



*****TIME AMENDED*****

The Downtown Business Improvement District (BID) is established to help support the residents, business owners, organizations, and owners of property within Downtown Stevens Point. The BID boundaries and operating documents may be found at: <https://stevenspoint.com/1296/Business-Improvement-Districts>.

Downtown BID meetings are scheduled for the first Tuesday of each month but moved for special circumstances. Additional ad hoc meetings are held as needed. All board meetings of the board are hosted in-person and virtually and are open to the public.

Members

- Tara Manzke
- Hana Cutler
- Mike Beacom
- Bob Butt
- Brian Cummins
- Rosalind Kealiher
- Alderperson Christianson

AGENDA

**DOWNTOWN BUSINESS IMPROVEMENT
DISTRICT BOARD MEETING**

Date and Time:	November 5, 2024 2:30 PM	Location:	City Conference Room City Hall 1515 Strongs Ave Stevens Point, WI 54481
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Opening Section:

1. Roll Call.
2. Comments from the public on non-agenda and agenda items
3. General Reports and Updates
 - A. City Staff Updates
 - B. Treasurer Report
 - C. Downtown Manager Report
 - D. Board Chair Report
4. Work Group Reports
 - A. Promotion Work Group Lead - Tara
 - B. Design Work Group Lead - Brian
 - C. Economic Vitality Work Group Lead - Rosalind
 - D. Organization Work Group Lead - Hana/Bob

Discussion and Possible Action on:

1. Approve Meeting Minutes from October 1, 2024

2. Board Engagement in Pre-Scoring for Accreditation Worksheets and Assessments
3. Portage County Business Park BID and Downtown BID MOU Document
4. Fiscal Policy Approval
5. Hiring Process and Schedule for Downtown Marketing and Events Coordinator
6. Downtown Gatherings Continuing for 2025
7. BID BOD Holiday Party
8. SPA Holiday Party
9. Logo
10. Adjourn into closed session pursuant to Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the following: Downtown Manager benefits and establishing performance review standards.
11. Reconvene for Possible Action on the above-referenced closed session.
12. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strong's Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strong's Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

Account Number	Account Title	2024 Current year Budget	2024 Current year Actual	2024 Current month Actual
BUSINESS IMPROV DISTRICT (BID)				
254.11100	GENERAL OPERATING CASH	.00	113,075	4,741-
	Total GENERAL OPERATING CASH:	.00	113,075	4,741-
TAXES				
254.41.00120.56	BID ASSESSMENTS	53,174	53,738	.00
	Total TAXES:	53,174	53,738	.00
MISCELLANEOUS REVENUE				
254.48.00100.51	INVESTMENT INTEREST REVENUE	.00	.00	.00
254.48.19900.56	MISCELLANEOUS REVENUE	.00	1,000	.00
	Total MISCELLANEOUS REVENUE:	.00	1,000	.00
OTHER FINANCING SOURCES				
254.49.19310.59	GENERAL FUND BALANCE USAGE	14,823	.00	.00
254.49.19420.59	TRANSFER FROM TID 10	35,000	35,000	.00
	Total OTHER FINANCING SOURCES:	49,823	35,000	.00
EXTERNAL AUDIT SERVICES				
254.51.19960.2004	AUDIT SERVICES	.00	3,000	.00
	Total EXTERNAL AUDIT SERVICES:	.00	3,000	.00
BUSINESS IMPROV DISTRICT				
254.56.00700.1154	DOWNTOWN MANAGER SALARY	50,000	40,627	4,077
254.56.00700.1900	EMPLOYER CONTRIB/WISC RET	3,450	2,803	281
254.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	3,825	3,084	309
254.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	48	9	1
254.56.00700.1930	WORKERS COMPENSATION PREM	50	727	73
254.56.00700.1950	MEDICAL INSURANCE PREM	18,044	.00	.00
254.56.00700.2203	TELEPHONE UTILITY CHARGES	540	308	.00
254.56.00700.2800	COMPUTER/COMPUTER EQUIP	2,700	.00	.00
254.56.00700.3001	GENERAL OFFICE SUPPLIES	680	36	.00
254.56.00700.3005	PARKING CHARGES	150	.00	.00
254.56.00700.3202	MEMBERSHIP DUES	1,000	.00	.00
254.56.00700.3301	MILEAGE REIMBURSEMENT	.00	352	.00
254.56.00700.5000	MISCELLANEOUS EXPENSES	500	1,622	.00
254.56.00700.5006	MISC PROMOTIONAL EXPENSES	5,000	32	.00
254.56.00700.5910	GEN SEMINAR/EDUCATION EXP.	1,200	292	.00
254.56.00700.5951	PUBLIC SPACE ENHANCEMENTS	10,000	.00	.00
254.56.00700.7910	GRANT DISBURSEMENTS	5,000	.00	.00
254.56.00700.8011	SOFTWARE PURCHASES	810	.00	.00
	Total BUSINESS IMPROV DISTRICT:	102,997	49,891	4,741
	BUSINESS IMPROV DISTRICT (BID) Revenue Total:	102,997	89,738	.00
	BUSINESS IMPROV DISTRICT (BID) Expenditure Total:	102,997	52,891	4,741
	Net Total BUSINESS IMPROV DISTRICT (BID):	.00	36,847	4,741-

Account Number	Account Title	2024 Current year Budget	2024 Current year Actual	2024 Current month Actual
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DOWNTOWN STEVENS POINT 2025 EVENTS

Easter Egg Hunt

Saturday, April 19th

Farmers Market*

May- October

All week, Saturday is most popular.

**Stevens Point Farmers Market Association*

Levitt AMP Concert Series*

Thursday, June - August

6:00 - 8:30pm

**Event by CREATE Portage County*

Make Music Day

Saturday, June 21st

Riverfront Rendezvous

July 3rd, 4th, 5th

Fourth of July Parade

Friday, July 4th

Discover Downtown

Saturday, July 19th

Wine Walk

Friday, August 15th

Notes @ Night

Wednesday, June 4th - September 10th

5:30-8:30pm

Dozynki Downtown*

Saturday, September 20th

**Event by Polish Heritage Awareness Society*

Halloween Trick-or-Treating

Saturday, October 25th

Shop Small Week

November 23rd -29th

Small Business Saturday

Saturday, November 29th

Holiday Parade

Friday, December 5th

Downtown Christmas

Saturday, December 13th

Christmas Crawl*

Saturday, December 20th

**Hosted by Downtown Taverns*



BID appointments

From Mike Beacom <beacombid@gmail.com>
Date Mon 10/28/2024 9:47 AM
To Mike Wiza <MWiza@stevenspoint.com>
Cc Chloe Kreuser <ckreuser@stevenspoint.com>

Morning Mike

Reminder of the need to post openings for the Downtown BID Board. The three (3) appointments will need to be approved at the December Council meeting. The three members whose term expired are Bob Butt, Hana Cutler and Brian Cummins. All three have indicated a willingness to reapply. Please send Chloe a link to the application notice so she can promote it within the district.

For reference, here is the section in our bylaws related to board makeup:

Section I – Board Composition and Appointment

The DBID Board of Directors shall be comprised of seven (7) voting members appointed by the Mayor of Stevens Point and confirmed by the City Council. The DBID Board of Directors will make annual Board member recommendations to the Mayor. Said members shall comprise of the following:

- Two (2) real property owners within the District that do not own or operate a business within the District (excluding real estate services).
- Two (2) real property owners within the District that also operate a business within the District.
- Two (2) business operators within the District that do not own any real property within the District
- One (1) Alderperson representing the 1st Aldermanic District

Thanks
Mike

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Mike Beacom, chair
[Stevens Point Downtown Business Improvement District](#) (BID)
(715) 340-0681 cell/text

BID Work Group Report

Work Group: Organization

Meeting Date:10/22/24

Attendees: Hana Cutler, Allie Rogosheske , Mindy McCord

2024 Work Group Priorities

1. Look into other Volunteer groups
2. Meeting with United Way volunteer cord
3. Getting on all of SPASH Volunteer student groups
4. Contacting Jane Johnson regarding Church volunteer groups
5. Relooking at Main street volunteer database

Please provide progress from this month for your 2024 priorities:

Will the BID Board need to consider any action items? Not at this time.

