

INSTRUCTIONS FOR COMPLETING FORM HUD-9879, STANDARD RATING CRITERIA
(HOUSING FOR THE ELDERLY)

- A. Field Office. The Field Office panel shall assign recommended points for each of the rating criterion in the space provided, with the exception of Criterion 5, which is reserved for assignment by the Regional Administrator or his designee. The designated points on the rating form are maximum limitations and must not be exceeded. Where more than one discipline is involved in the same criterion or an individual factor of a particular criterion, an average of the scores assigned should be used on the rating form.
- B. Regional Office. The Regional Office shall also assign points for Criterion 5 concerning special needs to be met by the project, and make final rating decisions giving consideration to Field Office recommendations on all other criteria. If the Regional Office score for an individual criterion differs from the Field Office rating, the Regional Office must provide an explanation in the comment section of the rating form. Where necessary, appropriate documentation should also be attached.
- C. Averaging Scores. When two or more disciplines rate the same criterion and the scores are averaged, all scores of 0.5 through 0.9 shall be rounded up to the next whole number. If the score is less than 0.5, round down to the next whole number.
- D. Signatures. The rating forms submitted to Headquarters must contain original signatures of persons signing for both the Field Offices and the Regional Offices.