

LAHD Architectural Requirements

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Part 1

ARCHITECTURAL DESIGN GUIDELINES

PURPOSE OF DOCUMENT

The purpose of this document is to inform developers, design professionals, and the public of the design review process that is required to acquire Los Angeles Housing Department (LAHD) funding for multi-family housing developments including the Permanent Supportive Housing Program (PSHP).

This is a guideline for architectural design issues, and represents an important step in acquiring LAHD financing for your development project.

These design guidelines are to promote and assist in the development of well-designed, quality, affordable housing in a cost effective manner.

Within the project, the design of the affordable units shall not be any different than for market rate units: The quality of spaces and material, number and size of rooms, amount of closet space, amenities available, etc, shall be the same as for market rate units.

This document is not intended to limit the designers' creativity to any particular solution. Designers and development teams are encouraged to find innovative and creative design solutions to affordable housing projects.

DESIGN REVIEW PROCESS

The design review process is initiated when a developer submits a completed LAHD application. See Part 3, for list of drawings and other documentation for complete design review submittals.

Design Review continues throughout the application process, with reviews occurring at:

- Concept Phase (Submittal of Application)
- Schematic Design Phase,
- Construction Documents Phase.

Each submittal is reviewed by LAHD architectural unit staff and may be discussed in conference with the developer and architect. The developer and architect will receive a letter stating that the design conforms to the guidelines, or if further measures must be taken to successfully meet the design guidelines.

The design review process is concurrent with the proforma analysis, appraisal, loan underwriting, and land disposition process. These project reviews interact with and influence each other. Financial considerations are taken into account in the design review as design affects the value and financing of the project.

Not all of the following design criteria will be applicable to all projects, and some projects may require additional criteria. All applicable codes and ordinances will apply. Consult with all appropriate departments and agencies for requirements.

THE DESIGN REVIEW CRITERIA

SITE PLANNING

NEIGHBORHOOD/SITE CHARACTERISTICS

- Identify neighborhood characteristics: Land use, height, scale, massing of existing structures and relate proposed project to the characteristics found in the neighborhood.
- Identify and mitigate adverse impacts from adjacent use.
- Design landscaping and place building/s with relationships to adjacent uses and views.

DENSITY

- Provide functional and comfortable habitable units; usable indoor common areas; and meaningful, usable open spaces for the adults, adolescents, and children who will reside in the building.
- Provide visual relief by modulating the building footprint and building mass.
- Maintain or improve the pattern of building found within a neighborhood or community.

SURROUNDINGS

- Consider surrounding traffic with respect to safety, noise, and ease of circulation when locating buildings, landscape, pedestrian walkways, and driveways.
- Provide clear separation between pedestrian and vehicle traffic.
- Take adequate safety measures to assure child safety.

NOISE LEVELS

- Comply with State's Noise Insulation Standards (Cal Adm Code Title 25, Section 1092), and City of Los Angeles minimum acceptable noise level criteria for residential construction.
- Design to minimize impact from noise sources using landscape and architectural features.

LOT CONFIGURATION AND TOPOGRAPHY

- Consider size, slope and shape of property to achieve proper placement and density of building on lot.

NEIGHBORHOOD AMENITIES

- Consider adjacencies to cultural facilities if any, such as: museums, neighborhood and/or community parks, recreation areas, theaters, and sport venues.
- Preserve existing assets such as mature landscaping, and near or distant views, whenever possible.

ACCESS TO PUBLIC TRANSIT

- Consider logical pedestrian routes to public transportation such as bus, metro rail, and trains.
- Locate senior citizen housing within walking distance (1500 feet) of public transportation, where possible.

NEIGHBORHOOD PRESERVATION

- Respect the historic nature of the community and comply with “The Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings”.
- Assure compatibility with the historical character of surrounding buildings to preserve the unique identity of the area.

BUILDING DESIGN (exterior)

SETBACKS

- Conform front, rear, & side setbacks to prevailing setbacks along street.
- Vary yard depths to provide visual interest and usable yard areas.

HEIGHT AND SCALE

- Relate height and scale of new construction to the prevailing height and scale of existing neighborhood buildings.
- The building should reflect human scale, integrate with, and enhance the surrounding neighborhood.

MASSING

- Break up the mass of the building by using a variety of shapes to express the volume of the building. For example, it may be appropriate to step back the facade of the building to allow for a lower building height at street level, and a taller building height toward the middle or rear of the property.

NEIGHBORHOOD COMPATIBILITY

- Complement the existing neighborhood by taking clues from existing structures to unify the streetscape of the neighborhood. When appropriate, relate facade design, roof shapes, size and rhythm of openings, materials and colors, and architectural style of new buildings to near by buildings.

MATERIALS AND COLORS

- Use materials that do not require expensive maintenance.
- Use of unconventional building materials are not discouraged, but building materials and colors should reinforce the residential character of the building.

ARCHITECTURAL STYLE

- Determine dominant architectural style of the neighborhood (e.g. California bungalow, Mediterranean, Spanish, post WWII era tract) and incorporate contextual elements of that style to create cohesion within neighborhood.
- Make a stylistic change for the better when a neighborhood has no cohesive architectural style or the surrounding structures are of a poor quality and style.
- Architectural embellishment is useful to give the building human scale, and provide additional design interest and detail upon coming closer to the building.
- Bring architectural design elements to the sides and rear of the building - in addition to the front facade.

BUILDING / STREET CONNECTION

- Maintain building/street connection by avoiding elevating a building above a parking level at grade, which results in blank walls facing the street and adjacent properties (maximum elevation of first floor above sidewalk grade should not exceed four feet).
- Consider the expectation of the pedestrian walking by the building by including a sidewalk, front yard, entry steps, front door, and windows that are equated with residential neighborhoods.

OUTDOOR RECREATION AREA

- Determine residents' needs and design to accommodate intended use.
- Provide secure outdoor spaces for tenants and a play area for children especially for PSHP projects.
- Secure areas shall have good visual connection with other areas of building.
- Address the unique and important needs of the adolescent community by providing a safe and stimulating environment, but respecting their sense of autonomy and satisfying their educational and recreational needs.

LANDSCAPE/HARDSCAPE

- Use drought tolerant and California native plants, as much as possible.
- Design landscape in with low maintenance, durability, graffiti, security, noise, and view considerations in mind.
- Set back walls from sidewalk a minimum of eight inches to allow for landscape.

