




Planning & Development Division
Planning & Economic Development Department

Room 160
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Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

FY 2019 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 duluthcommdev@duluthmn.gov.

www.duluthmn.gov

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