

The following are general guidelines for verifying the Promotion of Empowerment scoring category and may not apply to every situation. Please review the empowerment section of the project's original application for additional information on eligible activities.

Please note the following general requirements:

- A minimum of two items will be required to validate the project's scoring commitments.
- Documentation must validate the content and frequency of services provided.
- All documentation must be signed and dated as applicable.

At Initial Monitoring, verification documentation should only include items not already submitted at Application.

Sub-Category	Acceptable Forms of Verification
<ul style="list-style-type: none"> - Training and education - Workforce development readiness services or programs - Financial literacy education (rental projects only) 	<ul style="list-style-type: none"> - Service agreement* - Resident sign-in records**# - Curriculum / course syllabus / educational materials## - Certificates of completion - Trainer or instructor's resume and invoices - Case worker notes, if services are one-on-one ** - Evidence of referrals and employment - Marketing materials
<ul style="list-style-type: none"> - Pre-purchase and / or post - purchase homeownership counseling (Owner-occupied projects only) 	<ul style="list-style-type: none"> - Resident sign-in records**# - Curriculum / course syllabus / educational materials## - Certificates of completion - Trainer or instructor's resume and invoices - Marketing materials
<ul style="list-style-type: none"> - Sweat equity (Owner-occupied projects only) 	<ul style="list-style-type: none"> - Sweat equity record / log - Sweat equity agreement
<ul style="list-style-type: none"> - On-site primary health care services or programs - Health care services or programs, including mental and behavior health services 	<ul style="list-style-type: none"> - Service agreement* - Resident sign-in records**# - Event / activity photo documentation** - Case worker/ or behavior health worker notes, if services are one-on-one ** - Lease agreement - Marketing materials - Health care services provider agreements and invoices
<ul style="list-style-type: none"> - On-site child daycare services or programs - After-school care or out-of-school services or programs 	<ul style="list-style-type: none"> - Service agreement* - Resident sign-in records**# - Event / activity photo documentation** - On-site daycare center license - Lease agreement showing first right to services for residents - Marketing materials
<ul style="list-style-type: none"> ▪ Bona-fide service coordinator / social worker 	<ul style="list-style-type: none"> - Job description - Signed offer letter (resume may be required upon request) - Evidence that services are in place (i.e., resident sign-in records#, event/activity documentation, case worker notes**, marketing materials, 3rd party invoice as applicable, etc.) **

* Service agreements must be updated at time of Initial Monitoring.

** Please obtain personal information releases from resident and redact highly sensitive confidential information (i.e., SSNs, medical conditions, etc.) prior to the submission of documentation.

In response to Covid-19 shelter in place orders, we accept attendance records of digital events such as webinar attendance reports, phone call logs, distribution logs, and/or screen shots of attendees on digital platforms.

Digital events and curriculum must provide an individual who can respond to questions and provide support. Recordings, interactive web pages or interactive digital webinars without a person supporting participants do not meet FHLBank San Francisco's criteria.