TRASH COLLECTION

- Trash collection should be unobtrusive and screened from view but convenient for all occupants of building.
- Consider trash chutes or compactors in larger scale buildings.
- Provide adequate space for recycling per Board of Public Works ISWMO guidelines, see Environmentally Responsive Design section of this document for additional information.

EASE OF MAINTENANCE

- Design should allow residents to carry out any routine maintenance with ease.
- Avoid using materials, landscaping, fixtures, or construction types that require excessive maintenance.

ENVIRONMENTALLY RESPONSIVE DESIGN

- Incorporate ecologically sound design principles that create quality living environments for housing residents by using renewable building methods and materials that are low energy consuming, non-toxic, site compatible, and non-destructive to the environment, as much as financially feasible.
- Specify building products with recycled content. Contact the City of Los Angeles' Board of Public Works-Integrated Waste Management Office (213 978-0228) for more information regarding targeted goals for recycling, and recycled content materials.
- Specify energy efficient mechanical, electrical, and plumbing systems and energy and water conserving appliances and fixtures, as much as possible.

- Utilize passive solar design principles that can lower the building construction cost (smaller HVAC systems) and can lower the cost of living for the residents of the building (lower utility bills). Take advantage of prevailing breeze to allow for natural "through" ventilation. Maximize solar access in winter and minimize solar gain during summer.
- Contact the L.A. Department of Water & Power - Environmental Division (213 367-2261) for additional Information on Energy Efficiency.

DISABLED ACCESS

- Conform to all applicable disabled access regulations (including at least 5% of project units must be fully accessible to people with mobility impairments and an additional 2% accessible to people with vision and hearing impairments).

VALUE ENGINEERING

- Integrate value engineering in the design process to build in economy from the beginning to avoid costly designs, and long-term problems from the point of view of the owner, manager, and end uses.
- When value engineering is applied after the design is essentially complete, it typically results in stripping the project of amenities, which might otherwise have been afforded - such as reasonable finishes, landscaping, and materials of higher quality and lower maintenance cost.

PARKING AREA

- Avoid letting garages, driveways and parking lots dominate the streetscape by placing them at the rear or side of the site to allow a majority of dwelling units to "front on" the street.
- Consider planting trees and shrubs to soften the overall impact of parking areas and to provide shade and noise reduction.
- Consider improving unavoidable blank walls with decorative artwork, display cases, vines, and good quality durable materials to minimize graffiti and deterioration.
- Minimize walking distance from parking area to building entries.
- Provide a well lit, easily visible path to and from parking area as a security consideration.
- Design to minimize conflicts between vehicles and pedestrians.
- Consider separating bicycle and pedestrian paths from vehicular traffic.

BUILDING DESIGN (interior)

ENTRY CONDITION

- Provide well-defined, gracious, safe entry into building from street and parking area.
- Utilize transitional elements: steps, landings, porches, lamps, seating, doorways, and lobby area.
- Provide a front desk area that controls security for the building, including entry and exit for guests, fire safety system monitoring, and communication with residents, for PSHP projects.
- Provide security at all entry conditions (see Design Guidelines: "Design Out Crime", January 1995).

COMMON LAUNDRY

- Location should be convenient to all units.
- Consider locating laundry rooms adjacent to recreation rooms or outdoor recreation areas to allow for supervision of children, or recreation while laundry is being done.
- Provide at least 1 washer and dryer for every 10 units.

RECREATION ROOM

- Determine resident need and design to accommodate intended use including adults, children and adolescents.
- Design recreation room, as with all common areas, to foster a sense of ownership by the tenants of the building.
- Provide;
 - a) Lounge space for residents to informally congregate and to build community.
 - b) Secure, indoor, flexible, recreational space for children who live in the building.
 - c) Indoor flexible common space that can be used for multi-task including community meetings, employment activities, including kitchen area for meal preparation.

UNIT ACCESS/CORRIDORS

- Provide natural light and ventilation in corridor areas and avoid long, double loaded corridors as much as possible.
- Consider separate access to public areas such as recreation rooms, and laundry facilities, from the private residential unit area.

UNIT ENTRANCE AREAS

- Unit entries should be prominent, visible, and easy to secure.
- Consider privacy, security, and changing hierarchy of space in the transition from public street or parking lot to private unit entries.
- Consider expanding side yards to allow access to individual unit entries.
- Minimize signage requirements with effective design.

UNIT MIX

- Locate large family units at building corners to take advantage of the additional exposure to exterior wall areas.

MANAGER'S UNIT AND OFFICE

- Consider a central location for the manager's unit and office, which will provide additional security for the building residents.
- Consider providing additional amenities for the manager's unit to attract the best possible manager(s) for the project to assure the long-term success of the project.
- Provide offices for property management and social service staff for PSHP projects.

UNIT SIZES AND STANDARDS

The following are the bedroom living space minimum threshold requirements for the Affordable Housing Managed Pipeline – Notice of Funding Availability:

- SROs – minimum of 200 sq. ft., and a maximum of 500 sq. ft.;
- 1-bedrooms – minimum of 450 sq. ft.;

- 2-bedrooms – minimum of 700 sq. ft.;
- 3-bedrooms – minimum of 900 sq. ft.;
- 4-bedrooms – minimum of 1,100 sq. ft.

For the purpose of this subsection, SRO units are efficiency units or studio units that may include a complete private bath and kitchen but generally do not have a separate bedroom, unless the configuration of an already existing building being proposed to be used for an SRO dictates otherwise. The minimum size for SRO Low-Income Units shall be 200 square feet, and the size shall not exceed 500 square feet.

UNIT/ROOM ADJACENCIES

- Room adjacencies between units should be of like functions (i.e. bedrooms of one unit should be adjacent to bedrooms of the adjacent unit).
- Avoid designing bedrooms of one unit sharing a common wall with a bathroom of another unit.
- Avoid corridors and/or balconies directly above unit interiors below.
- Avoid incompatible adjacencies cause problems such as loss of privacy, noise and leakage problems, and conflict created between neighbors that management will have to deal with, and will eventually reflect in the marketability of the project.

PARTY WALL DESIGN

- Party walls are necessary to separate ownership in condominiums, or where greater isolation from noise and vibration from adjacent non-similar use is necessary.
- Typical apartment design can achieve unit separation with a double, staggered-stud wall construction of 2 x 6 plate and 2 x 4 studs.

UNIT/OPEN SPACE RELATIONSHIP

- Design private open space (e.g., patio or balcony) large enough to be used for their intended function and visible from the interior.

