

CID FORMATION CHECKLIST

ASSESS THE FEASIBILITY FOR MOVING FORWARD

- a. Private Sector Leadership
- b. Supportive Local Government
- c. Staff and Financial Resources
- d. Public/Private Partnership

STEP 1: REVIEW STATE LEGISLATION

STEP 2: ESTABLISH ORGANIZATIONAL INFRASTRUCTURE

- a. Create a Timetable
- b. Form a CID Steering Committee
- c. Create a Local Government Support Team
- d. Secure Financing for the CID Formation Process
- e. Establish a Study Area Boundary
- f. Create the Database
- g. Initiate Base Level of Service and Government Participation Agreements

STEP 3: CREATE A CONSENSUS-BASED CID BUSINESS PLAN

- a. Engage Stakeholders in a Participatory Process
 - Focus Groups
 - One-On-One Meetings
 - Direct Mail Surveys
- b. Create a Budget and a Fair Assessment Methodology
- c. Resolve Governance Issues
- d. Prepare the Draft CID Business Plan Document
- e. Legal Counsel Reviews Plan
- f. Plan Review Workshops to Test the Plan
- g. Complete the Final CID Business Plan

STEP 4: MOBILIZE SUPPORT TO CREATE THE CID

- a. Train Steering Committee to Sell the CID
- b. Identify Support Inclinations of Stakeholders
- c. Create Marketing Materials to Explain the CID
- d. Prepare Local Officials
- e. Launch Petition Campaign
- f. Coach Steering Committee Through Council Approval

STEP 5: PREPARE FOR CID START-UP