**If applying for Nationally Accredited/Affiliate Main Street status, please provide the following documentation in the order listed to assist us in providing the most accurate evaluation of your program possible:**

[ ]  Annual letter of commitment with original signatures

[ ]  Copies of **2017** correspondence with your State Senator and State Representative regarding funding for KYMS (Required per the annual KYMS letter of commitment.)

[ ]  Attach your current business card (*and a current photo of the front of your office building if different from 2015*)

[ ]  Include one brochure, event flyer, or advertisement of your choice

[ ]  List of Current Board and Committee Members: Use KYMS template that divides the list by board and committees. Include business or affiliation, mailing and email addresses and phone numbers. Also indicate length of term for board members and when each member term expires and denote officers.

[ ]  Description of the structure of your Main Street organization if different from 2017

[ ]  Mission Statement

[ ]  Vision Statement

[ ]  Attach logo used by organization on promotional materials

[ ]  By-laws **(only if changes were been made since 2017)**

[ ]  Board Minutes indicating Approval and Adoption of Work Plan overview (*include this as a separate sheet in front of your work plans)*

[ ]  2017 Work Plans (goals, objectives, activities, etc. on KYMS work plan form) in the following order: Organization, Design, Economic Vitality, and Promotion (You may include 2018 work plans with the 2017)

[ ]  Description & examples **from 2017** that demonstrate your organization & community possess an historic preservation ethic.

[ ]  Board Minutes and documentation from January 2017 to December 2017

[ ]  Committee meeting minutes separated by committee from January 2017 to December 2017) **in the following order:** Organization, Design, Economic Vitality, and Promotion

[ ]  Approved Budget for 2017 Year (may be fiscal year 2017-2017 & 2017-2018 submit both) that includes Directors and Officers insurance; if insurance is provided by another entity please state that.

[ ]  Year-end Profit & Loss Financial statement Jan 1- Dec 31, 2017 (not detailed, not the whole check register☺)

[ ]  Last 2017 monthly financial report as presented to the board

[ ]  Hard copy of reinvestment statistics (8 ½ x 11) include name & addresses of new businesses & addresses of façade work

[ ]  A copy of your 2017 annual report

[ ]  A map of your Main Street district (only if changes have occurred since 2017)

[ ]  Place the self-assessment document and training calendar in the left side pocket

 ***Only If there are changes*:** Include a copy of your sign ordinance and historic preservation ordinance if you have one and place in left side pocket behind self-evaluation document and training sheet, do not attach to certification documentation

Documentation should be submitted on 8 ½ x 11 paper with no staples, no hole punches in **one** black pocket folder.

Include this check sheet in front of self-evaluation of program and training calendar in the left hand pocket of your submission.

Please send to: Kentucky Main Street Program

Kentucky Heritage Council

300 Washington Street

Frankfort, KY 40601

It must be postmarked by **January 13, 2017** It may also be hand delivered by this date.



# Kentucky Main Street Evaluation Form

**January 2017 - December 2017**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Full time\_\_\_\_\_\_\_\_\_\_Part time \_\_\_\_\_\_\_\_ Population \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (check appropriate box)

The National Main Street accreditation process uses a set of 10 performance standards which the Kentucky Main Street program evaluates our local programs.

**INSTRUCTIONS:** In the space below please check one box. ***If you add comments, please do so in a different font color or blue ink if comments are handwritten.***

# The organization has broad-based community support for the commercial district revitalization process with strong support from both the public and private sectors:

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  A wide cross-section of the community is actively participating on the

 different committees and at the board level.

[ ]  [ ]  [ ]  The majority of members on each committee are non-board members, and

 each committee has at least five active members. Program staff is not

included in this count.

[ ]  [ ]  [ ]  The downtown revitalization program has broad-based philosophical

 support from the community.

[ ]  [ ]  [ ]  Municipal government demonstrates a philosophical commitment to

 downtown revitalization.

[ ]  [ ]  [ ]  The Main Street program works in partnership with other organizations and

 entities in the local community. List up to 3 partner organizations

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  [ ]  [ ]  Describe relationships with governmental officials in your community

 outside of regularly scheduled board or council meetings.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  [ ]  [ ]  Volunteers are recognized at least once a year through a special activity.

Please describe:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Other factors to consider/comments:

Organization maintains an active public relations campaign. Circle all that apply

Newsletter, updated web site (if included within the city site, has a dedicated MS page) Facebook page, twitter, press releases.