ELEVATORS

- All residential buildings with more than three floors of public access (Including garage) must have an elevator.
- Residential buildings housing the elderly or handicapped of two stories or more must have an elevator.

UNIT DESIGN

UNIT PLAN ROOM RELATIONSHIPS

- Provide kitchen facilities appropriate for the household size. Kitchen shall minimally include a refrigerator, range, kitchen sink, and storage cabinets.
- Design circulation to avoid walking patterns that require passing through or across one space to reach another.
- Minimize space devoted to circulation.

- Delineate public areas (entry, kitchen, dining, and living rooms) from private areas (bedrooms and bathrooms).
- Consider locating the kitchen near entry and avoid having the entrance corridor pass through kitchen.
- Provide distinct areas for dining and living and assure that these areas do not conflict with circulation or entries.
- Provide (at a minimum) a full bathroom, including lavatory, toilet, & tub/shower (or shower) in each unit
- Locate bathrooms in such a way that they are not visible from entry, and when the bathroom door is open, the interior of the bathroom is not visible from any public area within the unit.
- Consider separating the lavatory from the toilet/tub to allow use by more than one person at a time for bedrooms sharing bathrooms.
- Handicapped requirements must meet code.

LIGHT AND VENTILATION

- Provide operable windows in all bedrooms.
- Provide generous natural lighting and "through" ventilation, which creates a bright living environment with fresh air especially in the kitchen area.
- Consider using windows that provide greater "depth" in appearance and have greater energy efficiency.
- Vent kitchen hoods to building exterior.

STORAGE/CLOSET SPACE

- Provide coat and linen closets in addition to bedroom closet.
- Provide a minimum of 10 sqft bedroom closet for all SRO and Studio units.
- Provide a minimum of 20 sqft bedroom closet per bedroom for all units 1 bedroom and above.
- Provide a minimum of 4 sqft linen closet for all units including SRO and Studio units.
- Provide a minimum of 6 sqft coat closet for all units including SRO and Studio units.
- Provide full base kitchen cabinets so that the undersides of sinks are not exposed.

FURNITURE LAY-OUT

- Ensure that all rooms can be reasonably furnished for the use intended.
- Consider available wall space, and/or adequate room size for furniture layout.
- Ensure that the dining area is sufficient size to accommodate additional chairs and a large table in large family units
- For PSHP projects provide fully furnished units including beds, kitchen table, with chairs, light fixtures, dressers and window coverings

FINISH MATERIALS

- Consider using materials, which facilitate the performance of routine maintenance tasks by the residents.
- Provide low maintenance, high durability materials.
- Avoid using mill finish, and pressboard cabinets.

APPLIANCES

- Stovetop ovens are required.
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Provide appliances, which do not require frequent care and maintenance.

- Locate water heater in a place that will reduce damage in case of leak or rupture.

HEATING AND AIR CONDITIONING

- Central heating and cooling systems are encouraged. Stand-alone wall heaters are not allowed in new construction or rehabilitation projects.
- Provide air conditioning throughout the building, in residential units, common areas, and offices, especially for PSHP projects.

REFERENCE MATERIALS

1. GOOD NEIGHBORS - "HOUSING THAT SUPPORTS STABLE COMMUNITIES"- LOS ANGELES HOUSING DEPARTMENT.
2. CITY OF LOS ANGELES "CRIME PREVENTION THROUGHT ENVIRONMENTAL DESIGN" – (CPTED).
3. AFFORDABLE HOUSING INCENTIVES GUIDELINES - Implementing the Affordable Housing Incentives Program Ordinance No. 170,764.
4. RECYCLING
 - A Resource Guide to Recycled Content Construction Products
 - Construction and Demolition Waste Recycling Guide
 - Wood You Recycle?
 - Environmental Procedures Specification
 - "Recycling in LA's Multi-Family Complexes"

Part 1a

MANDATORY REQUIREMENTS

CONSTRUCTION STANDARDS

Applicants shall provide a “Statement of Intent” utilizing landscaping and construction materials that are compatible with the neighborhood in which the proposed project will be located, and that the architectural design and construction materials will provide for low maintenance and durability, as well as be suited to the environmental conditions to which the project will be subjected. Additionally, this Statement of Intent shall note that the following minimum specifications will be incorporated into the project design for all new construction projects:

- (A) Landscaping - A variety of plant and tree species that require low water use (California native plants preferred) shall be provided in sufficient quantities based on landscaping practices in the general market area and low maintenance needs.
- (B) Roofs - Roofing shall carry a three-year subcontractor guarantee and at least a 20-year manufacturer's warranty.
- (C) Exterior doors - Insulated or solid core, flush, paint or stain grade exterior doors shall be made of metal clad or hardwood faces, with a standard one-year guarantee and all six sides factory primed.
- (D) Appliances – Appliances must be Energy Star rated, including but not limited to, refrigerators, dishwashers, ovens, ranges, microwaves, and clothes washers, shall be installed when such appliances are provided within Low-Income Units and/or in on-site community facilities.
- (E) Window coverings - Window coverings shall be provided and may include fire retardant drapes or blinds.
- (F) Water heater - For units with individual water heaters, minimum capacities are to be 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.
- (G) Floor coverings - For light and medium traffic areas vinyl or linoleum shall be at least 3/32” thick; for heavy traffic areas it shall be a minimum 1/8” thick. A hard, water resistant, cleanable surface shall be required for all kitchen and bath areas. Carpet complying with U.S. Department of Housing and Urban Development/Federal Housing Administration UMD, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor spaces unless this requirement is specifically waived by the General Manager.
- (H) Use of Low Volatile Organic Compound (VOC) paints and stains (Non-flat: 150 g/l or less, Flat: 50 g/l or less) for all interior surfaces where paints and stains are applied.

A project proposing rehabilitation of existing structures shall be exempt from the provisions of subsections (D) and (F) above, if the existing water heaters and appliances will remain. However, if an applicant does not propose to meet the requirements of this subsection, the project's Capital Needs Assessment must show that these standards are either unnecessary or excessively expensive.

SUSTAINABLE BUILDING METHODS

Projects must incorporate Sustainable Building Methods in order to be considered for funding. To determine sustainability, we have adopted a scoring system for which all projects must receive at least 8 points relative to the sustainable building methods listed below. To receive these points, the applicant and the project architect or mechanical engineer must certify in the application, which of the items will be included in the project's design and specifications, and further must certify at the project's placed-in-service date that the items have been included and/or that the energy efficiency standard has been met or exceeded. Please note that applicants who receive funding but fail to implement the Sustainable Building Methods as certified may be adversely scored in future funding request submissions.

