

2023 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 **2022/2023** MOU (Standard #5 folder)

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

Number of Meetings Held: _____

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) Total Manager Training Hours: _____

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: