



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

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## **Fiscal Year 2025 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
- ☐ New item: 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](http://www.duluthmn.gov)

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