



## Lincoln Park Main Street, Inc. Program Reporting Form

***To be completed by LPMS for each Report Period:***

- \_\_\_\_\_ Q1 – Reporting on Activity for October 1-December 31 (Report due January 15)
- \_\_\_\_\_ Q2 – Reporting on Activity for January 1-March 31 (Report due April 15)
- \_\_\_\_\_ Q3 – Reporting on Activity for April 1-June 30 (Report due July 15)
- \_\_\_\_\_ Q4 – Reporting on Activity for July 31-September 30 (Report due October 15)
- \_\_\_\_\_ April 2025 Bi-Annual Year-to-Date Report – (10/1/24-4/1/25) – City Commission Presentation
- \_\_\_\_\_ Sept. 2025 Bi-Annual Year-to-Date Report 1 (10/1/24-9/2025) - City Commission Presentation

Deliverable	Deadlines/Reporting Requirements
<b>1. Economic Vitality:</b> This point aims to strengthen the district’s economic base by supporting existing businesses, attracting new businesses, and ensuring a diverse and thriving economic mix.	
<b>A. Business Development</b>	
Attract new businesses to the District – LPMS will make contact with at least one new business and include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
<b>Status:</b>	
Job creation/retention – LPMS will report on jobs created and/or retained within the Lincoln Park District quarterly.	Quarterly reporting required.
<b>Status:</b>	
LPMS will coordinate and host two Doing Business with the City Workshops.	2x per year; quarterly reporting required.
<b>Status:</b>	
LPMS will compile and publish a comprehensive business directory that provides detailed information about businesses within the Lincoln Park District and include its efforts and progress in quarterly reports.	June 30, 2025; quarterly reporting required.
<b>Status:</b>	

<b>B. Property Development</b>	
LPMS will provide technical assistance to one property owner, developer, or business on the renovation and/or repurpose of its commercial space. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
<b>Status:</b>	
LPMS will create and maintain a listing of vacant and occupied commercial properties within the Lincoln Park District with the interior and exterior building characteristics including square footage, building use, zoning, address, property type, current use, etc. to assist potential tenants or buyers in finding suitable options and include its efforts and progress in quarterly reports.	June 30, 2025 (publish) ; quarterly reporting required.
<b>Status:</b>	
LPMS will create and maintain a thorough database to capture and store detailed information about individuals interested in properties enabling efficient connections with available vacant properties as they arise and include its efforts and progress in quarterly reports.	June 30, 2025; quarterly reporting required.
<b>Status:</b>	
<b>2. Design:</b> This focuses on improving the physical appearance of the district by preserving historic architecture, enhancing public spaces, and partnering with the City to ensure a visually appealing environment.	
<b>A. Physical Improvements</b>	
LPMS will promote the Fort Pierce Redevelopment Agency Commercial Façade Grant Program to the Lincoln Park business community and, during application cycles, assist businesses with completing the application process. LPMS will include its efforts and progress in quarterly reports.	Ongoing with quarterly reporting required.
<b>Status:</b>	

<p>LPMS will provide and distribute information on the City’s Impact Fee Moratorium extension to builders/developers/real estate investors and the community on the process and timelines involved. LPMS will include its efforts in quarterly reports.</p>	<p>Ongoing with quarterly reporting required.</p>
<p><b>Status:</b></p>	
<p><b>B. Historic Preservation</b></p>	
<p>LPMS will facilitate the research and prepare applications to submit to the State for the historic designation of at least one church in the Lincon Park District. LPMS will include its efforts and progress in quarterly reports.</p>	<p>September 30, 2025; quarterly reporting required.</p>
<p><b>Status:</b></p>	
<p>LPMS will coordinate with Fort Pierce Redevelopment Agency staff and the master plan consultant to provide input on future development and the formation of neighborhood identities for the Lincoln Park Master Plan. LPMS will include its efforts and progress in quarterly reports.</p>	<p>September 30, 2025; quarterly reporting required.</p>
<p><b>Status:</b></p>	
<p><b>C. Architectural Standards</b></p>	
<p>Upon the City of Fort Pierce adoption of design standards, LPMS will maintain a copy on file to be shared with builders, developers, real estate investors, and the community. LPMS will interface with the City’s standards beginning July 1, 2025, with the grant from the Department of State, Division of Historical Resources for work on design standards in the Lincoln Park District. LPMS will include its efforts and progress in quarterly reports.</p>	<p>Dependent upon the City’s adoption of design standards; quarterly reporting required.</p>
<p><b>Status:</b></p>	

**3. Promotion:** This involves marketing the district’s unique characteristics to shoppers, investors, and visitors through events, advertising, and branding to enhance its image and attract business.