- A new construction or adaptive reuse project that exceeds Title 24 energy standards by at least 10%. For a rehabilitation project not subject to Title 24, that reduces energy use on a per square foot basis by 25% as calculated using a methodology approved by the California Energy Commission. **(4 points)**
- For rehabilitation projects not subject to Title 24 requirements, use of fluorescent light fixtures for at least 75% of light fixtures or comparable energy lighting for the project's total lighting (including community rooms and any common space) throughout the compliance period. **(2 points)**
- Use of Energy Star rated ceiling fans in all bedrooms and living rooms; or use of a whole house fan; or use of an economizer cycle on mechanically cooled HVAC systems. **(2 points)**
- Use of water-saving fixtures or flow restrictors in the kitchen (2gpm or less) and bathrooms (1.5 gpm or less). **(1 point)**
- Use of at least one High Efficiency Toilet (1.3 gpf) or dual-flush toilet per unit. **(2 points)**
- Use of material for all cabinets, countertops and shelving that is free of added formaldehyde or fully sealed on all six sides by laminates and/or a low-VOC primer or sealant (150 g/l or less). **(1 point)**
- Use of no-VOC interior paint (5 g/l or less). **(1 point)**
- Use of CRI Green-label, low-VOC carpeting and pad and low-VOC adhesives 25 g/l or less. **(1 point)**
- Use of bathroom fans in all bathrooms that exhaust to the outdoors and are equipped with a humidistat sensor or timer. **(2 points)**
- Use of formaldehyde-free insulation. **(1 point)**
- Use of at least one of the following recycled materials at the designated levels: a) cast-in-place concrete (20% flyash); b) carpet (25%); c) road base, fill or landscape amendments (30%). **(1 point)**

- Design the project to retain, infiltrate and/or treat on-site the first one-half inch of rainfall in a 24-hour period. **(1 point)**
- Include in the project specifications a Construction Indoor Air Quality Management plan that requires the following: a) protection of construction materials from water damage during construction; b) capping of ducts during construction; c) cleaning of ducts upon completion of construction; and d) for rehabilitation projects, implementation of a dust control plan that prevents particulates from migrating into occupied areas. **(2 points)**
- Project design incorporates the principles of Universal Design in at least half of the project's units by including: accessible routes of travel to the dwelling units with accessible 34" minimum clear-opening-width entry and interior doors with lever hardware and 42" minimum width hallways; accessible full bathroom on primary floor with 30" x 60" clearance parallel to the entry to 60" wide accessible showers with grab bars, anti-scald valves and lever faucet/shower handles, and reinforcement applied to walls around toilet for future grab bar installations; accessible kitchen with 30" x 48" clearance parallel to and centered on front of all major fixtures and appliances. **(1 point)**
- The proposed project will contain nonsmoking buildings or sections of buildings. Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous. **(1 point)**

Part 2

ARCHITECTURAL FEE REIMBURSEMENTS CONDITIONS & REQUIREMENTS

ARCHITECTURAL FEE REIMBURSEMENT

These conditions and requirements apply to projects where the contractual agreement between a Developer and the Los Angeles Housing Department (LAHD) provides for reimbursement of architectural costs.

GENERAL

Regardless of the written or verbal agreement(s) the Developer has already entered into with the Architect, LAHD will reimburse the Developer for costs of architectural services incurred only under the terms and conditions as called for in the AIA DOCUMENT **B181**: STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT FOR HOUSING SERVICES, OR AIA DOCUMENT **B141** STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT, and under the conditions as described below. Variations from these terms and conditions will not be endorsed by LAHD. These variations shall become the sole responsibility and liability of the Developer.

Article 6 - USE OF ARCHITECT'S DRAWINGS

LAHD requires the Owner (borrower) to sign an "Assignment of Architect's Contract and Plans and Specifications and Permits" document, and requires the Architect to sign a "Consent and

Certificate" document prior to funding the loan. These documents consent to the assignment of all plans and permits to the City of Los Angeles. The purpose of this assignment is to allow the City of Los Angeles to complete the project in the event of default by the borrower. The LAHD Assignment and Consent documents will supersede the stipulations of Article 6.1.

Article 11 - BASIS OF COMPENSATION

11.3.3. - Compensation for Additional Services (pre-approved by LAHD) performed by consultants: upon review of the appropriate material, LAHD will authorize payment(s) for these services at a maximum multiple of 1.1 times the amount billed to the Architect for such services.

REIMBURSABLES

11.4.1 - LAHD will authorize payment(s) for reimbursable expenses at a maximum multiple of 1.10 times the amount billed to the Architect for such services, and upon review of the appropriate back-up documentation. For those reimbursable expenses that require authorization in advance from the Developer (see Article 10.2 of the AIA Document B 181, or B141), LAHD will authorize payment(s) only for those expenses where the Developer has secured a pre-approval in writing from LAHD.

11.5 : ADDITIONAL PROVISIONS

11.5.1 - Due to federal guidelines, LAHD is unable to reimburse interest on late or unpaid invoices.

PLEASE NOTE:

All architectural invoices must be submitted by the Developer and accompanied by a letter requesting reimbursement for architectural fee expense.

ARCHITECTURAL FEE GUIDELINES

The following schedule represents the maximum amount LAHD would typically allow for architectural work. This schedule is intended as a guide only. All architectural fees will be reviewed on a case-by-case basis taking into account the size, of the project, the scope of work, the experience of the architect, and any other factors, which might be pertinent.

Cost of Work (AIA- Ref.B141 Sect. 1.3-1997)	LAHD Max Architectural Fee Allowance (% of Cost)
0-\$250,000	10%
\$250,001 - \$500,000	9%
\$500,001 - \$1,000,000	8%
\$1,000,001 - \$2,500,000	7%
\$2,500,001 - \$5,000,000	6%
\$5,000,001 and above	5%

Insurance Requirement

For all LAHD financed projects which request reimbursement of architectural fee expenses, architects must submit proof of General and/or Professional Liability Insurance.

All projects require a minimum of \$250,000 coverage for General Liability Insurance. The amount of coverage should increase for projects of a larger size. All new construction or rehabilitation with structural improvements requires Professional Liability (Errors & Omissions) Insurance. Proof of insurance must be submitted to LAHD.

Architectural Payment

In order for LAHD to consider a proposed design and/or approve payment to the architect for the completion of drawings, the following drawings and documentation shall be submitted for review:

- Letter from the developer requesting payment for Architectural fee expense
- Detailed invoice of the services performed and letter from the architect stating the phase and level of completion of the plan set being submitted, and amount of payment requested.
- See Conceptual, Schematic Review, and/or Construction Reviews listed in Part 3.