Anything the Downtown Manager (or BID) can do to assist your Work Group?

Help with Main street database, Next meeting is Tuesday Nov 12 at 3:30 if you can attend

Oct 1, 2024

Roll Call: Tara Manzke
Hana Cutler
Mike Beacom
Bob Butt-not present
Rosalind Kealiher
Brian Cummins
Alderson Christianson

Comments from the public on agenda and non agenda items.

Troy Hojnacki-encouragement to keep notes at night on Wednesday nights.

Mike proposes moving agenda items. Brian makes a motion to move agenda items 9&10 to follow minute approval. Tara seconds. Motion passes.

General Reports and updates:

- a. **City staff updates**-Director Kernosky is officially no longer a city employee, director Jarod Kivela will be our new director beginning at the end of the month.
Development opportunities are actively being sought out in the downtown.
Shopko-demolition will be done in 3 weeks, fencing will remain up for one month to disincentivize cars driving on the lot.
Following demolition, the city is submitting a grant application of the EPA brownfield cleanup grant. If awarded, construction will start in July 2025.
Also applying for the SBD grant. Much more competitive this round. Attached to technical assistance and half the amount. City is submitting a grant to develop an incubator program.
- b. **Treasurer report**-City reports of our account come in after the first of the month, so we are still waiting for the reports for this month and don't have a detailed update. No significant spending at this time. Over the last few weeks we did begin looking for ways to expand beyond our current funding.
- c. **Downtown manager report**-Meeting with united way collaboration and annual coupon book-decided to pursue some downtown collaboration in that. Another clean up event is coming up. Virtual program for downtown that Mike and Chloe are attending. Working on a resource guide updates. Water mark spray for sidewalks is purchased.
- d. **Board chair report**-Sponsorship meetings are in the works. By laws are things we will be discussing next month. Now have a full year working with Chloe, good time to reflect. Mike has been working on policy on a monthly basis, guidance in policy will be key for future board members and directions to make decisions from.

Work Group Reports:

- a. **Promotion work groups**-photos done with John Hartman, large variety and look forward to presenting them next month.
- b. **Design work group**-pulled together requests for a proposal for logo designs and elements for branding.

- c. **Economic Vitality work group**-meeting regularly as a group the third Tuesday of the month. Looking forward to the next social, the 29th of October at Gallery Q
- d. **Organization work group**-met to discuss volunteers and how to connect.

Discussion and Possible action-

- 1. **Approval of 09/03/2024 minutes**- Brian makes a motion to approve, Mark seconds. Motion passes.
- 2. **Approval of 09/17/2024 minutes**- Brian makes a motions to approve, Hana seconds. Motion passes
- 3. **Event Dates for 2025**- Will be prepared for thorough discussion in November.
- 4. **Event Metrics**- January 1, 2025 we take on events. Not clear on what gauges success for events. Need to know what is working and what we think we want to see. Mike requests the board to think about this in order to make informed decisions and growth. What do we want to track in order for more thorough growth?
- 5. **Website**- Rosalind makes a motion that we move forward creating a microsite through the CVB. Brian seconds motion.
Nothing has been returned in response to the wildcard. BID will have to recreate a few things as a result. We are comfortable with this. Will need to be certain we put in enough SEO to put the other sites into obscurity.
- 6. **Values**- we are all in support of the list included.
Vision- Hana makes a motion to move forward with this vision statement, Second by Tara. Motion passes.

“A thriving downtown that engages diverse audiences and celebrates local businesses to foster a vibrant district”

Mission- Brian makes a motion that we adopt the mission statement as read. Mark seconds. Motion passes.

“Enhancing downtown Stevens Point by collaboratively connecting property owners, businesses, residents, and visitors with resources and experiences.”

- 7. **Logo designer approval**- Brian will be gathering more information for next month.
- 8. **Policy**- Roles and Responsibility
- 9. **Policy: Fiscal**- idea of a range of our budget in cash reserves. Will table this for next month for further discussion.
- 10. **Communication tools**- Social media and next steps. Even if we are able to continue usage of current social media, we are in the process of having something in reserve.
- 11. **Consider and approve 2025 operating plan before common council submittal**- Budget is approved by the board. Are we comfortable with running the operating plan before the board chair or vice chair for wording. Mark makes a motion to authorize the Chair or vice chair to work with Chloe to finalize the budget as previously discussed and submit it to the city as soon as possible. Hana seconds. Motion passes.
- 12. **November Milwaukee fundraising workshop approval**- Brian approves not to exceed \$500 without permission, Hana seconds. Motion passes.

Adjourned at 3:48pm



THE MAIN STREET AMERICA EVALUATION FRAMEWORK

COMMUNITY SELF-ASSESSMENT TOOL - *Version 2.0 - August 2022*

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COMMUNITY SELF-ASSESSMENT TOOL

For over 40 years, Main Street programs across the country have used the Main Street Approach™ to support revitalization and catalyze positive transformation of their downtowns and neighborhood commercial corridors. Through grassroots leadership, partnership building, community engagement, and a commitment to holistic preservation-based economic development, thousands of Affiliate and Accredited Main Street programs have created lasting impact for their local economies and communities as a whole.

AN EMPOWERING MODEL FOR REVITALIZATION

The new Main Street America Evaluation Framework, developed by Main Street America (MSA) in close partnership with Main Street Coordinating Programs, outlines what it means to be a highly successful Main Street program and sets a path for growth and development for newer programs. Depending on achievement, score, and maturity, programs will either be designated as Affiliate or Accredited.

Annual program assessments are an important opportunity for local Main Street leaders, volunteers, partners, and Coordinating Programs to come together to reflect on the progress of a program's efforts and identify opportunities to build and grow.

The following Self-Assessment has been developed as a tool to help Main Street leaders recognize how their program's efforts already align with the new standards and identify areas for deeper focus and prioritization. The tool will also serve as a basis for local leaders to work with their Coordinating Program on identifying areas for capacity building, program development, and training needs. This process will also inform Main Street America on our network's strengths, greatest needs and opportunities.

We encourage you to look at this tool as a working model – one that will adapt and grow as we test it in the field before full implementation at the end of 2023. We invite you to be in close communication with Main Street America staff and your Coordinating Program to explore how these new standards and measures are working for your organization, what might be missing or unclear, and how Main Street America can support your efforts.

WHO SHOULD USE THIS TOOL

- Currently and previously Accredited programs.
- Affiliate-level programs wanting to become Accredited in the future.
- New communities seeking guidance in establishing a strong foundation for their revitalization programs with the vision of being designated as Affiliate or Accredited in the future.

WHEN TO USE THIS TOOL

- Get started now! There's a lot of content to dig in to, but by reviewing this tool regularly you will have plenty of time to familiarize yourself with these new Standards and Indicators before we move to full integration by the end of 2023.
- Consider dedicating time at each of your board and committees' meetings to become more familiar with the new Standards (we'll be providing discussion guides to help frame these conversations).

