

**FY 1991 Scoring Sheet**  
Public Housing Drug  
Elimination Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



03697

**Instructions to Reviewers:**

This Scoring sheet must be filled out for each application. **Section 1: General Information** provides basic information about each PHA/IHA application. **Section 2: Final Scores** provides space for a summary of the final scores and any additional comments. **Section 3: Scorer Information** provides basic information about the HUD staff scorer. **Section 4: Application Requirements** provides a checklist for all appropriate requirements that must be met before the application can be considered for funding. **Section 5: Scores** provides space for each of the selective rating criteria, as well as space for comments. Comments should be concise yet specify evidence from the application that supports the score given for each rating criteria.

**Section 1. General Applicant Information**

PHA/IHA Number :	Name of the PHA/IHA :	
Address :		Phone Number:

Summary (1-2 paragraphs only) of the proposal in PHA's or IHA's application: (This narrative will be used for Congressional Notification)

**Section 2. Final Scores**

Narrative		Final Score
<b>Factor 1:</b> <b>35 points</b> The extent of the drug-related crime problem in the public housing projects proposed for assistance		
<b>Factor 2:</b> <b>35 points</b> The quality of the plan to address the crime problem in the public housing projects proposed for assistance including the extent to which the plan includes initiatives that can be sustained over a period of several years		
<b>Factor 3:</b> <b>25 points</b> The capacity of the applicant to carry out the plan		
<b>Factor 4:</b> <b>30 points</b> The extent to which tenants, the local government and the local community support and participate in the design and implementation of the activities proposed to be funded under the application		
<b>Total Score:</b> <b>125 points</b>		<b>Total Final Score:</b>

**An application must receive a minimum score of 80 points out of the maximum of 125 points awardable under this competition to be eligible for funding.**

**Section 3. Scorer Information (Print)**

Name of Scorer		Signature of Scorer
Region	Phone Number	Field Office (City/State)
Field Office Phone Number		Date Application Scored

Comments

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**Section 4. Application Threshold Requirements**

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Mark each box to show that the application contains each requirement. **Note:** Requirements (6), and (8) may or may not be applicable, depending upon the application. Also, requirement (9) is not a threshold requirement and may or may not be part of the application.

**Corrections to Deficient Applications:** HUD will notify an applicant, in writing within 3 working days, of any curable technical deficiencies in the application. The applicant must submit corrections in accordance with the information specified in HUD's letter within 14 calendar days from the date of HUD's letter notifying the applicant of any such deficiency. Curable technical deficiencies relate to items that: (1) are not necessary for HUD review under selection criteria/ranking factors; and (2) cannot be submitted after the application due date has expired, to improve the substantive quality of the proposal. An example of a technical deficiency would be the failure of an applicant to submit a certification with its proposal.

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**Application Checklist**

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Mark "Yes" or "No" to indicate if the application contains each required document in accordance with the NOFA and 24 CFR §961.

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (1) Application for Federal Assistance (Standard Form SF-424 (Rev-88) and Budget Form Non-Construction Programs Standard Form SF-424A with narrative attached describing each major program and its related cost.  |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) The plan referred to in Section III of the NOFA and 24 CFR §961.15;  |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) Summaries of any written resident comments submitted to the PHA in accordance with Section III of the NOFA and 24 CFR §961.3;  |
|                          |                          | (4) A certification by the PHA or IHA applicant that:  |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) The applicant's assessment under Section III of the NOFA and 24 CFR §961.15(b)(1) of its drug-related crime problem, and the problems associated with drug-related crime, is based upon the best available objective data; and that the description of current activities being undertaken by the applicant to address the problem of drug-related crime in its projects and the applicant's strategy for addressing the problem of drug-related crime in its projects, are both accurate and complete.  |
| <input type="checkbox"/> | <input type="checkbox"/> | (ii) It will maintain a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1988, 24 CFR Part 24, Subpart F. (Applicants must submit a copy of their most recent drug-free workplace certification, which must be dated within the past year.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | (iii) It will comply with the requirements of Section 319 of the Department of the Interior Appropriations Act (Pub. L. 101-121, approved October 23, 1989), generally prohibiting recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant, or loan. (Applicants must submit the standard certification and, if necessary, the disclosure.)  |
|                          |                          | (5) A certification by the chief executive officer of a State or a unit of general local government (including an Indian tribe), in which the projects proposed for assistance are located that:   |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Grant amounts provided under this part will not substitute for activities currently being undertaken by the jurisdiction to address the problem of drug-related crime in these projects;   |
| <input type="checkbox"/> | <input type="checkbox"/> | (ii) Any additional security and protective services to be provided meet the requirements of Section III and 24 CFR §961.10;   |
| <input type="checkbox"/> | <input type="checkbox"/> | (iii) The relevant governmental jurisdiction will take the actions described in the applicant's strategy under III of the NOFA and 24 CFR §961.15;   |
| <input type="checkbox"/> | <input type="checkbox"/> | (iv) That the locality is meeting its obligations under the Cooperation Agreement with the PHA or IHA, particularly with regard to law enforcement services. Whether or not a locality is meeting its obligations under the Cooperation Agreement with the applicant, the CEO for the locality must describe the current level of law enforcement services being provided to the projects proposed for assistance. If the jurisdiction is not meeting its obligations under the Cooperation Agreement, the CEO should identify any special circumstances relating to its failure to do so. |
| <input type="checkbox"/> | <input type="checkbox"/> | (6) A certification by the chief of the local law enforcement agency, if applicable, that the agency has entered into, or will enter into, a cooperation agreement with the voluntary tenant patrol, in accordance with the requirements of Section III of the NOFA and 24 CFR §961.10.  |
| <input type="checkbox"/> | <input type="checkbox"/> | (7) A certification by the RMC or RC or other involved tenant groups where an RMC or RC do not exist, for a project proposed for funding under this part that the grant application was <i>jointly prepared with the applicant</i> , and that the applicant's description of the activities that the resident group will implement under the plan is accurate and complete.  |
| <input type="checkbox"/> | <input type="checkbox"/> | (8) Certification by the single state agency with drug coordination responsibility that the PHA or IHA has notified and consulted with the relevant single state agency or authority with drug program coordination responsibilities concerning its application and; that the drug treatment provider(s) has provided drug treatment to a similar population for at least two years prior; that the proposed drug treatment project is consistent with the state treatment plan; and that the treatment providers meet all individual state licensing requirements.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | (9) Letters of commitment from governmental or private entities which describe financial or other resources (e.g., staff or in-kind resources) that the entity agrees to provide for the applicant's anti-drug related crime efforts under Section III of the NOFA.  |

