

Appendix A: Additional Documents Checklist

All required additional documents are due via email to servewisconsin@wisconsin.gov or in the Serve Wisconsin office at 101 E. Wilson St., 6th Floor, Madison, WI 53703, by **4:30 PM CT on March 19, 2020**.

Legal Applicant Name:

Planning Grant Title:

Organization's DUNS Number:

Application's Primary Contact Person:

REQUIRED DOCUMENTS

Document Provided	Not Applicable	Additional Document
<input type="checkbox"/>		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. Wisconsin state agencies and universities do not need to provide the State audit.
<input type="checkbox"/>	<input type="checkbox"/>	Management Letter: A copy of any management letter issued by the auditor to your organization must be included with the documentation you provide, if such a letter was issued. Otherwise, provide assurance by checking the Not Applicable box to indicate that no management letter was issued as a result of the audit.
<input type="checkbox"/>		Organizational chart
<input type="checkbox"/>	<input type="checkbox"/>	IRS determination letter, and any amendments, reflecting approval or denial of tax-exempt status (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Federally Approved Indirect Cost Rate Agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Cost Allocation Plan (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Federal Debt Delinquency (if applicable): Applicants delinquent on federal debt must submit a complete explanation in Word or PDF format.
<input type="checkbox"/>		Additional Checklist A: Additional Documents Checklist (this form)*

Please double check your additional documents submission to ensure all of the required additional documents are included. The contact person(s) listed on the Notification of Intent to Apply will receive an email confirmation from the RFP Manager when the additional document packet is received by Serve Wisconsin.

* Though we expect you to submit this checklist with your documents, failure to include it will not disqualify an application