HOW GRADING WORKS

Within each Standard in the new Self-Assessment Tool, score yourself on the Indicators listed based on a scale of 1-5. Each number represents the following:

1	2	3	4	5
Not being addressed.	Minimal work but needs more effort.	Evidence of satisfactory progress.	Has achieved success within this indicator	Outstanding achievement. One that other programs could replicate.

For each Indicator, we encourage communities to explore areas of strength and opportunities for growth by discussing:

- What actions and next steps can you take to strengthen your efforts?
- How can you build upon your work or take it to the next level?

The Self-Assessment Tool provides examples of how Main Street programs can meet each Standard. These example activities are not an exhaustive or prescriptive list, rather are included to provide guidance and inspiration. Programs are invited to count these and other related activities towards each Indicator.

After you complete your Community Self-Assessment, your Coordinator will review and provide their own score and feedback. **Communities will need to average at least three (3) points per Standard to achieve Accreditation.** Please use [this Community Assessment Worksheet](#) to evaluate your program's progress.

BASELINE REQUIREMENTS

As detailed within the tool, some indicators are required as important baseline (starting point) for a program to qualify for Accreditation. **The current Baseline Requirements are:**

- A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.
- Communities over 5,000 in population must employ a FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.
- Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.
- Detailed work plans aligned with the selected Transformation Strategy that outline programming across the Main Street Four Points. Work plans include: the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.
- A dedicated budget for the district's revitalization programming and the Main Street program's operations.
- Demonstrated support from municipality for the Main Street program. This can include leadership participation, funding, in-kind donations, and philosophical support.
- Reinvestment statistics reported as required by Coordinating Program (monthly, quarterly, or annually).
- Be a member in good standing with Main Street America and use the Main Street America logo on its web-page and/or social media as well as the Coordinating Program logo.

Local Programs that do not meet these baseline requirements are not eligible for Accreditation from Main Street America, though they may qualify for designation at the Affiliate level.

BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

Standard One reflects that successful and sustainable revitalization efforts are not just the work of a single organization, but should be the result of a community-wide effort that brings the public and private sectors together with a strong sense of ownership in their downtown or commercial district. This Standard reviews the Main Street organizations' essential role in fostering a culture of inclusion, engagement, collaboration, and commitment from all sectors of the community. Launching a program, growing it incrementally from one year to the next, and sustaining success for the long run are only possible through a diversity of strong partnerships and collaborations, continued outreach, and communication.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Partnerships and Collaborations, II) District and Community Outreach, and III) Communication and Public Relations.**

KEY INDICATORS

The following Indicators provide important guidance on how Main Street programs, the public sector, district stakeholders, and the community at large can work together to develop strong partnerships and collaborations. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. PARTNERSHIPS AND COLLABORATIONS

INDICATOR I: Main Street has developed partnerships and collaborations with local governments that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

- a. Participation in strategy development and planning.
- b. Collaborations in the implementation of programming or work plans.
- c. Monetary and non-monetary resources for the Main Street program.
- d. Engagement of elected officials and/or staff in the Main Street program Board and committees.
- e. Promoting the district revitalization and their partnership with Main Street.

INDICATOR II: Main Street has developed partnerships and collaborations with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

- a. Participation in strategy development and planning.
- b. Collaborations in the implementation of programming or work plans.
- c. Monetary and non-monetary resources for the Main Street program.
- d. Engagement with the Main Street program Board and committees.
- e. Promoting district revitalization and their partnership with Main Street.

II. DISTRICT AND COMMUNITY OUTREACH

INDICATOR I: Main Street has expanded its reach to connect and engage with all sectors of the community (businesses, property owners, workforce, other organizations, residents). Examples of how outreach efforts are demonstrated include:

- a. A variety of communication tools (online and printed materials) used to reach a broad group of district stakeholders.
- b. Workplans that outline how planned activities intend to reach all members of the community.
- c. Main Street bringing the district and community stakeholders together for input gathering, information sharing, etc. at least once a year.

III. COMMUNICATION AND PUBLIC RELATIONS

INDICATOR I: Main Street has maintained communication and implemented public relations that inform and educate the community and district stakeholders about the district and the Main Street program. Examples of how these efforts are demonstrated include:

- a. The program's external marketing (online, printed, social media, etc.) clearly promotes the role and impact of the Main Street program.
- b. Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.
- c. Main Street highlights positive stories about the district through a variety of media tools.

INDICATOR II: Main Street has maintained communication and implemented public relations that inform and educate the public sector or local government about the district and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Main Street meets with local government officials or attends council meetings to share progress and impact (at least every quarter).
- b. Main Street invites participation of local government officials and staff to meetings and encourages visits to the district and programming activities.

INDICATOR III: Main Street has promoted the district's positive image, brand identity, and assets. Examples of how these efforts are demonstrated include:

- a. A distinctive brand has been created and implemented for the district.
- b. A distinctive brand has been created and implemented for the organization.
- c. Social media platforms are used to promote the value of the district and the Main Street program.
- d. An annual report is produced noting successes across the Four Points.

STANDARD II

INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

Strong, thriving communities don't just happen. They need effective leaders at all levels, from a broad base of committed volunteers to dedicated professional staff offering their time, talents, and passion for this work. Standard Two reflects the value we place on PEOPLE as Main Street's greatest resource and our belief that everyone in the community has a place in Main Street. This Standard encourages Main Street programs to place a strong priority on human capital and develop a clear operational structure and practices that increase the organization's capacity to engage all sectors of the community and leverage their participation in their revitalization efforts.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Inclusive Organizational Culture and Diverse Volunteer Engagement, II) Active Board Leadership and Supporting Volunteer Base, III) Professional Staff Management, and IV) Effective Operational Structure**

KEY INDICATORS

The following Indicators provide important guidelines on how Main Street programs can become proactive and effective agents for inclusive community engagement and leadership development, ensuring that the investment of time and talents is a rewarding experience. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. INCLUSIVE ORGANIZATIONAL CULTURE AND DIVERSE VOLUNTEER ENGAGEMENT

INDICATOR I: The Main Street organization has demonstrated its commitment to diverse, inclusive, and equitable district and community engagement. Examples of how these efforts are demonstrated include:

- a. The organization's stated mission and core values show a commitment to engaging all sectors of the community it serves.
- b. Internal and external messaging promotes that Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued. Communication tools address language barriers as appropriate.
- c. Work plans and programming activities address accessibility and inclusive design for all community members.
- d. The organization's policies address equitable access for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.

INDICATOR II: The Main Street organization has implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district. Examples of how these efforts are demonstrated include:

- a. Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.
- b. A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.
- c. Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers within the organization.
- d. Initiatives, activities, or events are taking place throughout the year to recognize and/or demonstrate appreciation for Main Street volunteers.
- e. Volunteers at all levels have access to and receive appropriate orientation, trainings, and leadership development throughout the year.

INDICATOR III: The Main Street Board of Directors is formed with a diverse and balanced representation of district and community stakeholders. The following participation is recommended:

- a. District business owners
- b. District property owners
- c. District and community residents
- d. Community businesses/corporations
- e. Institutions (schools, universities, foundations, nonprofits, government)

INDICATOR IV: The Main Street organization has developed a leadership base (Board, staff, committee members, and volunteers) that reflects the district and the community it serves. The leadership base should be open, inclusive, and representative of the entire community, taking into account a broad range of dimensions of diversity, including race, age, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.

- a. Looking at the community's most recent population data, Main Street leadership base reflects a balanced level of participation of all age groups.
- b. Looking at the community's most recent population data, the Main Street leadership base reflects the racial and ethnic diversity of the community,
- c. Looking at the community's most recent population data, the Main Street leadership base reflects gender balance.
- d. Considering the Main Street Approach, the organization's leadership base demonstrates a wide range of skills, experiences, and perspectives.