1. **The organization has developed vision and mission statements relevant to community conditions and the local Main Street program’s organizational stage:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The organization has an appropriate written mission statement focusing on

 the traditional downtown area that includes its preservation.

Mission Statement:

[ ]  [ ]  [ ]  The mission statement is reviewed on an annual basis and updated as

 appropriate. Last date this was done**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017.**

[ ]  [ ]  [ ]  The organization has an appropriate written vision statement that was

 developed using a process including broad community participation. This

 vision statement communicates the community’s long-term hopes and

 intentions for the traditional downtown area and includes its preservation.

Vision Statement:

[ ]  [ ]  [ ]  The vision statement is reviewed on an annual basis and updated as

 appropriate. Last date this took place **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017**

How are your mission and vision promoted to the public? Business card, web-site, press release, etc. attach one example

Other factors to consider/comments:

1. **The organization has a comprehensive Main Street work plan:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The written work plan, including measurable goals, objectives, and a list of

 activities relating to each objective, is balanced and distributed within the

 four points of Main Street. (Using the KYMS template)

[ ]  [ ]  [ ]  ORGANIZATION WORK PLAN (volunteer management and recognition,

 leadership development, fundraising, public relations)

[ ]  [ ]  [ ]  ECONOMIC VITALITY WORK PLAN (education, market

 analysis, business retention and recruitment, incentives)

[ ]  [ ]  [ ]  DESIGN WORK PLAN (education, historic preservation, visible design

 projects including building and streetscape improvements)

[ ]  [ ]  [ ]  PROMOTION WORK PLAN (a combination of retail, special events, and

 image building activities)

[ ]  [ ]  [ ]  Goals and objectives are reviewed through a formal process on an annual

basis and are updated as needed by the board of directors. 2017 date this took place: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  [ ]  [ ]  The specifics of the work plan are actively discussed and developed at the

 committee level (i.e., determining activities to meet objectives) with the

 board providing final approval. Date of approval \_\_\_\_\_\_\_\_\_\_\_\_\_2017

[ ]  [ ]  [ ]  Activity plans containing detailed tasks/steps, specific responsibilities,

 timelines, and budget information are routinely filled out and/or updated as

 committees begin to undertake each of their activities and are used as

 ongoing working documents for activities requiring this type of detail and

 also distribute work activities and tasks to a broad range of volunteers.

[ ]  [ ]  [ ]  The overall work plan is reviewed by the board on a quarterly basis and

 “roadblocks” are discussed.

[ ]  [ ]  [ ]  Based on the 2017 work plan, has your organization made significant

 progress in each of these areas? Give one example.

[ ]  [ ]  [ ]  ORGANIZATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  PROMOTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  DESIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  ECONOMIC VITALITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other factors to consider/comments:

1. **The organization possesses an historic preservation ethic:**

 Include projects for 2017, not previous years

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The program has, or is working to put in place, an active and effective

 design management program using historic preservation as its foundation,

 including:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Local design assistance? Who provides this assistance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Does your Main Street Commercial District have a Historic Preservation

 Ordinance?

[ ]  [ ]  [ ]  Design review board is in place

[ ]  [ ]  [ ]  Main Street downtown Commercial District/Main Street overlay has a sign

 ordinance?

[ ]  [ ]  [ ]  All or part of your Main St. commercial district is on the National Register of

 Historic Places

[ ]  [ ]  [ ]  Organization maintains a current building inventory

 Date last updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Organization completed a preservation project in 2017. Please describe

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Is your community a Certified Local Government (CLG)? (This is a KHC

 Program, headed by Vicki Birenberg)

[ ]  [ ]  [ ]  Is there a code enforcement officer in your community? Yes \_\_ No\_\_

 Do they understand the codes and how they apply to historic properties?

 Yes\_\_\_\_\_ No\_\_\_\_\_

[ ]  [ ]  [ ]  The program encourages appropriate building renovation, restoration,

rehabilitation, and infill development. List addresses of projects completed in 2017**,** use back if necessary. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  [ ]  [ ]  The program works to provide creative adaptive reuse, financing, and

 physical rehabilitation solutions for preserving old buildings.

[ ]  [ ]  [ ]  Local financial incentives that encourage preservation (does not include state/fed tax credits) List: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Design education is available and provided Who provides this?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The program has put planning and land use policies in place that support

 historic preservation in the downtown area.

[ ]  [ ]  [ ]  The program builds public awareness for the district’s historic buildings and

 quality design. Give one example\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Buildings in downtown are being preserved and renovated rather than

demolished. Please list any historic structures that were lost in your community (city or county) to demolition in 2017.