For questions regarding this matter, please call Herbert Guevara @ (213) 808- 8832.

Part 3

SUBMITTAL REQUIREMENTS FOR ARCHITECTURAL DESIGN REVIEW

The items listed below are required in order for LAHD to review and approve the design of a project and/or approve architectural payment requests.

These requirements apply to any architectural submittal or architectural payment requests, except those, which have been already approved as of this date. This list includes:

- Submittal for **CONCEPTUAL PHASE.**
- Submittal for **SCHEMATIC PHASE.**
- Submittal for **CONSTRUCTION DOCUMENTS PHASE.**

PLEASE NOTE THAT A SUBMITTAL IS NOT REQUIRED FOR DESIGN DEVELOPMENT REVIEW, HOWEVER EVIDENCE OF WORK MUST BE PRESENTED FOR PAYMENT.

CONCEPTUAL REVIEW

In order for LAHD to review and consider the architectural and planning concept of a proposed project, except for “cosmetic rehabilitation projects” or rehabilitation projects that do not involve structural changes or reconfiguration of existing units*, the following drawings and documentation shall be submitted:

- Site plan (1/16" scale minimum)
 - Include lot dimensions and north arrow
- Floor plan(s) (1/8" scale minimum)
 - Include landscape concept
- Typical unit plan(s) (1/4" scale minimum) showing:
 - Square footage of unit(s)

- Interior dimensions of all livable spaces
- Furniture layout
- Major elevations and sections (1/8" scale minimum)
 - Include landscape concept
- Building program, or narrative description of the project
 - Include the needs of owners and end-users and how the proposed design facilitates these needs
 - A description of the site including but not limited to:
 - Surrounding use
 - Prevailing setbacks
 - Traffic patterns (if applicable)
 - Neighborhood amenities
 - Availability of public transportation
- A written statement from the applicant certifying that the project will comply with all applicable accessibility standards.
- Construction Cost Estimate, certified, signed, and dated

PLEASE NOTE:

1. All drawings shall be titled, and dated
2. Appropriate scale shall be indicated
3. Major dimensions shall be indicated
4. Provide two sets of FULL SIZE (24"x 36" minimum) drawings in PDF (Adobe Acrobat) format and uploaded to an online application portal designated by LAHD.

* For "non-structural rehabilitation projects" applicants shall, at a minimum, provide:

1. a "Property Needs Assessment" report or engineering inspection report;
2. a "Schedule of Values" for the proposed work;
3. an Architectural Rehabilitation plans that indicate the proposed improvements, to enable LAHD cost estimators to locate, quantify, and confirm all proposed improvements, i.e. the number of doors, windows, and/or fixtures to be replaced; floor, wall, and ceiling areas to be rehabilitated, indicating site work, if any, such as paved walkways, driveways, steps, landscape areas, low retaining walls that would be added or replaced, etc.

S SCHEMATIC REVIEW

ARCHITECTURAL DOCUMENTS PACKAGE

1. Title sheet including:
 - a. An index of all drawings submitted
 - b. A project description including but not limited to:
 - i. Construction and occupancy type
 - ii. Lot coverage, floor area ratio, and density
 - iii. Unit breakdown - unit mix
 - iv. Building zoning code analysis
 - v. Setbacks, variances
 - vi. Parking requirements

2. A vicinity map
3. Site survey
4. Site plan (1/16" scale minimum)
5. Floor plans (1/8" scale minimum)
6. Typical unit plans (1/4" scale minimum), showing:
 - i. Square footage of units
 - ii. Interior dimensions of all livable spaces
 - iii. Furniture lay-out
7. All exterior elevations (1/8" scale minimum)
8. At least two major sections (1/8" minimum)
9. Floor plan(s) of major project amenities
 - i. Community room, recreation room, etc.
10. Construction Cost Estimate, signed and dated.

PLEASE NOTE:

- i. All drawings shall be titled and dated
- ii. Appropriate scale shall be indicated
- iii. Major dimensions shall be indicated
- iv. A rendering and/or a rendered elevation is encouraged, especially for larger projects

The amount of payment will be based on the level of Completion as determined during the Architectural Review.

DESIGN DEVELOPMENT

(Not required for architectural review, however evidence of work must be submitted for reimbursement of architectural fees)

CONSTRUCTION DOCUMENT REVIEW

ARCHITECTURAL DOCUMENTS PACKAGE

1. Title sheet(s) including:
 - An index of all of the drawings submitted
 - Project description, data, requirements, and general notes
 - Vicinity map
 - The names, addresses, and phone numbers of all the consulting firms for the project.
2. Site survey.
3. Architectural drawings fully developed, coordinated & fully dimensioned including:
 - Site plan.
 - Demolition plan (if needed).
 - Foundation plans and details.

- Floor plan(s) for each level.
 - Roof plan.
 - Typical unit plans (drawn at a larger scale than floor plans).
 - Floor plans of any other major project amenities (1/4" scale minimum).
 - All exterior elevations.
 - Interior elevations (kitchen and bathrooms).
 - Sections and details.
 - Indicate compliance with Section 504 disability access requirements.
4. Any other drawings or schedules necessary to implement and facilitate construction of the project
 5. Fully developed coordinated plans from consulting firms Including:
 - Structural.
 - Mechanical.
 - Plumbing.
 - Electrical.
 - Landscape.
 - Irrigations.
 - Grading & drainage.
 - Civil plans, etc.
 6. A set of specifications fully developed specifications.
 7. Detail construction cost estimate OR construction bids dated and signed

PLEASE NOTE:

- All drawings shall be titled and appropriate scale indicated
- Each sheet shall be numbered, dimensioned, dated and the appropriate consulting firm logo included
- All drawings shall be coordinated with each other
- Upon plan-check submittal to the LADBS, developers shall include the following in the project description of its building permit application: "Publicly Funded Multi-Family Dwelling Units"

Part 4

ASSIGNMENT OF ARCHITECT'S CONTRACT PLANS SPECIFICATIONS AND PERMITS (With Architect's Consent and Certificate)

ASSIGNMENT OF ARCHITECT'S CONTRACT AND PLANS AND SPECIFICATIONS AND PERMITS (With Architect's Consent and Certificate)

