

APPLICATION PACKAGE CHECKLIST

In order to be considered for 2024-25 AmeriCorps Competitive Grant funds applicants must complete the following activities listed below. Completion of these activities does not guarantee funding. **This document is only for applicant use only; it does not need to be submitted to OregonServes.**

Item	Recommended or Required	Required for what type of applicant	How to send/access	Deadline
OSC informational session	Required	New applicants	Microsoft Teams Registration Link: https://events.gcc.teams.microsoft.com/event/3b8df170-57cc-4eb6-a625-5ae933c7b254@aa3f6932-fa7c-47b4-a0ce-a598cad161cf	October 3, 2023
	Recommended	Continuing and Recompete applicants	Microsoft Teams Registration Link: https://events.gcc.teams.microsoft.com/event/8e389389-4b46-4a49-aa47-be756a402eb6@aa3f6932-fa7c-47b4-a0ce-a598cad161cf	October 5, 2023
Notice of Intent to Apply to OSC	Required	All applicants	Via Microsoft form at https://forms.office.com/g/CTEriFWrOC	October 13, 2023
Set up eGrants Account	Required	All applicants	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible in the process
Register at SAM.gov for UEI	Required	All applicants	Via SAM.Gov	As early as possible in the process
Submit grant application	Required	All applicants	Via eGrants	December 10, 2023

Submit organizational chart	Required	New and Recompete applicants; Continuation if staff changes occurred since last award	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Submit OSC Supplemental Information Form (Attachment B)	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Application Certification Form (Attachment C)	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Labor Organization Certification Form (Attachment D)	Required	Only for those that meet the criteria listed in the form	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Applicant Operational and Financial Management Survey	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov <i>PDF will be transferred to online form by OregonServes staff on behalf of program</i>	December 10, 2023

Most recent audit, audited financial statement, OR unaudited financial statement if never been audited	Required	All applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Submit AmeriCorps Evaluation Plan Template	Required	Recompeting applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Evaluation Report	Required	Recompeting applicants who have received 6+ years of competitive funding	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Federal Debt Delinquency Information	Required, if applicable	All applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023
Letters of Support from Consortium Members	Required, if applicable	Rural Intermediary applicants	Via email to oregon.serves@hecc.oregon.gov	December 10, 2023