



## 2019 Annual Assessment and Designation Report

Community			
Local Program Contact			
Required Documentation		Submitted	Not Submitted
1	Map of Main Street program's district boundaries (Annual Assessment folder)		
2	Main Street program's organizational chart (Annual Assessment folder)		
3	Mission and Vision statement (Standard #2 folder)		
4	Annual work plan, utilizing DCA template (Standard #3 folder)		
5	All board meeting agendas and minutes (Standard #5 folder)		
6	Signed copy of the 2018/2019 MOU (Standard #5 folder)		
7	Board roster, utilizing DCA template (Standard #5 folder)		
8	Main Street program bylaws (Standard #5 folder)		
9	Annual Budget, showing program revenue /expenses and monthly financial statements (Standard #6 folder)		
10	Main Street Manager job description (Standard #7 folder)		
11	Main Street Staff job descriptions, if applicable (Standard #7 folder)		
12	Training log and completion certificates for manager, staff and board members (Standard #8 folder)		
13	A copy of the Main Street program's membership with the National Main Street Center. (Standard #9 folder)		
14	Program has completed and submitted all 12 monthly Community Activity Reports		

Based upon the results of the 2018 Assessment Standards for Accreditation, the monthly reports and supporting documentation provided through Dropbox, by the local Main Street Program to the Office of Downtown Development, it is our recommendation that your community's Main Street Program receive the following accreditation status and designation level for 2019.

Accredited	Probationary	Not Accredited	Classic Main Street Community	GEMS Community	Affiliate Community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Assessment Reviewed By:**

ODD Staff Members:

ODD Director:

DCA Regional Community Service Representative:  
(optional)