Sample form

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged _____, a California _____ (the "Borrower"), as security for the obligations incurred and to be incurred by Borrower pursuant to the Loan Agreement of _____, 2006 (the "Loan Agreement") between Borrower and the City of Los Angeles, a municipal corporation ("City"), relating to the financing of acquisition, predevelopment, construction and permanent expenses on certain real property located in the City of Los Angeles, County of Los Angeles, California (the "Site"), as described in the Loan Agreement, hereby assigns and transfers to the City of Los Angeles ("City"), its successors and assigns, all of (1) Borrower's rights in and to those certain Plans and Specifications together with all amendments, modifications, supplements, general conditions and addenda thereto relating to the Site, prepared pursuant to the Loan Agreement (the "Plans") by _____ ("Architect"), (2) Borrower's right, title and interest in that certain agreement dated _____, between Borrower and Architect, a true and complete copy of which is attached hereto and incorporated herein by reference as Exhibit (the "Contract"), and (3) all permits to be obtained by or for the benefit of Borrower relating to the Plans or the Project ("Permits"). Architect consents to this Assignment, and has executed the Consent and Certificate attached hereto as Exhibit # and incorporated herein by this reference.

Neither this Assignment nor any action or actions on the part of the City shall constitute an assumption by the City of any of Borrower's obligations under the Contract unless and until the City shall have given written notice to Architect of its election to complete construction of the Project following a default by Borrower under the Loan Agreement. Borrower shall continue to be liable for all obligations under the Contract and Borrower hereby agrees to perform each and all such obligations. In the event of a default under the Loan Agreement, the City may elect to reassign its rights to the Plans, the Permits and the specifications under the Contract to any person or entity selected by the City to complete the Project. Such person or entity shall succeed to all of the rights of Borrower thereunder without the necessity of any consent from Borrower or Architect and the City shall have no liability for any failure of such person or entity to perform the obligations under the Contract. Provided, however, that in the event the City reassigns its rights to the Plans to another person or entity, the Architect's name shall not be used in connection therewith unless the Architect so approves in writing.

Borrower hereby represents and warrants to the City that (1) the Contract is in full force and effect with no defaults thereunder by either Borrower or Architect, (2) no event has occurred that would constitute a default under the Contract upon the giving of notice or the lapse of time or both, and (3) Borrower has made no previous assignment of, and granted no security interest in, its rights to the Plans, the Permits or the specifications under the Contract. Borrower agrees that (a) it will not assign, transfer or encumber its rights to the Plans, the Permits or under the Contract so long as any obligation under the Loan Agreement remains unsatisfied, (b) it will not agree to any amendment of the Contract without the prior written consent of the City, (c) it will not terminate the Contract or accept a surrender thereof, or waive, excuse, condone or in any manner release or discharge Architect of or from the obligations and agreements by Architect to be performed thereunder, in the manner and at the place and time specified therein without the prior written consent of the City, and (d) it will indemnify the City against any liabilities, losses, costs and expenses, including reasonable attorneys' fees, which may be incurred by the City as a result of the exercise of its rights under this Assignment.

The City shall have the right at any time (but shall have no obligation) to take in its name or in the name of Borrower or otherwise such action as the City may at the time or from time to time determine to be necessary to cure any default under the Contract, to protect the rights of Borrower or the City thereunder, or enforce all rights of Borrower under the Contract, Borrower hereby irrevocably constitutes and appoints the City its true and lawful

attorney in Borrower's name or in the City's name or otherwise to take all such action. The exercise of the City's rights hereunder shall not constitute a waiver of any of the remedies of the City under the Loan Agreement or any other document or agreement or otherwise existing at law or otherwise.

Executed this _____ day of _____, 20__

A California _____

By: _____
A California _____
Its: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

**ASSIGNMENT OF ARCHITECT'S CONTRACT
AND PLANS AND SPECIFICATIONS AND PERMITS
(With Architect's Consent and Certificate)
(_____ PROJECT)**

CONSENT AND CERTIFICATE

Pursuant to that certain assignment of Architect's Contract and Plans and Specifications and Permits (the "Assignment") executed by _____, a California _____ ("Borrower") on _____, the undersigned, as Architect, hereby consents to the assignment by Borrower of the Plans (all defined terms herein shall have the meaning defined in the Assignment), the Permits and the Contract to the City of Los Angeles, a municipal corporation and charter city ("the City"), and to each and all of the terms and conditions of such attached assignment and confirms to the City that (a) the Contract constitutes the entire agreement between the undersigned and Borrower relating to the Project, (b) the Contract is in full force and effect with no defaults thereunder, (c) no event has occurred that would constitute a default under the Contract upon the giving of notice or the lapse of time or both, (d) no material modification shall be made in the Contract without the prior written consent of the City, (e) the undersigned agrees to be bound by the provisions of the Loan Agreement restricting the ability of Borrower to make changes in the Plans without the prior written consent of the City, (f) the undersigned is not aware of any prior assignment of the Plans, the Permits or the Contract by Borrower, and (g) a complete copy of the Plans and all Permits will be delivered to the City. The undersigned agrees that in the event of any default by Borrower under the Contract, the undersigned will give written notice to the City thereof and the City shall have the right, but not the obligation, to cure said default within sixty (60) days from the City's receipt of such notice.

The undersigned further agrees that in the event the City becomes the owner of the Project, or undertakes to complete construction thereof, or assigns its rights to the Plans, the Permits and the specifications under the Contract to another person or entity, or otherwise requires the use of the Plans, the Permits and the specifications, the City, its successors and assigns are authorized to use the Plans, the Permits and the specifications without additional cost or expense beyond that stated in the Contract, all rights under the Contract otherwise exercisable by Borrower may be exercised by the City or such successor or assign, and the undersigned will perform its obligations in conformity with the Contract for the benefit of the City, its successors or assigns.

In order to induce the City to enter into the Loan Agreement and make the advances contemplated therein, the undersigned certifies to the City as follows:

- (a) As represented in the Plans, the Development will comply with (1) all statutes, rules, regulations and ordinances of all governmental agencies having jurisdiction over the Project, including, without limitation, those relating to zoning, building, pollution control and energy use; (2) all applicable covenants, conditions and restrictions affecting the Site and the Project, and (3) the requirements of the appropriate board of fire underwriters.
- (b) Construction of the Project in accordance with the Plans will not result in any encroachment on any adjoining property or on any surface easement.
- (c) The Plans will include (1) any recommendations contained in any soil or other geological test performed on the Site, and (2) parking for cars sufficient to meet the requirements of all applicable statutes, rules, regulations, ordinances, tract map conditions and leases.
- (d) The undersigned is duly licensed to conduct its business in the jurisdiction where its services are to be performed and will maintain such license in full force and effect throughout the term of the Contract.