 Please include address/es

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Demonstrate how the organization mounted a campaign to stop the

 demolition. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  A downtown building/s was appropriately renovated in 2017 including

 façade improvements. Please list address/es (use back if necessary)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  A tax credit workshop was held in your community or attended by

community members in 2017. Date of training\_\_\_\_\_\_\_\_\_ Presenter\_\_\_\_\_\_\_\_\_\_\_\_

Other factors to consider/comments:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. The organization has an active board of directors and Main Street committees:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The organization has a dedicated governing body, its own rules of

 operation, its own budget, its own bylaws, and is empowered to carry

 out Main Street's mission. The board is made up from a wide cross section

 of community members as evidenced on the board member list.

[ ]  [ ]  [ ]  The organizational structure is based on the Main Street© 4-point model.

[ ]  [ ]  [ ]  The board is an active, working, and functional board that understands its

 roles and responsibilities and is willing to put forth the effort to make the

 program succeed.

[ ]  [ ]  [ ]  There was a formal orientation program for new board members in 2017.

 Date held \_\_\_\_\_\_\_\_\_\_\_\_\_\_2017 Presenter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The board has well-managed, regular monthly meetings, with an advance

 agenda and regular distribution of minutes. (minimum of 9 meetings for communities

 with population over 5,000, minimum of 6 for communities below 5,000)

[ ]  [ ]  [ ]  The board was active in fundraising.

[ ]  [ ]  [ ]  All four Main Street committees have a chairperson (board member) and

 all board members serve on a committee members in addition to 3-5 (non-

 board members based on requirements), & each committee is fully functioning.

[ ]  [ ]  [ ]  Committees have regularly scheduled monthly meetings to address and

 move forward with activities listed on the approved committee work plan

 and keep minutes of all meetings & provide them to the director.

 (At least 6 meetings for communities 5,000 or less and 9 meetings a year above 5,000 population)

[ ]  [ ]  [ ]  **Committee members assume responsibility for implementation of the**

 **work plan.**

[ ]  [ ]  [ ]  Adequate written board and committee management policies and

 procedures are in place. (circle all that apply: By-laws, board commitment letter, board job

 description)

[ ]  [ ]  [ ]  The organization has directors and officers insurance.

[ ]  [ ]  [ ]  There was an annual formal orientation program for new committee

 Members in 2017. Date/s held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

Other factors to consider/comments:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **The organization has an adequate operating budget:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The board is a 501c3 non-profit organization

[ ]  [ ]  [ ]  The operating budget is adequate to achieve the program's goals. Budget

 is greater than $20,000 for small towns (5,000 or less) $35,000 for others.

 Total operating budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Funding is derived from at least 5 sources, list below

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The budget is specifically dedicated for the purpose of revitalizing the

 traditional downtown core area.

[ ]  [ ]  [ ]  The budget adequately covers the salary and fringe benefits of staff

 members, as well as other administrative expenses.

[ ]  [ ]  [ ]  The budget allows an adequate amount for professional training,

 development, and associated travel for both staff and volunteers including

 travel expense to attend KYMS annual conferences and regional directors

 meetings.

[ ]  [ ]  [ ]  The budget allows adequate funding to attend the National MS conference.

[ ]  [ ]  [ ]  Revenue sources are varied and broad-based, including appropriate

 support from municipal government.

[ ]  [ ]  [ ]  There is a strategy in place to help maintain stable funding.

 Please describe your strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Written financial reports containing detailed information are provided by the

 treasurer to the board on a monthly basis and documented in minutes.

[ ]  [ ]  [ ]  There is a process in place for financial oversight and management.

 [ ]  in by-laws, [ ]  policy handbook [ ]  included in city

[ ]  [ ]  [ ]  Organization had an annual audit or review/ 990 for 2017 (if included with

 another agency please list agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other factors to consider/comments:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **The organization has a paid, professional program manager:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The Main Street program currently has a program manager employed.

 Date of hire\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part time\_\_\_\_\_ Full time \_\_\_\_\_

[ ]  [ ]  [ ]  The Main Street program manager is paid a salary consistent with those of

 other community development professionals within the city, state, or region

 in which the program operates.

 Director salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director Benefits include: (check all that apply) vacation\_\_\_\_insurance\_\_\_\_sick

 leave\_\_\_comp time\_\_\_\_

[ ]  [ ]  [ ]  Adequate written staff management policies and procedures are in place.

