

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

\* 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.