II. ACTIVE BOARD LEADERSHIP AND SUPPORTING VOLUNTEER BASE

INDICATOR I*: Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, 100 percent but no less than 75 percent of Board members have:

- a. Attended Board meetings 75 percent of the time throughout the year.
- b. New Board members participated in Board orientation and existing Board members participated in at least one training offered by the Coordinating Program.
- c. Played an active role on the Board by leading a committee, a task force, or key initiative.
- d. Advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the Board.

**Meeting this Indicator is a requirement and must be met to achieve Accreditation.*

INDICATOR II: Board members have demonstrated active leadership and support to ensuring the program is appropriately funded to meet its operational responsibilities and programming goals. Ideally, 100 percent but no less than 75 percent of Board members have:

- a. Made a personal financial investment in the program.
- b. Participated in the development of fundraising goals.
- c. Led or participated in a key fundraising activity of the organization.
- d. Made direct solicitations.
- e. Supported donor relationship, retention, and/or recruitment.

INDICATOR III: The Main Street program has developed an active, supporting volunteer structure to ensure capacity to plan and implement the approved work plans. Examples of how these efforts are demonstrated include:

- a. Established committees or teams that follow the program's selected Transformation Strategies, Board's outlined priorities, and/or the Main Street Four Points.
- b. Each volunteer committee or team has an active leader, chair, or co-chairs.
- c. Each volunteer committee has an appropriate number of members to plan the approved number of projects or initiatives it intends to implement. Ideally, there is a leader or champion for every project.
- d. Committees or teams participate in trainings that support their roles at least annually.

III. PROFESSIONAL STAFF MANAGEMENT

INDICATOR I*: The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. These efforts are demonstrated by fulfillment of all the following:

- a. The Main Street Program meets the minimum staffing requirements established by the Coordinating program. At a minimum, Main Street America requires part-time staffing for cities under 5,000 population and 1 FTE for cities over 5,000 population.
- b. Main Street staff have job descriptions and defined performance expectations.
- c. Main Street staff participates in trainings required by the Coordinating Program.
- d. Main Street staff participates in professional development offerings provided by Main Street America, Coordinating Program, etc.
- e. Main Street staff communicates regularly with the Board and specifically with the Board Chair and offers regular monthly reports to the Board.

****Meeting this Indicator is a requirement and must be met to achieve Accreditation.***

INDICATOR II: The Main Street Board of Directors has managed and provided guidance to its Main Street Director throughout the year. Understanding that organizational formats vary, this is demonstrated by:

- a. The Board, through its Board chair or president provides regular guidance and feedback to the program's director.
- b. A formal performance review process is conducted at least once annually. The Board Executive Committee, with participation of Board members, leads the director's performance review.
- c. The Board ensures that the annual budget provides a competitive compensation package (pay and benefits) and opportunity for appropriate merit increases.
- d. The Board ensures that the annual budget offers staff with professional development and trainings, including travel.
- e. Staff management policies and procedures are in place and reviewed annually. Appropriate procedures ensure clearly established communication lines and roles and responsibilities between Board and staff.
- f. The Board has developed a plan to manage succession or the director's transition and recruitment.

IV. EFFECTIVE OPERATIONAL STRUCTURE

INDICATOR I*: The Main Street organization has developed appropriate operational and organizational practices to manage effectively. This must include the following:

- a. A clearly defined mission statement that confirms the purpose of the organization.
- b. Established by-laws, which are reviewed annually and revised appropriately to carry out the program's mission for the district.
- c. Operating policies and procedures that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections, and terms, Board roles and responsibilities, etc.
- d. Appropriate insurance for the organization, Board/staff, and its programming.
- e. Legal and fiscal requirements are met and maintained as required with its tax status or operation structure.

****Meeting this Indicator is a requirement and must be met to achieve Accreditation.***

STANDARD III

DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams as dependency on one primary or only source could jeopardize the program's operations. Through this Standard, Main Street programs demonstrate a priority for ensuring that the community is investing in the Main Street organization and programming efforts through a comprehensive and balanced funding structure that ensures successful and sustainable revitalization efforts.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Balanced Funding Structure, II) Strategic Revenue Development and Fundraising, III) Budget and Work Plan Alignment and IV) Financial Management and Best Practices**

KEY INDICATORS

Understanding that funding is an essential resource to accomplish the work of revitalization, the following indicators included under this Standard can guide Main Street programs in building, growing, and sustaining diverse and balanced mix of investment in revitalization efforts and the Main Street program. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. BALANCED FUNDING STRUCTURE

INDICATOR I: The Main Street organization's budget demonstrates a balanced funding structure with a diverse mix of public and private sector sources. Examples of how these efforts are demonstrated include:

- a. Contributions from private sector: e.g., businesses, community members and/or partner organizations.
- b. Special taxing/assessment district.
- c. Sponsorships and/or in-kind donations.
- d. Earned revenues.
- e. Memberships.
- f. Local Government.
- g. Grants.

INDICATOR II: The private sector is investing in the district's revitalization efforts and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Fundraising activities such as event sponsorships, marketing initiatives, and/or special project funding.
- b. Main Street program's earned incomes, such as rents, merchandise sales, etc.
- c. Investor programs such as memberships, Friends of, annual donations, etc.
- d. In-kind services.
- e. A special tax self-assessment mechanism(s) approved by district property and/or business owners, such as BIDs, CIDs, DDAs, SSMID, etc.

INDICATOR III: The public sector is investing in the district's revitalization and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Annual contribution to the Main Street.
- b. Service agreements with the Main Street.
- c. Supports through the employment of the Main Street Director.
- d. Direct funding for event sponsorships & marketing initiatives.
- e. In-kind services

II. STRATEGIC REVENUE DEVELOPMENT AND FUNDRAISING

INDICATOR I: The Main Street program demonstrates commitment to strategic revenue development process and oversight. Examples of how these efforts are demonstrated include:

- a. The Board reviews fund-development plans, goals, and progress at least quarterly.
- b. A designated Board member provides active financial oversight for the program and is engaged in revenue development planning and reporting.
- c. A fund-development committee, organization committee, or team is in place to lead fund-development planning and implementation.
- d. Committees are engaged in seeking funding to support projects.

III. BUDGET AND WORK PLAN ALIGNMENT

INDICATOR I: The Main Street organization has an annual budget that is aligned to the organization's strategies and goals. Examples of how these efforts are demonstrated include:

- a. Alignment with the mission.
- b. Alignment with a selected Transformation Strategy and/or approved workplan.
- c. A diversity of income sources.

INDICATOR II: The Main Street program exhibits commitment to a budget that effectively covers operational and programming goals. Examples of how these efforts are demonstrated include:

- a. Covering operational expenses, including program personnel, office administration, financial management activities, and travel expenses for professional development.
- b. Covering programming related to each point of the Main Street Approach (Organization, Economic Vitality, Design, Promotion).

IV. FINANCIAL MANAGEMENT AND BEST PRACTICES

INDICATOR I: The Main Street organization demonstrates sound financial management outlined by processes and procedures. Examples of how these efforts are demonstrated include:

- a. Financial tracking systems and reporting practices are in place. (QuickBooks or other software)
- b. The organization's monthly financial statements are reviewed by the Treasurer.
- c. The organization has a third party financial professional compile and reconcile monthly financial statements.
- d. The organization has had a third party financial professional review, reconcile and/or audit the program's finances at a minimum every two years.

INDICATOR II: The Main Street organization's financial management has clear leadership and oversight. Examples of how these efforts are demonstrated include:

- a. Leadership roles and responsibilities relating to budgeting, fund-development, and financial reporting are clearly outlined through Board, committee and/or Treasurer job descriptions.
- b. The Main Street Board of directors conducts monthly reviews of the organization's finances to ensure appropriate accountability and alignment with programming.