[ ]  [ ]  [ ]  The program director has a written job description that matches the roles

 and responsibilities of a Main Street director.

[ ]  [ ]  [ ]  There is a formal system in place for evaluating the performance of the

 program director on an annual basis (more frequently during the first

 year), and all board members are involved in the process. Director also

 receives a written evaluation.

 Date/s of 2017 evaluation/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The program director makes regular monthly reports to the board

 and is noted in board minutes.

[ ]  [ ]  [ ]  The program director is adequately trained and continues learning about

 revitalization techniques and downtown issues.

The director reports to: [ ]  Board chair [ ]  Mayor [ ]  City Manager [ ]  Other

Name and Title of MS director immediate supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other factors to consider/comments (Please note if the program director position was vacant and for how long, also note the hiring process and date filled):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **The organization has a program of ongoing training for staff and volunteers:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The program takes advantage of local, regional, state, and national training

 opportunities and meets training requirements established by the state

 program per letter of commitment. Please indicate the Main Street or

 downtown trainings attended by board members, committee members,

 and the executive director from January 2017 to December 2017**.**

 **(include names of attendees after each training listed):**

[ ]  Kentucky Main Street Winter Conference Frankfort, KY February 15-16, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Northern Kentucky Restoration Week-end March 11-12, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# [ ]  University of Kentucky Historic Preservation Symposium Preservation Through Innovation. March 31, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  National Main Streets Conference Pittsburg, PA May 1-3, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Kentucky Main Street Meeting Cadiz, KY October 17- 20, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  National Trust Preservation Conference, Chicago, IL November 14-17, 2017

**Attendees**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Regional Main Street meetings January 2017 - December 2017

 1st qtr **\_\_\_\_**  2nd qtr **\_\_\_\_\_** 3rd qtr **\_\_\_\_\_\_** 4th qtr **\_\_\_\_\_\_**

[ ]  Additional trainings attended by Main Street director: Please list title and date

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Webinars, List titles and dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The program makes reference and training materials available locally and

 uses them.

[ ]  [ ]  [ ]  The program provides and conducts appropriate local training workshops

 including: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  On-going training for board and committee members is provided

[ ]  [ ]  [ ]  2017 Annual training for volunteers,

 Date held\_\_\_\_\_\_\_\_\_\_\_ Presenter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  2017 Annual Main Street 101 training for board members

 Date held \_\_\_\_\_\_\_\_\_\_ Presenter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  (If applicable) Main Street director attended new director training

[ ]  [ ]  [ ]  Annual committee trainings

[ ]  [ ]  [ ]  Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Other factors to consider/comments:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **The organization reports key statistics:**

Yes / Needs / No

 Work

[ ]  [ ]  [ ]  The program submits to the state annual program requirements.

[ ]  [ ]  [ ]  The program meets deadlines for submitting reports.

[ ]  [ ]  [ ]  Program submits reinvestment reports electronically by stated deadline.

[ ]  [ ]  [ ]  Staff regularly communicates with KYMS.

[ ]  [ ]  [ ]  The program makes use of KYMS or National list-serves to improve the

 district.

[ ]  [ ]  [ ]  Organization created/distributed an annual report for 2017 promoting work

 plan, accomplishments and reinvestment statistics to the public.

[ ]  [ ]  [ ]  Organization has an annual meeting in 2017 to raise public awareness

 and promote its impact on economic development and revitalization

 including historic preservation. Date held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017

Other factors to consider/comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **The organization is a current full member of the National Trust’s National**

 **Main Street Network membership program: To be a nationally accredited**

 **or designated program you must be a member of the Trust.**

Yes / No

[ ]  [ ]  The program is a current member of the National Trust’s National Main Street

 Network. ***Write your organization’s membership number below*** and

 ***expiration date*** or attach a copy of your membership card.

**11. The organization is in compliance with the “Letter of Commitment” with**

 **Kentucky Main Street and the sublicense agreement with the National Main Street Center:**

Yes / No

[ ]  [ ]  The program is in compliance with its “Letter of Agreement” with the State Main

 Street Program.

[ ]  [ ]  Letters were written to state government officials in 2017 and *copies are*

 *included* in certification documentation. Date written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 List names of Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Senator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **List or describe any impediments keeping your organization from**

 **reaching its goals.** (use back of page if necessary)

**We have discussed each of these items, agreed upon the response, and completed the form together.**

Board President’s Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date **\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Main Street Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date **\_\_\_\_\_\_\_\_\_\_\_\_\_**