
Standard Rating Criteria Form
Section 202 Program (Elderly)

APPENDIX 13

4571.3 REV-1

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INSTRUCTIONS FOR COMPLETING STANDARD RATING CRITERIA FORM
(SUPPORTIVE HOUSING FOR THE ELDERLY)

- A. Field Office. The Field Office panel shall assign recommended points for each of the rating criteria in the space provided. 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 make final rating decisions giving consideration to Field Office recommendations on all 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 for both the Field Offices and the Regional Offices.