The City shall have the right at any time to use all plans, specifications and drawings from the Project prepared by or for the undersigned for the Project, including, without limitation, the Plans, and the ideas, designs and concepts contained therein, without payment of any additional fees or charges to the undersigned for such use.

The undersigned hereby assigns to the City all of the undersigned's right, title and interest in, to and under all

subcontracts which are now or hereafter entered into by the undersigned in furtherance of its obligations under the Contract; provided, however, that until a default occurs by the undersigned under the Contract, the City shall not exercise any rights in the subcontracts which are hereby assigned.

The undersigned acknowledges that the City is relying on, among other things, the Consent, confirmations, agreements and assurances provided herein in entering into the Loan Agreement and agreeing to advance funds thereunder to Borrower for construction of the Project.

DATED: _____, 20__.

ARCHITECT:

By: _____

Title: _____

Part 5

ACCESSIBILITY COMPLIANCE REQUIREMENTS

- LAHD Accessibility Report Requirements Procedures (Revised as of 9/9/2020)
- LAHD Accessibility Compliance & Monitoring Procedures

See the attached documents.

Accessibility Report Requirements & Procedures

Certified Access Specialist (CASp) consultant requirements:

1. A State of California licensed design professional (i.e., Architect or Engineer) who is also a State of California Certified Access Specialist (CASp) consultant shall be hired by the developer and identified as a part of the development team.
2. The CASp consultant must be an independent, 3rd party consultant hired directly by the developer. Additionally, the architect-of-record, who may also possess CASp credentials (as an individual or within the firm) cannot serve as a CASp consultant on their own projects.

Access Compliance Requirements During Project Phases

A. Project Application

The CASp consultant must be identified as part of the development team within the project application.

a. Project Application (Conceptual Phase)

The developer shall submit a signed copy of the following Access Compliance Certification during the application period;

Access Compliance Certification

I, _____ (print name & title)
Certify that this project shall be designed, constructed, and thereafter maintained in compliance with the applicable accessibility standards in respect to the given funding source(s), Federal, State and local government provided services, programs and activities requirements.

Developer's Signature

Date

B. Plan Check Submission

1. The CASp consultant shall provide LAHD with an **Accessibility Design Review Report** at or prior to submission of plans to the Dept. of Building & Safety. The Accessible Design Review Report is to be accompanied with an electronic PDF file of the complete set of the construction documents as being submitted to LADBS. Please submit construction documents and Accessibility Design Review Report to: lahd.retrofit@lacity.org
2. Cover Sheet of plans shall list all applicable accessibility codes and standards for the project. This must include all federal, state and local accessibility codes and standards, including the designated FHA Safe Harbor. Plans must include this note on the cover sheet: ***“This is a publicly funded housing project and must comply with federal accessibility standards and California Building Code Chapter 11B”***
3. If there are substantial changes to the construction documents required by other departments that affect the accessibility of the development a revised electronic set of plans must be provided to Rehabilitation Construction Specialist (RCS) assigned to your project for review and prior to LAHD AcHP stamping the “Ready To Issue” set of plans.
4. The architect-of-record shall provide within the construction documents an “Accessible Units Matrix” indicating;
 - a. Total number of units by type.
 - b. The quantity of mobility, hearing/vision, adaptable and enhanced accessibility units including their location.
 - c. Accessible unit distribution in respect to the types of units provided.
 - d. The actual unit numbers for the mobility, hearing/vision, adaptable and enhanced accessibility units provided.

[Refer to the sample “Accessible Unit Matrix” on page 5.]

C. Construction Phase

- A. The CASp consultant shall provide LAHD with written Accessibility Reports at two stages during construction.
 1. **Rough Framing Accessibility Report/Progress Accessibility Report.**
Post framing inspection Items to be reviewed include but are not limited to wall reinforcement for future grab bar installation, switches, outlets and environmental control placement, framed passage door openings, and kitchen and bathroom layouts in each type of unit type. Review all public and common use areas completed to date. Issue field review report to LAHD within 10 business days of visit.

2 Final Accessibility Report.

Final construction completion inspection. Review finished units. Items to be reviewed include but are not limited to thresholds, cabinet installation for clearance, switches, outlets, and environmental controls, clear floor space at fixtures and appliances, and kitchen and bathroom layouts. Review accessible pedestrian routes as well as public areas including the leasing office, common use areas and amenities, and accessible resident and public area parking. Issue field review full report to LAHD within 10 business days of visit.

*Note: LAHD, Accessible Housing Unit personnel will conduct a site inspection after receiving the **Rough Framing Accessibility/Progress Accessibility Report** to confirm compliance at rough framing stage of the project.

Note: LAHD, Accessible Housing Unit personnel will conduct a Final Accessibility Site inspection after receiving the **Final Accessibility Report to confirm compliance at project completion. If non-compliant items are found an updated Final Accessibility Report will be required.

***Note: Final Accessibility Report at competition of construction must be approved by LAHD ACHP before any retention payment, TCO, or certificate of occupancy can be issued.

The following information is to be provided within all Accessibility Reports issued by a CASp consultant.

1. Name and address of property
2. Include applicable; Dates of Plan Review, Date of Site Inspection and Date Report was completed.
3. List all applicable accessibility Codes and Standards (Federal, State, and local)
4. Developer Information
 - Name
 - Address
 - Contact Person
 - Phone Number
 - Email Address
5. CASp Consultant Information
 - Name
 - Address
 - Phone Number
 - Email Address
 - CASp Number
 - CASp Signature and Date (Wet Signature and Date)