STRATEGY-DRIVEN PROGRAMMING

Main Street has built a strong track record for making change happen in communities across the country. Change is an important guiding principle for Main Street. But rather than letting change just happen, Main Street programs define and manage it from one year to the next through a strategy-driven work plan and aligned implementation process. Standard Four brings together all integrated components that must be in place to plan and successfully implement the revitalization work. Centered around Main Street's Four Point Approach, these integrated components are driven by a local Transformation Strategy(s) aligned through community participation and based on understanding of the district's unique and competitive market position.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Planning Guided by Inclusive Community and Market-informed Inputs, II) Defining Direction through Transformation Strategy Identification and Development, and III) Strategy-aligned Comprehensive Work Planning and Implementation Across all Four Points**

KEY INDICATORS

The following Indicators provide important guidelines on how Main Street programs can develop a community and market informed strategy-driven planning and implementation process. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. PLANNING GUIDED BY INCLUSIVE COMMUNITY AND MARKET-INFORMED INPUTS

INDICATOR I: The organization's annual planning process as informed by a comprehensive set of inputs that guide Transformation Strategy identification and work plan alignment and implementation. Examples of how these are demonstrated include:

- a. Inclusive district and community input is gathered at a minimum of every three years to keep the pulse on the district's needs through focus group events, online surveys, and/or other strategies.
- b. Market research and analysis has been conducted for the district's trade area within an appropriate time interval, depending on the local economy. This is recommended at least every three to five years.
- c. Business inventory is up to date and reflective of the district's business mix, uses, and existing clusters.
- d. Building inventory is up to date and reflective of the district's property ownership, condition, uses, and status (for sale, for lease, occupied).
- e. The organization maintains an asset map that recognizes distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.
- f. Strategy reflects opportunities driven by local and national trends.

II. DEFINING DIRECTION THROUGH TRANSFORMATION STRATEGY IDENTIFICATION AND DEVELOPMENT

INDICATOR I: Main Street has defined and aligned as an organization around a Transformation Strategy that is guiding the revitalization work. Examples of how these are demonstrated include:

- a. Using a comprehensive set of inputs, the board has identified a consumer-based or industry-, product-, or service-based strategy(s) that can best respond to the district and community vision, needs and market opportunities.
- b. The board formally adopts a Transformation Strategy(s).
- c. Partner organizations or other stakeholders have adopted or endorsed selected Transformation Strategy.
- d. The Strategy(s) have measurable benchmarks.

III. STRATEGY-ALIGNED COMPREHENSIVE WORK PLANNING AND IMPLEMENTATION ACROSS ALL FOUR POINTS

INDICATOR I: The Main Street board conducts an annual strategy-driven work planning process with volunteer committees to guide the organization's programming. Examples of how these are demonstrated include:

- a. Board outlines priorities or goals that guide volunteer committees in identifying the initiatives, projects, and activities to be approved in annual work plan.
- b. Projects, events, or initiatives are aligned with selected Transformation Strategy(s).
- c. The Transformation Strategy(s) are reflected comprehensively across all Four Points.
- d. Work plans include written action plans for critical projects that outline specific tasks, timeline, budget, volunteer hours, who's responsible, etc.
- e. Annual fund-development goals and allocations are guided by the Transformation Strategy(s)

PRESERVATION-BASED ECONOMIC DEVELOPMENT

Successful Main Street efforts are built on the guiding principle that district economic development is obtained by leveraging and preserving its unique historic and cultural assets. Standard Five confirms our strong belief that a community's own place-based and diverse cultural assets reflect the richness and strength of its identity and establishes a competitive market advantage.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Preservation Ethics and Education on Historic and Cultural Assets, II) Standards and Best Practices for Place-based, People-focused Design, and III) Promotion of Historic, Heritage, and Cultural Assets**

KEY INDICATORS

The following Indicators provide important guidelines on how Main Street programs can build a strong foundation for revitalization through the preservation of building and cultural assets, educating the public on their value to economic growth, and enlisting businesses and property owners in redevelopment efforts. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. PRESERVATION ETHICS AND EDUCATION ON HISTORIC AND CULTURAL ASSETS

INDICATOR I: Main Street demonstrates the community's commitment to its historic and cultural assets. Examples of how these are demonstrated include:

- a. The district has historic buildings listed as local landmarks, a national landmark district, or listed in the National Register of Historic Places.
- b. The community is a Certified Local Government (CLG).
- c. The district has received cultural, arts, or other special designations or recognitions.
- d. Main Street advocates for a local preservation ordinance or the community has one.
- e. Main Street has developed or supported the development of design standards, guidelines, and tools property owners can use to preserve, improve, and maintain historic buildings.
- f. Incentives or in-kind services are in place to assist with improvements to historic and cultural resources (e.g., façade grant, sign grant, low interest loan, design assistance)
- g. Local, county, and/or regional strategies acknowledge and incorporate the preservation of heritage and cultural assets as economic development priorities.

INDICATOR II: Main Street educates and builds awareness about preservation and cultural assets among stakeholders, public sector, community organizations, and residents at large. Examples of how these are demonstrated include:

- a. Holding education and awareness activities that promote the value of the district's historic fabric and cultural assets throughout the year or at least annually during Preservation Month.

- b. Providing programming and resources for district property and business owners that results in the preservation and rehabilitation of local historic assets.
- c. Attending staff and volunteer trainings provided by the Coordinating Program, Main Street America, or other organizations.
- d. Building strong collaborations (e.g., Historic Preservation Commission, Certified Local Government, Historical and Arts entities, etc.) to support tools, ordinances, zoning policies that preserve the district's built and cultural assets.

II. STANDARDS AND BEST PRACTICES FOR PLACE-BASED, PEOPLE-FOCUSED DESIGN

INDICATOR I: Main Street is an advocate and partner for the implementation of standards, guidelines, and best practices for the preservation of historic and cultural assets. Examples of how these are demonstrated include:

- a. Partnered with local government, commissions, and community groups to assess and incorporate heritage and cultural assets into economic development and marketing priorities and initiatives.
- b. Provided or connected district property owners with assistance in redevelopment that is aligned with the district's strategy(s).
- c. Provided guidance that educates property and business owners and developers on state and local ordinances, incentives, and other redevelopment tools.
- d. Provided guidance to projects that leveraged preservation and/or economic development funding tools to support building improvements (TIF, Historic Tax Credits, CLG, USDA grants, etc.)
- e. Advocated for threatened historic properties, and worked to acquire, attract new owner ships and/or worked with city leaders to enforce requirement maintenance standards.

III. PROMOTION OF HISTORIC, HERITAGE, AND CULTURAL ASSETS

INDICATOR I: The Main Street program actively promotes the district's historic and cultural assets. Examples of how these are demonstrated include:

- a. Activities/programming that interpret, celebrate, and recognize local heritage and cultural resources.
- b. Working with media to promote stories that highlight the district's historic and cultural assets and messages their importance to the community and economic growth.
- c. Conducts activities that educate property owners on the benefits of rehabbing historic properties to increase the economic value of the property.

DEMONSTRATED IMPACT AND RESULTS

Main Street communities are part of a national network with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace. Standard Six highlights the importance of tracking, packaging, and demonstrating the qualitative and quantitative impact of the program's revitalization efforts. It also provides the opportunity for the local Main Street program to tell their stories and advocate for resources needed for sustainability.

FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Demonstrating the Value of Main Street, II) Measuring and Packaging Quantitative and Qualitative Outcomes and III) Promoting Progress and Demonstrating Impact and Results**

KEY INDICATORS

The following Indicators provide important guidelines on how Main Street programs can build the case for Main Street and demonstrate the impact of their revitalization efforts. Each Indicator includes examples of the types of activities that a program may use to achieve these goals.

I. DEMONSTRATING THE VALUE OF MAIN STREET

INDICATOR I: Main Street is positioned as an advocate for the district, promoting revitalization as an economic development priority among the public and private sector and community at large. Examples of how these are demonstrated include:

- a. District revitalization and physical and economic improvements are included in recent regional or citywide master plans, economic development plans, comprehensive plans, etc.
- b. Main Street participates in ongoing local planning efforts that involve the district.
- c. Main Street participates in guest presentations to local community organizations and institutions.
- d. Small business owners in and around the district regularly seek and receive assistance or support from the Main Street program (e.g., letters of support for grants or loans, marketing support on the Main Street program's website and social media, etc.)
- e. District stakeholders advocate for the program when requested.
- f. The district is highlighted in local partners' communication and marketing efforts (e.g., city, tourism, economic development, etc.) with blog posts, multi-line descriptions of the district, and/or photos featuring the district, etc.
- g. Main Street program's logo, webpage, and/or social media links are included on local government and other partner organizations' websites.
- h. Entrepreneurs and local business owners regularly approach the Main Street program about commercial spaces in the district that could potentially serve as a base-of-operations for a new business or new location for an existing business.

II. MEASURING AND PACKAGING QUANTITATIVE AND QUALITATIVE OUTCOMES

INDICATOR I: Main Street regularly collects and maintains district revitalization statistics (quantitative) and intangible impact data (qualitative) across the Four Points of the Main Street Approach and examines changes over time as required by the Coordinating Program. Examples of how these are demonstrated include:

- a. Number of businesses operating in the district.
- b. Number of businesses operating in the district that are women-owned.
- c. Number of businesses operating in the district that are minority-owned.
- d. Number of businesses operating in the district that are veteran-owned.
- e. Number of employees/jobs based in the district.
- f. Number of new businesses launched in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs added in a district in a given period.
- g. Number of business closures in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs lost in a district in a given period.
- h. Number of local businesses participating as vendors in district events, festivals, etc.
- i. Number of housing units added or lost in the district over a given period (monthly, quarterly, or annually), broken out by housing type (loft, apartment, duplex, single family detached home, etc.), tenure type (for lease or for sale), and sale/rent amount relative to area median income (i.e., affordability).
- j. Number of properties in the district renovated, including details about the capital invested in the renovations and any financial incentives programs leveraged in the renovation (e.g., historic tax credits, low-income housing tax credits, etc.).
- k. Number of public improvement projects in the district that were launched/completed, including overall price tag, public dollars invested, and any secondary sources of capital invested.

INDICATOR II: Main Street annually collects and maintains organizational impact statistics (quantitative) and intangible impact data (qualitative) and examines changes over time. Examples of how these are demonstrated include:

- a. Board annually reviews broad performance goals established within the organization's workplan.
- b. Board annually reviews metrics established to analyze the progress of selected Transformation Strategies.
- c. Number of volunteer hours contributed.
- d. Financial value of volunteer contribution (using Independentsector.org formula).
- e. Number of volunteers participating.

- f. Testimonial reports from small business owners, property owners, and government officials about the value of the Main Street program.
- g. Conversion of volunteer hours to in-kind dollars (\$) contributed.
- h. Financial (\$) contributions made to Main Street by the public sector.
- i. Financial (\$) contributions made to Main Street by the private sector.
- j. Number of responses and analysis of response data from a survey that seeks to understand the community's growing knowledge about Main Street, the importance of Main Street, etc., as well as stakeholder attitudes about Main Street organization.
- k. Impact surveys of promotional events.
- l. Impact surveys of education programming attendees.
- m. Number of media impressions.

III. PROMOTING PROGRESS AND DEMONSTRATING IMPACT AND RESULTS

INDICATOR I: The district's revitalization programming, achievements, stories, and reinvestment statistics are promoted. Examples of how these are demonstrated include:

- a. Sharing through the Coordinating Program reporting system according to the timeline outlined in annual agreements.
- b. Sharing with district stakeholders, local units of government, anchor organizations, funders, and the community at large.
- c. Highlighting and publishing success stories of impactful projects on digital platforms (website, social media channels, etc.) and local media outlets.
- d. Publishing and distributing an annual report and summary of revitalization statistics.
- e. Highlighting key statistics and testimonials on website and other marketing materials.

COMMUNITY ASSESSMENT WORKSHEET

Evaluation Worksheet for Local Programs, Coordinating Programs, and Main Street America*

The Main Street America Evaluation Framework outlines what it means to be a highly successful Main Street program and sets a path for growth and development for newer programs. Depending on achievement, score, and maturity, programs will either be designated as Affiliate or Accredited.

After reviewing the [Community Self-Assessment Tool document](#), use this worksheet to score community progress and determine the designation status of a community. All scores will be averaged and populated at the end.

BASELINE REQUIREMENTS

As detailed within the tool, some indicators are required as important baseline (starting point) for a program to qualify for Accreditation. Please indicate whether communities meet the baseline requirements by selecting **Yes** or **No**.

		LP	CP	MSA
1	A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.	Yes No	Yes No	Yes No
2	Communities over 5,000 in population must employ an FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.	Yes No	Yes No	Yes No
3	Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.	Yes No	Yes No	Yes No
4	Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.	Yes No	Yes No	Yes No
5	A dedicated budget for the district's revitalization programming and the Main Street program's operations.	Yes No	Yes No	Yes No
6	Demonstrated support from the municipality for the Main Street program. This can include leadership participation, funding, in-kind and philosophical support.	Yes No	Yes No	Yes No
7	Reinvestment statistics are reported as required by the Coordinating program (monthly, quarterly, or annually).	Yes No	Yes No	Yes No
8	Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the coordinating program logo.	Yes No	Yes No	Yes No

Local Programs that do not meet these baseline requirements are not eligible for Accreditation from Main Street America, though they may qualify for designation at the Affiliate level

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

ACCREDITATION ELIGIBILITY

Next, to determine where a community is on the path to Accreditation, use the next part of the worksheet to score the community on the Indicators listed for each of the six Standards based on a scale of 1-5. Each number represents the following:

1	2	3	4	5
Not being addressed.	Minimal work but needs more effort.	Evidence of satisfactory progress.	Has achieved success within this indicator.	Outstanding achievement. One that other programs could replicate.

Communities must meet the Baseline Requirements and average at least three (3) points per Standard to achieve Accreditation. Some Indicators will require documentation. At a minimum, this will include providing your program's annual budget and workplan.

