



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
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## **FY 2020 Pre-Award Documents**

### **These items are needed by all Sub-Recipients annually:**

- Board of Directors List
- Most recent Audit Report
- Most recent 990
- Board Resolution Authorizing Contract and Person to Request Funds
- Insurance covering employee dishonesty and board liability

### **These items need to be submitted if changed:**

- Articles of Incorporation
- Board By-Laws
- Non-profit Determination Letter
- Limited English Proficiency Plan
- Chart of Accounts
- Conflict of Interest Policy

Please email all items to [mhinderaker@duluthmn.gov](mailto:mhinderaker@duluthmn.gov)

For larger files, drop off using our file sharing system <https://files.duluthmn.gov/>

[www.duluthmn.gov](http://www.duluthmn.gov)

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