A Visual Guide to Dropbox Management

📁 ⌄ › **Brunswick- (shared DCA folder)**

Name ↑	Modified ⌄	Members ⌄
📁 2015	--	2 members
📁 2016	--	2 members
📁 2017	--	2 members
📁 2018	--	2 members

Upon opening your community's Dropbox folder this is what you should see.

All information should be organized by calendar year.

Each year you will add another folder, containing your program's most up to date information.

📁 ⌄ › **2018**

Name ↑	Modified ⌄	Members ⌄	☰ ⌄
📁 Annual Assessment Document	--	2 members	...
📁 Standard 1	--	2 members	...
📁 Standard 2	--	2 members	...
📁 Standard 3	--	2 members	...
📁 Standard 4	--	2 members	...
📁 Standard 5	--	2 members	...
📁 Standard 6	--	2 members	...

Upon opening the current year's folder, we should see 11 folders.

One folder specifically for Annual Assessment documentation and ten additional folders.

Labeled for each of the 10 National Standards.

Name ↑	Modified ▾	Members ▾
📁 Board Agendas	--	2 members
📁 Board Commitments	--	2 members
📁 Board Financial Report	--	2 members
📁 Board minutes	--	2 members

Within each individual Standard folder, you will place all supporting documentation.

Below is a breakdown of where each of these documents should be housed:

Items below marked as "required" are mandatory for all Main Street programs. Items marked below as "optional" are only required by Main Street programs who will be counting points towards that specific area on their annual assessment.

1. In the "Annual Assessment" Folder we should find:

   a. Current Annual Standards for Accreditation document- (required)

   b. Annual Assessment Affidavit- (required)

   c. Main Street program's district boundaries. (required)

   d. Main Street program's organizational chart. (required)

2. In the "Standard 1" folder we should find:

   a. Partners List Template- (optional)

   b. Volunteer Hours Template- (optional)

   c. Copies of Main Street program newsletters or newspaper articles

3. In the "Standard 2" folder we should find:

   a. Copy of the program's mission and vision statement- (required)

   b. Copies of how the organization has shared the program's mission and vision statement. – (optional)

4. In the "Standard 3" folder we should find:

   a. Current program's work plan, utilizing ODD work plan template- (required)

   b. Copies of any survey results collected as part of the work plan development process. (optional)

   c. Screenshot of the annual work plan visible on the Main Street Program's or City's website. (optional)

   d. A copy of any additional strategic or market based plans that have been created by third party entities: Examples include: RSVP, Georgia Downtowns Strategic Plans, LCI plans, Downtown Master Plans, the local government's comp plan; if it speaks directly to downtown initiatives. (optional)

5. In the "Standard 4" folder we should find:

   a. A copy of the downtown property or district's National Register listing. (optional)

   b. A copy of the downtown's facade grant program, or an alternative grant program of similar impact, available for local businesses. (optional)

   c. A copy of the downtown district's active business database, may include photos, property descriptions, owner information. (optional)

   d. Description or supporting materials of Preservation Month activities or program's. (optional)

   e. Copy of Historic District's designated local design ordinance or overlay district's guidelines. (optional)

   f. A copy of the award notification for one of these following designations as certified by the Georgia Department of Community Affairs: Plan First, Rural Zone, Opportunity Zone. (optional)

   g. Copy of the city's sign ordinance in place that is specific to the historic commercial district. (optional)

6. In the "Standard 5" folder we should find:

   a. A folder containing a copy of all Board meeting agendas. (required)

   b. A folder containing a copy of all Board meeting minutes. (required)

c. A copy of your program's signed Department of Community Affairs Memorandum of Understanding (MOU). (required)

d. Board Roster using ODD template. (required)

e. A folder containing your Board's signed commitment letters. (optional)

f. A copy of your program's operating bylaws. (required)

g. A copy of each Board Member's Main Street 101 certification. (required for those new board members)

7. In the "Standard 6" folder we should find:

a. A copy of the Main Street program's annual budget. (required)

b. A folder containing a copy of the Main Street program's/DDA monthly financial reports. (required)

8. In the "Standard 7" folder we should find:

a. Main Street Manager's job description. (required)

b. Main Street Staff job descriptions. (required if MS program has staff)

c. Main Street 101 certificate. (required for new managers)

d. An explanation or copy of any degrees, licenses or certifications held by the Main Street Manager including but not limited to: the field of planning, economic development, historic preservation or architecture, EDFP, AICP, ASLA, Main Street America Institute (MSAI). (optional)

9. In the "Standard 8" folder we should find:

a. Training log- outlining training hours participated in for both manager and board. (required)

10. In the "Standard 9" folder we should find:

a. Copies of each of the local programs completed and submitted monthly reports. (optional)

11. In the "Standard 10" folder we should find:

a. A copy of the local Main Street programs membership with the National Main Street Center. (required)