STANDARD I: BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

	LP	CP	MSA	
Partnerships and Collaboration				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
District and Community Outreach				
Indicator I:	___	___	___	
Communications and Public Relations				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Standard I Average:	___	___	___	

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

STANDARD II: INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

	LP	CP	MSA	
Inclusive Organizational Culture and Diverse Volunteer Engagement				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Indicator IV:	___	___	___	
Active Board Leadership and Supporting Volunteer Base				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Professional Staff Management				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
Effective Operational Structure				
Indicator I: <i>Required</i>	___	___	___	
Standard II Average:	___	___	___	

STANDARD III: DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

	LP	CP	MSA	
Balanced Funding Structure				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Strategic Revenue Development and Fundraising				
Indicator I:	___	___	___	
Budget and Work Plan Alignment				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Financial Management and Best Practices				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Standard III Average:	___	___	___	

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

STANDARD IV: STRATEGY-DRIVEN PROGRAMMING

LP CP MSA

Planning Guided by Inclusive Community and Market-Informed Inputs

Notes

Indicator I: _____

Defining Direction through Transformation Strategy Identification and Development

Indicator I: _____

Strategy-Aligned Comprehensive Work Planning and Implementation Across all Four Points

Indicator I: _____

Standard IV Average: _____

STANDARD V: PRESERVATION-BASED ECONOMIC DEVELOPMENT

LP CP MSA

Preservation Ethics and Education on Historic and Cultural Assets

Notes

Indicator I: _____

Indicator II: _____

Standards and Best Practices for Place-based, People-focused Design

Indicator I: _____

Promotion of Historic, Heritage, and Cultural Assets

Indicator I: _____

Standard V Average: _____

STANDARD VI: DEMONSTRATED IMPACT AND RESULTS

LP CP MSA

Demonstrating the Value of Main Street

Notes

Indicator I: _____

Measuring and Packaging Quantitative and Qualitative Outcomes

Indicator I: _____

Indicator II: _____

Promoting Progress and Demonstrating Impact and Results

Indicator I: _____

Standard VI Average: _____

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

CUMULATIVE AVERAGE SCORES		LP	CP	MSA
STANDARD I	BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION			
STANDARD II	INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY			
STANDARD III	DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS			
STANDARD IV	STRATEGY-DRIVEN PROGRAMMING			
STANDARD V	PRESERVATION-BASED ECONOMIC DEVELOPMENT			
STANDARD VI	DEMONSTRATED IMPACT AND RESULTS			

LOCAL PROGRAM

Program Name: _____

Reviewer: _____ Title: _____ Date: _____

COORDINATING PROGRAM

Program Name: _____

Reviewer: _____ Title: _____ Date: _____

MAIN STREET AMERICA

Reviewer: _____ Title: _____ Date: _____

COMMUNITY ASSESSMENT WORKSHEET

Evaluation Worksheet for Local Programs, Coordinating Programs, and Main Street America

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		LP	CP	MSA
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3	Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.	Yes No	Yes No	Yes No
4	Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.	Yes No	Yes No	Yes No
5	A dedicated budget for the district's revitalization programming and the Main Street program's operations.	Yes No	Yes No	Yes No
6	Demonstrated support from the municipality for the Main Street program. This can include leadership participation, funding, in-kind and philosophical support.	Yes No	Yes No	Yes No
7	Reinvestment statistics are reported as required by the Coordinating program (monthly, quarterly, or annually).	Yes No	Yes No	Yes No
8	Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the coordinating program logo.	Yes No	Yes No	Yes No

Local Programs that do not meet these baseline requirements are not eligible for Accreditation from Main Street America, though they may qualify for designation at the Affiliate level

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

ACCREDITATION ELIGIBILITY

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1	2	3	4	5
Not being addressed.	Minimal work but needs more effort.	Evidence of satisfactory progress.	Has achieved success within this indicator.	Outstanding achievement. One that other programs could replicate.

Communities must meet the Baseline Requirements and average at least three (3) points per Standard to achieve Accreditation. Some Indicators will require documentation. At a minimum, this will include providing your program's annual budget and workplan.

STANDARD I: BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

	LP	CP	MSA	
Partnerships and Collaboration				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
District and Community Outreach				
Indicator I:	___	___	___	
Communications and Public Relations				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Standard I Average:	___	___	___	

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

STANDARD II: INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

	LP	CP	MSA	
Inclusive Organizational Culture and Diverse Volunteer Engagement				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Indicator IV:	___	___	___	
Active Board Leadership and Supporting Volunteer Base				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Professional Staff Management				
Indicator I: <i>Required</i>	___	___	___	
Indicator II:	___	___	___	
Effective Operational Structure				
Indicator I: <i>Required</i>	___	___	___	
Standard II Average:	___	___	___	

STANDARD III: DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

	LP	CP	MSA	
Balanced Funding Structure				Notes
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Indicator III:	___	___	___	
Strategic Revenue Development and Fundraising				
Indicator I:	___	___	___	
Budget and Work Plan Alignment				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Financial Management and Best Practices				
Indicator I:	___	___	___	
Indicator II:	___	___	___	
Standard III Average:	___	___	___	

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

STANDARD IV: STRATEGY-DRIVEN PROGRAMMING

LP CP MSA

Planning Guided by Inclusive Community and Market-Informed Inputs

Notes

Indicator I: _____

Defining Direction through Transformation Strategy Identification and Development

Indicator I: _____

Strategy-Aligned Comprehensive Work Planning and Implementation Across all Four Points

Indicator I: _____

Standard IV Average: _____

STANDARD V: PRESERVATION-BASED ECONOMIC DEVELOPMENT

LP CP MSA

Preservation Ethics and Education on Historic and Cultural Assets

Notes

Indicator I: _____

Indicator II: _____

Standards and Best Practices for Place-based, People-focused Design

Indicator I: _____

Promotion of Historic, Heritage, and Cultural Assets

Indicator I: _____

Standard V Average: _____

STANDARD VI: DEMONSTRATED IMPACT AND RESULTS

LP CP MSA

Demonstrating the Value of Main Street

Notes

Indicator I: _____

Measuring and Packaging Quantitative and Qualitative Outcomes

Indicator I: _____

Indicator II: _____

Promoting Progress and Demonstrating Impact and Results

Indicator I: _____

Standard VI Average: _____

THE MAIN STREET AMERICA EVALUATION FRAMEWORK

CUMULATIVE AVERAGE SCORES		LP	CP	MSA
STANDARD I	BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION			
STANDARD II	INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY			
STANDARD III	DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS			
STANDARD IV	STRATEGY-DRIVEN PROGRAMMING			
STANDARD V	PRESERVATION-BASED ECONOMIC DEVELOPMENT			
STANDARD VI	DEMONSTRATED IMPACT AND RESULTS			

LOCAL PROGRAM

Program Name: _____

Reviewer: _____ Title: _____ Date: _____

COORDINATING PROGRAM

Program Name: _____

Reviewer: _____ Title: _____ Date: _____

MAIN STREET AMERICA

Reviewer: _____ Title: _____ Date: _____

STANDARD ONE

1. Communication Tools
 - a. Printed material and social media (when we can take it over)
 - b. Build Awareness through more news articles
2. Distinctive Brand
 - a. Logo and Website
 - b. Annual Report noting four-point work group successes

STANDARD TWO

1. Add on the website inclusive access to involvement
2. Volunteer Program
 - a. Outline Needs
 - b. Way to recruit
 - c. Volunteer Recognition
3. Board Makeup
 - a. There is no downtown resident on our board
4. “Appropriate insurance for the organization, board/staff, and its programming

STANDARD THREE

1. Fundraising – in progress; but also we have a fairly diverse \$ in 2025.
2. Committees/WG are engaged in seeking funding to support projects and/or planning initiatives.

STANDARD FOUR

1. Building inventory – now we have access to BOOMS so a more accurate one will be available soon once we work on that.
2. Defining direction: Work Groups have measurable results/benchmarks from the Strategic planning packet/initiatives they’re working on.
3. “Annual fund development goals and allocations are guided by the transformation strategy.”

STANDARD FIVE

STANDARD SIX

1. “Main St. programs logo, webpage, and/or social media links are included on local gov’t + other partner organizations' websites.
2. Add to the business database, add women-owned, veteran-owned, and minority-owned categories
3. Highlighting and publishing successful stories on digital platforms + other platforms
4. Annual Report



***Agreement of Staffing Structure
Stevens Point Business Improvement District(s)***

This is a formal agreement between the Downtown Stevens Point Business Improvement District (DT–BID) and the Portage County Business Park Business Improvement District (PCBP-BID).