**A. Marketing and Events**

LPMS will plan, coordinate, promote, and host no fewer than 12 promotional and/or educational events with an average attendance of 50 participants each, to include:

- Lincoln Park May Day Freedom Celebration, to include live music, vendors, and community-oriented activities, etc. (annual)
- Flaming Knight Motorcycle Club Toy Drive (annual)
- Christmas on Moore’s Creek Toy Give-A-Way and Health & Wellness Festival (annual)
- Community Engagement event to be defined (community education/ workshops (2x/year) community meetings, collaborative engagement)
- Jazz on Moore’s Creek, to include live music, vendors, and community-oriented activities, etc. (quarterly)
- Offer business assistance/education workshops with SBDC and other community partners.
- Doing Business with the City Workshops (2x/year).

Quarterly, bi-annually, and annually as indicated; quarterly reporting required.

LPMS will include its efforts and progress in quarterly reports

**Status:**

LPMS will reach 1,000 social media impressions of marketing campaigns via various social media and LPMS -powered website. LPMS will include its efforts and progress in quarterly reports.

September 30, 2025; quarterly reporting required.

**Status:**

<b>B. Branding</b>	
LPMS will conduct quarterly surveys with a minimum of 25 respondents (totaling 100 respondents annually), to assess brand recognition via in-person and online methods. LPMS will publish the results of its surveys. LPMS will include its efforts and progress in quarterly reports. LPMS will include its efforts and progress in quarterly reports.	Quarterly; quarterly reporting required.
<b>Status:</b>	
LPMS will publish the Lincoln Park Showcase Newsletter digitally. LPMS will include its efforts and progress in quarterly reports.	Monthly beginning January 2025; quarterly reporting required.
<b>Status:</b>	
LPMS will complete updates to LPMS website and publish online by March 2025. LPMS will increase website and social media traffic related to District information by 10%, annually. LPMS will include its efforts and progress in quarterly reports including metrics related to website visits and social media activity.	March 2025 (updates); September 30, 2025 (10% increased traffic); quarterly reporting required.
<b>Status:</b>	
<b>C. Positive Image</b>	
LPMS will collect testimonials from 12 or more visitors and 6 or more residents. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
<b>Status:</b>	

**4. Organization:** This point emphasizes building a strong foundation for a sustainable revitalization effort, including engaging stakeholders, forming partnerships, and fostering a collaborative environment.

**A. Partnerships**

Collaborate with partner organizations – LPMS will complete two joint projects with partner organizations. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
---	---

**Status:**

**B. Volunteer Engagement**

LPMS will recruit and/or retain 25 volunteers annually. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
--	---

**Status:**

LPMS will attain 500 volunteer hours annually. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
---	---

**Status:**

The LPMS Executive Director will maintain active participation on two volunteer committees. LPMS will include its efforts and progress in quarterly reports.	September 30, 2025; quarterly reporting required.
--	---

**Status:**

**C. Resource Management**

LPMS will spend no more than 40% of funds received from the City under this Agreement on salaries. LPMS will include its efforts and progress in quarterly reports.	Annually with quarterly and bi-annual reporting required (see Budget).
---	--

**Status:**

<p>LPMS will explore sustainable funding sources beyond the program period and report on explored funding sources outside of the City of Fort Pierce designated funds to ensure the organization's sustainability. LPMS will include its efforts and progress in quarterly reports.</p>	<p>Annually with quarterly and bi-annual reporting required (see Budget).</p>
<p><b>Status:</b></p>	

**5. Budget:** LPMS will include the following information in its quarterly and bi-annual financial reports

Budget Summary: LPMS will provide an overview of the total program funds received including a breakdown of the budget into major categories (e.g., personnel, supplies, equipment).

Income Sources: LPMS will specify other sources of income (if any) contributing to the program and highlight any matching funds or in-kind contributions.

Detailed Expenses with Budget Justification: LPMS will itemize expenses with specific amounts for each category. Include both direct costs (directly related to the program) and indirect costs (overhead). LPMS will explain the rationale behind each expense.

Conclusion: LPMS will summarize the financial performance. Mention any adjustments made during implementation.