments to ACProgram@servewyoming.org. Applicants requiring an alternate submission method must contact ACProgram@servewyoming.org by **June 30, 2026**, to discuss available options.

A meeting with ServeWyoming will be held on **July 1, 2026**, to review and demonstrate submission progress.

All required checklist documents, the Financial Survey, and any additional required materials must be submitted to ServeWyoming no later than **12:00 p.m. (MST)** on **Friday, July 3, 2026**.

Final revisions and resubmission of the program within America Learns are due by **July 8, 2026**.

- Please use the following subject line for your submission:
2026-2027 AmeriCorps Proposal – [Organization Name] [AmeriCorps Program Name].

The contact person identified on the [*Notification of Intent to Apply*](#) will receive an email confirmation from the Grant Manager once all required supplemental documents have been received by ServeWyoming.

- Legal Applicant Name:
- AmeriCorps Project Name:
- Organization's SAM.gov Registration Information:

The legal name and physical address entered must match the organization's active SAM.gov registration exactly. Variations in abbreviations, punctuation, or street designations may result in validation issues or processing delays.

- UNIQUE Entity Identifier:
- Application's Primary Contact Person:

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

- Audit:** Submit your organization's most recent Single Audit, if applicable.
If your organization has not undergone a Single Audit, provide its most recent financial audit or financial statements. Any accompanying management letter must also be included.
- Labor Union Concurrence (if applicable):**
Refer to the RFP to determine whether a labor union concurrence is required and submit documentation, if applicable.
- 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 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 documents identified on page one, New and Recompeting Applicants must submit the following supplemental materials:

- 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**
(Send directly to ServeWyoming ACProgram@servewyoming.org & your Grant Manager)