

# Guidelines for Mandatory Quarterly Updates

Quarterly updates are required for Montana Main Street Program member communities. The Montana Department of Commerce captures the information collected by MMS communities to analyze trends, inform local program choices, relay information to stakeholders including the Montana Legislature, and shape the MMS Program. Additionally, the information is collectively reported to Main Street America.

To gather the requested information, refer to the glossary and collection method descriptions and suggestions below. The purpose of the quarterly updates is to collect information in each community's defined Main Street district, not just the work completed by the MMS organization. Main Street district boundaries are considered flexible; however, the boundary should be tracked with a consistent geographic area.

**Submit quarterly updates by the following dates:**

- First quarter: January, February, March — due April 30
- Second quarter: April, May, June — due July 31
- Third quarter: July, August, September — due Oct. 31
- Fourth quarter: October, November, December — due Jan. 3

**Main Street district:** The geographic area defined as your local MMS Program boundary.

**Collection method:** Each MMS Program should identify a geographic focus area within which efforts are targeted. This area is typically aligned with commercial district areas as delineated in local planning documents so that MMS efforts align with community planning priorities.

**Organization's budget:** The annual operating budget allocated to an MMS Program, if applicable.

**Collection method:** Collect the annual operating budget of a community's designated Main Street organization or lead/coordinating organization.

**Full-time jobs created (net):** Sum of all changes in full-time employment at businesses within the Main Street district.

**Collection method:** Determining the total number of jobs in a community can be a difficult task. MMS programs are often most successful when they survey business owners within the designated Main Street district. Make sure to consider seasonality: Does employment increase during certain seasons? One full-time seasonal job typically equates to one-third of an annual full-time job. Often, local economic development corporations track this data. Likewise, some MMS programs may consider acquiring this information from the U.S. Bureau of Labor Statistics or Esri.

**Part-time jobs created (net):** Sum of all changes in part-time employment at businesses within the Main Street district.

**Collection method:** To the best of their ability, MMS programs should survey local businesses to collect data regarding part-time employment. Like full-time jobs, consider how seasonality may play a role in part-time jobs.

**New business created (net):** Total change in businesses.

**Collection method:** MMS programs should maintain an active list of businesses within their boundaries and update it annually. The overall change in the number of businesses should be provided in the quarterly update.

**Rehabilitation projects completed:** Total number of rehabilitation projects including construction work such as repairs, renovations, modifications and reconstructions.

**Collection method:** Rehabilitation projects should be recorded after each project is completed, e.g., following ribbon ceremonies or once occupancy permits have been obtained. Local municipalities may also provide this information.

**New construction projects completed:** Total number of construction projects completed during a quarter.

**Collection method:** New construction projects should be recorded after each project is completed, e.g., following ribbon ceremonies or once occupancy permits have been obtained. Local municipalities may also provide this information.

**\$ Public investment:** Total dollar figure of public investment.

**Collection method:** MMS programs should contact their local municipalities to determine the total annual public investment.

**\$ Private investment:** Total dollar figure of all private investments.

**Collection method:** Track the private investment by category. For example: new construction and redevelopment, private donations to the community and Main Street, grants received, etc.

**Volunteer hours contributed:** Number of hours volunteered by organizations, committees and groups in the Main Street district.

**Collection method:** Track volunteer hours for each event, meeting, etc. Estimates are acceptable.

**Events held:** Total number of events held within the Main Street district led by the Main Street organization or a partner organization. Examples include farmers markets, festivals, volunteer clean-ups, concerts, etc.

**Collection method:** Collecting information on events is most manageable when collected after each event by the organizing entity. Sign-in logs and virtual RSVPs via social media platforms can help estimate attendance.

<b>2026 Quarterly Update</b>					
Community name:	Primary contact:				
Organization name:	Email:				
Organization budget:	Phone:				
Only include information on projects within your Main Street district in the quarter that they were completed. Updates for ongoing projects and important happenings outside your district can be included in the community updates section.					
<b>Quarterly Update Data</b>	<b>Q1:</b> Jan. Feb. March	<b>Q2:</b> April May June	<b>Q3:</b> July Aug. Sept.	<b>Q4:</b> Oct. Nov. Dec.	<b>Total Annual</b>
Full-time jobs created (net)					
Part-time jobs created (net)					
New businesses created (net)					
Rehabilitation projects completed					
Public improvement projects completed					
New construction projects completed					
\$ Public investment					\$
\$ Private investment					\$
Number of events held					
Volunteer hours contributed					

**Describe any new business activity in your community this quarter.**

Example 1: After some delays, the Tap House Cinema finally opened and attendance has exceeded original estimates.

Example 2: The Broken Spoke purchased an adjacent building to expand seating capacity. The community is considering adding a performance stage to create a live event space downtown.

**Describe any new planning projects or community-wide projects in your community this quarter.**

Example 1: The community reorganized its TIF Program to create a façade improvement program which will fund up to \$20,000 for exterior brick and mortar improvements to buildings downtown.

Example 2: The community is exploring funding for a downtown master plan.

**Are there any other community updates you would like to share?**

Use this space to talk about events, volunteerism or any other updates.

**Would you like to schedule a call or workshop with MMS staff on a specific project or issue? If so, please include a brief description of the project(s) or issue(s).**

Example: There are many differing ideas among business owners, local government and residents about which projects to tackle first downtown. Can MMS staff facilitate a workshop so we can organize and prioritize our ideas, vision and game plan for revitalization?