



2022
Annual Standards for Accreditation
Non-Presenting Checklist

Introduction

The purpose of the Georgia Main Street Program's annual year-end assessment is to recognize program accomplishments made during the previous calendar year, to address additional downtown revitalization issues, and to discuss barriers which would prevent the local program from achieving future work plan goals and activities. This assessment is not meant to be a qualitative ranking to compare your community's downtown revitalization and management activities with other programs but should be used as a way to evaluate the successfulness of your local program and the greater role it plays in your community's development. Main Streets vary considerably in the size, scope and type of downtown projects and programs. Therefore, comparison between communities is impossible. Instead, this evaluation examines the effectiveness of the local Main Street program within its own context and circumstances.

This year end assessment takes into consideration information gathered throughout the year from several sources including but not limited to, input from municipal partners, on site visits, conversations or emails with the board, committee members and staff. This information combined with this document will be used to determine a program's eligibility to receive a Main Street America designation.

The National Main Street Center, in cooperation with the Georgia Main Street coordinating program, provides benchmarks and guidelines on downtown development best practices and serves as a framework for programs to more effectively operate under. All items on the checklist and compliance in execution of the Memorandum of Understanding between the local program and the Georgia Department of Community Affairs' Office of Downtown Development is closely monitored during the evaluation process and are required to pass the assessment .

The following information must be submitted annually by the **January 15th** deadline in order to be eligible for consideration.

For questions email: elizabeth.elliott@dca.ga.gov



National Main Street Program

Accreditation Criteria

1. Broad-based community support
2. Vision and mission statements
3. Comprehensive work plan
4. Historic preservation ethic
5. Active board and committees
6. Adequate operating budget
7. Paid professional staff
8. Program of ongoing training
9. Reporting of key statistics
10. Main Street Network membership

Tell us about your year. Successes, challenges, and anything else you would like our office to know. :

2022 Annual Assessment Check List and Affidavit

For Main Street programs

Main Street Program's Dropbox Folder contains:

Annual Assessment Checklist and Affidavit (Annual Assessment folder)

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 **2021/2022** 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)

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

A copy of the Main Street program's membership with the National Main Street Center. (Standard #10 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:

OVERVIEW OF STATE REQUIREMENTS

The state requirements below must be met in order for participating communities to receive a designation from the Georgia Main Street Program. Communities that wish to use the Main Street America™ name must receive accreditation from the National Main Street Center. To be eligible for national accreditation each program must meet all of the state requirements, listed here, and maintain an active membership with the National Main Street Center. To check on your organization's current membership status email the National Main Street Center staff at mainstreet_membership@savingplaces.org.

REQUIREMENTS	Downtown Affiliate Network	Classic Main Street Program	Georgia Exceptional Main Streets (GEMS)
STAFF			
Provide DCA with official point of contact	✓	✓	✓
Paid professional staff, dedicated office space, phone number and email address for Main Street Manager	20 hours min.	Full time	Full time
Managers and Board Members must be Main Street 101 certified	✓	✓	✓
Meets annual ongoing manager training minimum	10 hours min.	30 hours min.	30 hours min.
REPORTING AND ANNUAL REQUIREMENTS			
Required to sign annual memorandum of understanding	✓	✓	✓
Must complete monthly economic activity reports	✓	✓	✓
Complete and submit program's annual assessment to DCA by Jan. 15	Checklist	✓	✓
Host an annual community visioning session at least once every three years	✓	✓	✓
Have an annual work plan	✓	✓	✓
Programs must meet the 10 standards for holding an Accredited National Main Street designation		✓	✓
Meets annual board meeting minimum	6 meetings	10 meetings	11 meetings
GEMS PREREQUISITES			
A minimum of 5 years designated as a Georgia Main Street community			✓
Stable leadership			✓
Current on all reporting over the last three years			✓
Able to demonstrate exemplary achievements for your community and your downtown			✓
A formal presentation or site visit for applicable communities may be required			✓