

The following are general guidelines for certifying promotion of empowerment and may not apply to every situation. For ongoing services, documentation should validate the frequency and content of services provided. In most, but not all, cases, a minimum of two items may be required to validate the scoring commitments. All documentation must be signed and dated as applicable. Please review the empowerment section of the project's original application for further information on eligible activities. Contact ahp@fhlsf.com for guidance.

Sub-Category	Acceptable Forms of Verification*
<ul style="list-style-type: none"> ▪ Job training and employment counseling / referrals 	<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"> ▪ On-site employment 	<ul style="list-style-type: none"> ▪ Employment agreement / payroll history / time record ▪ Apartment / unit agreement
<ul style="list-style-type: none"> ▪ Financial literacy 	<ul style="list-style-type: none"> ▪ Service agreement** ▪ Resident sign-in records*** ▪ Curriculum / course syllabus / educational materials ▪ Certificates of completion ▪ Case worker notes, if services are one-on-one ▪ Marketing materials
<ul style="list-style-type: none"> ▪ Pre-purchase and/or post-purchase homeownership counseling 	<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"> ▪ Daycare services; after school and all-day services 	<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"> ▪ Resident / homebuyer project planning or development 	<ul style="list-style-type: none"> ▪ Resident sign-in records** ▪ Resident / homebuyer correspondence** ▪ Event / activity photo documentation*** ▪ Meeting agenda and minutes ▪ Marketing materials
<ul style="list-style-type: none"> ▪ Tenant council and homeowner association 	<ul style="list-style-type: none"> ▪ Council / association meeting sign-in records*** ▪ Council by-laws / association CC&R ▪ Council / association article of incorporation ▪ Council / association meeting agenda / minutes ▪ Council / association officers' election ballot / election results

Sub-Category	Acceptable Forms of Verification*
<ul style="list-style-type: none"> ▪ Other empowering supportive and education services and other financially empowering records 	<ul style="list-style-type: none"> ▪ Service agreement** ▪ Resident sign-in records*** ▪ Event / activity photo documentation*** ▪ Curriculum / course syllabus / educational materials ▪ Certificates of completion ▪ Trainer or instructor resume and invoices ▪ Marketing materials
<ul style="list-style-type: none"> ▪ On-site health care programs / services 	<ul style="list-style-type: none"> ▪ Service agreement** ▪ Resident sign-in records*** ▪ Event / activity photo documentation*** ▪ Lease agreement ▪ Marketing materials
<ul style="list-style-type: none"> ▪ Sweat equity 	<ul style="list-style-type: none"> ▪ HUD-1 / closing statement ▪ Sweat equity record / log ▪ Sweat equity agreement
<ul style="list-style-type: none"> ▪ Bona-fide service coordinator 	<ul style="list-style-type: none"> ▪ Job description ▪ Resume ▪ Offer letter ▪ Paystubs / invoices

*Evidence that services are in place must be presented at initial monitoring (IM), in addition to the documentation collected at application and/or disbursement.

** Service agreements must be updated at time of initial monitoring (IM).

*** 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.