

## **2019 Annual Assessment Check List and Affidavit**

For non-presenting Main Street programs

### **Main Street Program's Dropbox Folder contains:**

Map of Main Street program's district boundaries (Annual Assessment folder)

Main Street program's organizational chart (Annual Assessment Folder)

Mission and vision statement (Standard #2 folder)

Annual work plan (using DCA template, Standard #3 folder)

All board meeting agenda and minutes (Standard #5 folder)

Copy of the 2018/19 MOU (Standard #5 folder)

Board roster (using DCA template, Standard #5 folder)

Main Street program bylaws (Standard #5 folder)

Annual budget, showing program revenue/expenses and monthly financial statements (Standard #6 folder)

Main Street Manager job description (Standard #7 folder)

Main Street Staff job descriptions (Standard #7 folder)

Training log and completion certificates for manager, staff and board members (Standard #8 folder)

A copy of the Main Street program's membership with the National Main Street Center. (Standard #9 folder)

Our program has completed and submitted all 12 monthly Community Activity Reports (it is optional to place copies in Standard #9 folder)

By signing this affidavit, I here-by certify that all the above documentation has been uploaded to \_\_\_\_\_'s shared DCA Dropbox folder and is, to the best of my knowledge, an accurate portrayal of our local Main Street program.

**Manager Signature:**

**Board Chair Signature:**

**Supervisor's Signature:**

**Date:**