



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

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
- ☐ Description of how the agency deals with Staff Turnover

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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