6. Architect of Record
Name
Address
Contact Person
Phone Number
Email Address
7. List the Types of Funding that will be used for this project (to be provided by the developer)
8. Provide a Detailed Scope of work for the project and project type (New Construction, Rehabilitation, Acquisition, New Construction and Rehabilitation). For rehabilitation projects please provide a spread sheet that details the scope of work in each unit, and all common areas and parking.
9. List any request made for Technical Infeasibilities or Code Modifications to Building and Safety
10. CASp consultant must provide within their accessibility Reports an "Accessible Units Matrix" indicating; (See Attached Unit Matrix Table Example)
 - a. The total number of units in the development.
 - b. All unit types by size, number of bedrooms, number of bathrooms, and floor plan types
 - c. Accessible unit distribution in respect to the types of units provided
 - d. The actual unit numbers for units designated as Mobility, Hearing/Vision, Adaptable, and Enhanced Accessibility Units. **Eleven percent (11%) of the units in the development must have Mobility Features and four percent (4%) of units must have Hearing/Vision features.**
11. CASp consultant must provide within their Accessibility Reports a "Parking Space Matrix" indicating; (See Attached Parking Matrix Example)
 - a) CASp consultant must provide within their Accessibility Reports a "Parking Space Matrix" indicating; Indicate if each residential unit has its own parking space
 - b) Total number of parking space for the development
 - c) Total number of van accessible parking spaces
 - d) Total number of standard parking spaces.
 - e) Total number of Electric Vehicle Charging Stations
 - f) Total number of Van Accessible Electric Vehicle Charging Stations
 - g) Total number of Standard Accessible Electric Vehicle Charging Stations
 - h) Total number of Ambulatory Electric Vehicle Charging Stations
12. Number all page of Accessibility Reports X of X

Services provided by CASp consultant are to be performed in accord with the latest DSA, Certified Access Specialist Program “Practice Standards and Best Practices Handbook” as applicable to Affordable Housing program requirements:

https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/casp/CASp_Manual.pdf?la=en&hash=E27040A396253DBC430DB8E5B42C2139F6859D7B

Should you have any questions, please email lahd.retrofit@lacity.org or call (213) 319-4347.

Unit Matrix								
Project Name:			Project Address					
Percent of Mobility Units Required: ☐ 11% ☐ 10% ☐ 5%								
Unit Types	Studio Units	Efficiency Units	One Bed Units	Two Bed Units	Three Bed Units	Four Bed Units	Five Bed Units	Total Number of Units
Number of Units per Type	0	0	0	0	0	0	0	0
Number of Mobility Units Required	0	0	0	0	0	0	0	0
Number of Actual Mobility Units Provided	0	0	0	0	0	0	0	0
Units Designated as Mobility Units								0
Total Percentage and Number of Mobility Units Provided								0
FHA/Adaptable Units Per CBC 11B	0	0	0	0	0	0	0	0
Enhanced Accessibility Units	0	0	0	0	0	0	0	0
Percentage of Hearing & Vision Units Required: ☐ 4% ☐ 2%								
Unit Types	Studio Units	Efficiency Units	One Bed Units	Two Bed Units	Three Bed Units	Four Bed Units	Five Bed Units	Total Number of Units
Number of Units per Type	0	0	0	0	0	0	0	0
Number of Hearing & Vision Units Required	0	0	0	0	0	0	0	0
Number of Actual Hearing & Vision Units Provided	0	0	0	0	0	0	0	0
Units Designated as Hearing & Vision Units								
Total Percentage and Number of Hearing & Vision Units Provided								0

Unit Types	Studio Units	Efficiency Units	One Bed Units	Two Bed Units	Three Bed Units	Four Bed Units	Five Bed Units	Total Number of Different
Number of Floor Plan Types	0	0	0	0	0	0	0	0
Floor Plan Type	0	0	0	0	0	0	0	0

PARKING TABLE			
RESIDENTIAL PARKING		COMMERCIAL PARKING	
Will Parking be Provided for Each Residential Dwelling Unit? ☐ Yes ☐ No			
Residential Parking Accessible Parking Van Accessible Parking		Commercial Parking Spaces Commercial Accessible Parking Spaces Commercial Van Accessible Parking Spaces	
Total Residential Parking Spaces	0	Total Commercial Parking Spaces	0
RESIDENTIAL ELECTRIC VEHICLE CHARGING STATIONS		COMMERCIAL ELECTRIC VEHICLE CHARGING STATIONS	
Electric Vehicle Charging Stations Van Accessible Charging Stations Standard Accessible Charging Stations Ambulatory Charging Stations		Commercial Vehicle Charging Stations Commercial Van Accessible Charging Stations Commercial Standard Accessible Charging Stations Commercial Ambulatory Charging Stations	
Total Number of Electric Vehicle Charging Stations	0	Total Number of Commercial Charging Stations	0

ACCESSIBILITY COMPLIANCE & MONITORING PROCEDURES

City's accessibility covenant and compliance is a mandatory requirement under the City's Corrected Settlement Agreement (CSA) with plaintiffs Independent Living Center et al. and Voluntary Compliance Agreement (VCA) with the U.S. Department of Housing and Urban Development (HUD), including those of the outside bond issuers.

Design Review and Plan Check

Accessibility Design Review Report by Certified Access Specialist (CASP) consultant and plans must be submitted to AcHP for review and approval prior to the Los Angeles Building and Safety (DBS) plan approval and issuance of building permit. Plans and reports may be submitted via email to lahd.retrofit@lacity.org.

- AcHP clearance and stamp on plans is required.
- AcHP and the LAHD Housing Development Bureau (HDB) require developers to submit the Accessibility Design Review Report by CASp consultant and plans at the earliest stage possible and no later than 60 days prior to CDLAC TCAC application deadline.
- AcHP will complete review of the plans and Accessibility Design Review Report from CASp consultant within 45 day or less. This allows for sufficient time for corrections and ensures that the project is built in compliance with all applicable accessibility standards.

Inspections

- A minimum of three (3) AcHP accessibility compliance inspections are required to be conducted during the construction process.
 1. Accessibility Rough Framing Inspection (Before walls are closed)
 2. Accessibility Pre-Final Inspection
 3. Final inspection (With Neutral Accessibility Expert (NAC))
- It is the developer's responsibility to provide project quality control and to timely request inspections and ensure completion of corrections for any and all cited non-compliant accessibility items.

Clearance/Certification of Accessibility Compliance

- All public funded developments (including those of outside bond issuers) are required to be inspected by AcHP and City's neutral accessibility expert, prior to occupancy of the development.
- AcHP clearance is required prior to issuance of Temporary Certificate of Occupancy (TCO).
- HUD has approved City's neutral accessibility expert, Evan Terry & Associates (ETA), as the Chief NAC (Neutral Accessibility Consultant) under the VCA.
- Verification of accessibility compliance by the Chief NAC and Certification of Compliance by AcHP is required prior to clearance for issuance of Certificate of Occupancy (CoFO) and release of retention.

LAHD Accessible Housing Program (AcHP), 221 North Figueroa Street, Suite 1400, Los Angeles, CA 9001; Tel. # (213) 319-4347; Email: lahd.retrofit@lacity.org; LAHD Website: www.housing.lacity.org; AcHP Website: www.accesshousingla.org.