



Mayor Elaine A. Pluta
City of Holyoke

Linda B. McQuade, Administrator
Office for Community Development

City of Holyoke Community Development Block Grant
Pre-Performance Monitoring Visit Checklist

To provide for a more efficient monitoring visit, please take the opportunity to gather the following documents prior to the visit. Please do not make copies ahead of the site visit; OCD staff will let you know what copies will be needed.

For the performance audit, OCD staff will review original documents to ensure that the activity meets National Objectives and Eligibility and is serving qualified beneficiaries. Current performance accomplishments based on the Scope of Services will be discussed.

Thank you for your assistance.

	Item	Available
1.	Evidence of Activity Performance- Attendance Records, Meals Served, Units of Measures, Etc.	
2.	Source of Income Eligibility of Beneficiaries	
3.	Criteria Used for Determining Income Classification (0-30%, etc.)	
4.	Source of Racial/Ethnic Classifications of Beneficiaries	
5.	Source of Female Head-of-Household Data for Beneficiaries	