Starting on January 1, 2025, the Downtown Manager of the DT-BID will be going up to full-time status and assisting the PCBP-BID roughly 8 hours a week in the following scope of work; land management and public space maintenance contract review, marketing, and additional economic development activity, as stated in the *2025 Portage County Business Park Implementation and Operational Plan*.

This split time is agreed on by both Business Improvement District boards that the salary and benefits of the Downtown Manager/Manager of PCBP-BID are financially split 35% on the PCBP-BID’s behalf and 65% on the DT-BID’s behalf.

This agreement, once signed by both boards, will be enforced. If either Business Improvement District goes through a formal dissolution, the agreement is voided.

On November _____, 2024, the DT- BID Board of Directors approved this agreement.

On _____, _____, 2024, the PCBP- BID Board of Directors approved this agreement.

_____ Chair, Downtown Business Improvement District	_____ Date
_____ Chair, Portage County Business Park Business Improvement District	_____ Date
_____ Director of Community Development, City of Stevens Point	_____ Date

BID Fiscal Policy

October BID BOD

[Budget]

The BID Board's projected expenditures shall not exceed projected revenue when preparing an annual budget. Projected revenue shall include the projected tax from the district (as determined by City staff), any outside financial commitments (ex. City funding, committed sponsorships) and projected event revenue. Projected event revenue shall not exceed the three-year average of like-events.

The BID shall carry at all times between 25-40% of the annual budget (current or forthcoming) in cash reserves. This is meant to absorb budget shortfalls and unforeseen expenses. Cash reserves may be considered for emergencies, non-recurring expenses and to assist in district growth, so long as the minimum reserve is restored within the same budget cycle. Committed funds cannot be considered cash reserves.

[Levy]

The BID Board recognizes that Stevens Point's downtown is both an essential community asset and a low-rent, low-profit margin business district. Even minimal property tax and commercial rent increases can disrupt its viability.

Background: The stakeholders who helped establish this BID made clear during those pre-formative discussions that the tax must be sufficient to meet BID requirements (ex. WEDC Main Street) but also conservative to ensure district stability. Tax increases, when necessary, shall be small and incremental.

Initial BID planning projected a .50 per thousand dollar levy, but in preparing the FY24 budget it was decided that .60 would be the appropriate starting number, with an anticipated 10 cent annual increase until the BID reached a level of sustainable funding (i.e. when the City start-up funding support expires at the end of 2027). In August 2024, the BID Board readjusted that projection in advance of FY25 budget planning so it would align with the City's contribution schedule.

Here is the schedule that was presented to stakeholders during a Town Hall held in August 2024:

.00 - FY23 (+\$70k City)

.60 - FY24 (+\$35k City)

.75 - FY25 (+\$35k City)

.90 - FY26 (+\$35k City)

1.05 - FY27 (+\$35k City)

1.20 - FY28

1.20 - FY29 - one-year "hold" on tax increases*

*At the beginning of 2029, the BID shall engage stakeholders to evaluate how future increases, if any, may bring enhanced experiences.

Any drastic change to the City's current tax projection for the BID can warrant Board review of the tax schedule presented in August 2024.

Downtown Stevens Point Marketing and Events Coordinator Job Description

Job Title: Downtown Stevens Point Marketing and Events Coordinator

Time Commitment: Contracted Role, Part-time, 13 hours/week average flexed with event timelines.

Estimated Start Date: January 2, 2025.

Workplace Location: Remote with occasional in-person events and meetings in Downtown Stevens Point.

Salary and Benefits: \$25 - \$30/hour depending on experience. This is a contracted role and there are no additional benefits.

Organization Summary: The Downtown Business Improvement District (BID) of Stevens Point aims to revitalize downtown and support local businesses through various strategic initiatives. Our mission is “Enhancing downtown Stevens Point by collaboratively connecting property owners, businesses, residents, and visitors with resources and experiences”. As part of this effort, we are seeking a part-time Marketing and Events Coordinator. The Downtown Business Improvement District was established in 2023 to further elevate services for Downtown Stevens Point, and currently is led by a 7-member board of directors comprised of business owners, business and property owners, and property owners within the district, a representative alderperson, and one city staff non-voting member. Part of the vitalization strategies and work groups are aligned with the Main Street Four-Point Approach; Organization, Promotion, Economic Vitality, and Design.

Role Summary: The Marketing and Events Coordinator oversees the coordination of events led by the Downtown Business Improvement District. Key responsibilities include planning and implementing promotional activities, managing social media, and enhancing the downtown experience. This contracted role also involves developing and executing marketing strategies for all downtown events. The coordinator collaborates closely with the Promotion Work Group, volunteers, and the Downtown Manager, ensuring effective communication with leadership throughout the planning process.

Reports To: BID Board of Directors and Promotions Work Group Lead

Role Responsibilities:

- Facilitate, plan, and organize promotions and events with the Promotion Work Group and event sub-groups.
- Collaborate with the Downtown Manager to design marketing materials, draft press releases, and communicate with local media to highlight downtown events, new business openings, newsletters, and annual reports.
- Working with event sponsors to satisfy deliverables in collaboration with Downtown Manager.
- Minimum of monthly reporting and meetings with the Downtown Manager to keep an open line of communication and collaboration.
- Manage social media (Facebook, Instagram, and occasionally the future website) to maintain a high level of visibility for Downtown Stevens Point in the community and beyond.

- Coordinate a calendar of events and promotions to attract target audiences.
- Pull permits and required insurance for Downtown Business Improvement District-run events with assistance from the Downtown Manager.
- Keep track of expenses and revenues from events, with support from the Downtown Manager and BID Treasurer.
- Send post-event surveys to gather insight on how to improve for the following year.
- Coordinate special lighting, event tents, garbage/recycling, and restrooms (if required) for events.
- Maintaining clip files, photo, and video library.
- Team up with work groups and the Downtown Manager to seek effective volunteer partnerships for events.
- Attend all BID-ran events (Make Music Day, Discover Downtown, Wine Walk, Notes @ Night weekly in summer, Halloween Trick-or-Treating, Shop Small Week, Shop Small Saturday, Holiday Parade, Downtown Christmas).
- Additional responsibilities as guided.

Qualifications:

- Ability to work occasional weekends and evenings for Downtown events.
- Comprehension of automating social media posts in advance.
- Passion for creating fun, exciting, and creative events.
- Understanding of meeting timeline requirements.
- Ability to have a vision for future events.
- Valid driver's license.
- Pass a formal background check.

Preferred Qualifications:

- Excellent written and verbal communication skills.
- Creativity and the ability to generate innovative ideas.
- Well organized and detail-oriented with consistent and timely follow-through.
- Proficiency in using marketing tools and software such Canva, Excel/Google Sheets, Content Management Systems, Adobe Products, Meta/Facebook, and Instagram.
- Understands SEO and paid analytics.
- Passion for a vibrant and historical Downtown.
- Ability to work effectively in a team and collaborate with cross-functional teams.
- Time management and organizational skills to handle multiple projects simultaneously.
- Adaptability and willingness to learn new skills and technologies as the marketing landscape evolves.
- Flexible and easily adapts to changing circumstances.
- Committed to continuing growth and quality improvement.

Education and/or Experience:

- Candidates should have a High School Diploma, GED, or other equivalent.
- At least 2 years of work experience in a related position or similar experience in planning events and/or promotions.

Downtown Stevens Point is committed to fostering an inclusive work environment. We celebrate and embrace differences in age, race, gender, sexual orientation, disability, and cultural background. All qualified applicants will receive consideration for employment without regard to these or any other characteristics. We believe that diverse perspectives drive innovation and success and are dedicated to ensuring that every individual feels valued and empowered.