**Section 5. Scores**

Each application submitted by a PHA or IHA for a grant under Section I(d) of the NOFA will be evaluated on the basis of the following selection criteria. (The maximum rating score under this competition is 125 points.)

**Factor 1: The extent of the problem of drug-related crime in the applicant's projects.**  
**(Maximum points: 35). In assessing this criterion, HUD will consider the following factors:**

- (i) The severity of the drug-related crime problem, as reflected by:
  - (A) Crime statistics and other data provided under Section I(d)(1) of the NOFA on the number and types of drug-related crimes committed within the applicant's targeted projects; trend data indicating an increase or decrease in drug-related crime over a period of time; and descriptive data on the types of offenders committing drug-related crime in the applicant's projects (such as age, residence, etc.).
  - (B) To the extent that data under Section I(d) of the NOFA and 24 CFR §961.15 are not available, HUD will also consider information derived from resident/staff surveys or on-site reviews, or from the applicant's own records or those of other local agencies, on the extent of drug-related crime and the problems associated with drug-related crime, in the applicant's projects. This information may include (but is not limited to) the number of lease terminations or evictions for drug-related criminal activity; emergency room admissions for drug use or drug-related crime; vandalism costs and vacancies attributable to drug-related crime; the number of residents placed in treatment for substance abuse; the school drop-out rates and absenteeism rates for youth, etc.
  - (C) In awarding points under Section I(d)(1)(i)(A) and (B) of the NOFA HUD will evaluate the extent to which the applicant has provided raw data that reflects a severe drug-related crime problem, both in terms of the frequency and nature of the drug-related crime incidents, and the problems associated with drug-related crime, in the projects proposed for funding; the extent to which such data are meaningfully grouped by the variables listed under Section I(d)(1)(i)(A) and (B) of the NOFA and the extent to which such data reflect an increase in drug-related crime over a period of time in the projects proposed for assistance.

\_\_\_\_\_ Pts. **(Maximum points under Sections (A), (B) and (C) of this section: 20)**

- (ii) The relative severity of the drug-related crime in the applicant's projects, as reflected in the statistics submitted under Section I(d)(1) of the NOFA in comparison to other applications submitted in the Region for funding.

\_\_\_\_\_ Pts. **(Maximum points: 5)**

- (iii) The extent to which the applicant has analyzed the data compiled under Section I(d)(1)(i)(A) and (B) and has clearly articulated its needs for reducing drug-related crime in the projects proposed for assistance.

\_\_\_\_\_ Pts **(Maximum points: 10)**

<b>Subtotal</b>	<b>Comments: (Use back of page if necessary)</b>
pts	

**Factor 2: The quality of an applicant's plan to address drug-related crime in the projects proposed for assistance, including the extent to which the plan includes initiatives that can be sustained over a period of several years.**

**(Maximum points: 35). In assessing this criterion, HUD will consider the following factors:**

- (i) The extent to which the applicant establishes a relationship between its drug-related crime problem (as identified in its plan assessment under Section I(d) of the NOFA and its strategy for eliminating drug-related crime under III(c)(2)(iv) of the NOFA; the extent to which the applicant has considered and articulated its strategy goals and objectives; the extent to which the applicant's strategy provides for a comprehensive approach to eliminating drug-related crime in its projects (e.g., the strategy includes multiple management practices, enforcement/security techniques, and a combination of intervention, referral and prevention programs); and the extent to which funding under this program will target the applicant's identified need.

\_\_\_\_\_ Pts. **(Maximum points: 15)**

- (ii) The extent to which the applicant's strategy is realistic, given the amount of funding requested under this part in relation to the overall problem, and the time-frame indicated by the applicant for beginning and completing each component of the strategy; and the extent to which the applicant provides a cost analysis for each component of its strategy and describes the financial and other resources (under this part and other sources) that may reasonably be expected to be available to carry out each component; describes the activities to be funded under this part and indicates how such activities will be coordinated with, and complemented by, current services; and describes how funding decisions were reached.

\_\_\_\_\_ Pts. **(Maximum points: 5)**

- (iii) The extent to which the applicant has developed an evaluation process that includes measures it believes to be critical in evaluating the success of the plan; the extent to which the applicant has described in its plan the information to be gathered, and the method to be used to gather this information; and the extent to which the applicant relates the evaluation process to its assessment of the drug-related crime problem in the targeted projects (e.g., tracking of changes in identified crime statistics).

\_\_\_\_\_ Pts. **(Maximum points: 10)**

- (iv) The extent to which the plan identifies the non-HUD resources that the applicant reasonably expects to be available for the continuation of the program at the end of the grant term and the extent to which the initiatives that can be sustained over a period of years and the resources that the PHA or IHA may reasonably expect to be available at the end of the grant term to continue the anti-drug effort.

\_\_\_\_\_ Pts. **(Maximum points: 5)**

<b>Subtotal</b>
pts

**Comments: (Use back of page if necessary)**

**Factor 3: The applicant's capability to carry out its plan. (Maximum points: 25 points). In assessing this criterion, HUD will consider the following factors:**

- (i) The extent of the applicant's administrative capability to manage its projects, as measured by its performance with respect to operative HUD requirements under the ACC and 24 CFR Chapter IX. In evaluating administrative capability under this factor, HUD will also consider whether there are any unresolved findings from prior HUD reviews or audits undertaken by the Inspector General, the General Accounting Office, or Independent Public Accountants; whether the applicant is operating under court order; and the progress made by a Troubled PHA in achieving goals established under a Memorandum of Agreement executed with HUD.

\_\_\_\_\_ Pts. (Maximum points: 10).

- (ii) The extent to which the applicant has implemented effective eviction and screening procedures to determine an individual's suitability for public housing (consistent with the requirements of 42 USC 3604(f) and 24 CFR 100.202); implemented a plan to reduce vacancies; or undertaken other management practices to eliminate drug-related crime in its projects.

\_\_\_\_\_ Pts. (Maximum points: 5).

- (iii) The extent of, and degree of success reflected by, the applicant's prior track record in implementing and managing HUD grant programs, (including funding under this part or other grant programs such as CIAP, youth sports, child care, etc.) and other Federal drug-related programs.

\_\_\_\_\_ Pts. (Maximum points: 5).

- (iv) The extent to which the applicant has already undertaken successful anti-drug related crime efforts that will serve as the foundation for the proposed grant under this part.

\_\_\_\_\_ Pts. (Maximum points: 5).

<b>Subtotal</b>
pts.

Comments: (Use back of page if necessary)

**Factor 4: The extent to which tenants, the local government and the local community support and participate in the design and implementation of the activities proposed to be funded under the application. (Maximum points: 30). In assessing this criterion, HUD will consider the following factors:**

- (i) The extent to which local government, as represented by local organizations, businesses, and residents and local government officials will be actively involved in the implementation of the applicant's plan; and the extent to which the applicant has leveraged funds and other resources from other public and private sources, as evidenced by letters of commitment to provide funding, staff, or in-kind resources.

\_\_\_\_\_ Pts. (Maximum points: 10).

- (ii) The extent to which the relevant governmental jurisdiction has met its law enforcement obligations under the Cooperation Agreement with the applicant (as required by the PHAs Annual Contributions Contract with HUD).

\_\_\_\_\_ Pts (Maximum points: 10).

- (iii) The extent to which project tenants, and an RMC or RC, where they exist, are involved in the planning and development of the grant application and plan strategy, and participate in the design and implementation of the activities proposed to be funded under the application as reflected by information provided by the applicant in accordance with Section I(d)(4)(iii) of the NOFA and 24 CFR §961.15(b)(3)(vi), augmented with information concerning tenants, the applicant's response to tenant and RMC/RC comments under 24 CFR §961.18, and certification of resident involvement under 24 CFR §961.20(a)(7).

\_\_\_\_\_ Pts. (Maximum points: 10).

<b>Subtotal</b>
pts.

Comments: (Use back of page if necessary)