



August 14, 2025

ACCESSIBILITY REPORT REQUIREMENTS & PROCEDURES

Certified Accessibility Specialist (CAsp) Program Consultant Requirements:

1. A State of California licensed design professional (i.e. Architect or Engineer) who is also a State of California Certified Accessibility Specialist (CAsp) Program 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, and independent of the architect-of-record. 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:

1. 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 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

Email the signed document to lahd.retrofit@lacity.org

2. Plan Check Submittal

- A. The developer shall provide LAHD's Accessible Housing Program (AcHP) with an Accessibility Design Review Report by a CASp consultant of the construction documents at the time or prior to submission of plans to the Los Angeles Department of Building & Safety (LADBS). The submittal is electronic to lahd.retrofit@lacity.org and must include PDF files of the Accessibility Design Review Report by the CASp consultant, a PDF file of the complete set of construction documents as being submitted to LADBS, and a Technical Services Request (TSR) form. AcHP may return the submittal to the developer if it does not meet the submittal requirements herein stated. AcHP will complete a review of the plans and Accessibility Design Review Report from CASp consultant within 38 days or less from the submittal date.
 - a. AcHP will assign a lead staff person to conduct a screening review of the materials within 8 business days of the initial submittal and will contact the developer if any required documents are missing. The assigned AcHP staff will then conduct the design review within 25 business days and send the corrections to an AcHP supervisor for review. The AcHP supervisor will review the materials and provide corrections to the developer within 5 business days.
- B. The Cover Sheet of plans shall list all applicable accessibility codes and standards for the project, including the list of funding sources with related architectural/accessibility requirements, matrices of units and matrices of parking spaces. This must include all federal, state and local accessibility codes and standards, including the designated FHA Safe Harbor.
 - a. Plans must include this note on the cover sheet: *"This is a publicly funded housing project and must comply with federal accessibility standards, California Building Code Chapter 11B, and local accessibility requirements by funding source."*
 - b. Documents relating to additional accessibility or architectural requirements by funding source must be submitted, including: TCAC scoring sheet, universal design requirements, enhanced accessibility program sheet, and/or other relevant documents.
 - c. FHA Safe Harbor: The requirements in 24 CFR Part 100.205, including ANSI A117.1-1986; the Fair Housing Accessibility Guidelines, including the Supplement to Notice of FHA Guidelines - Questions and Answers about the Guidelines, June 28, 1994.
- C. If there are substantial accessibility changes to the construction documents upon the plan check approval, a revised electronic set of plans must be provided to LAHD's Accessible Housing Program Retrofit Unit (lahd.retrofit@lacity.org)
- D. Plans shall include a page that is titled Accessible Means of Egress, with calculations and diagrams. Plan page shall clearly indicate the required methods for Accessible Means of Egress for the project per CBC 1009.
- E. Senior projects shall include a plan page that provides details for handrails and backing, in compliance with CIV 51.2. (2)
- F. Senior projects shall include a plan page that provides lighting plans and calculations in order to provide evidence of compliance with CIV 51.2. (3)

3. Construction Phase

- A. The developer, during construction, shall provide LAHD with written Accessibility Reports from a CASp consultant at a minimum of two stages, as listed below. The need for additional inspections or reports may rise depending on the phases of the project and/or on the occupation status. The developer shall also request the CASp consultant's field inspection and send the CASp's inspection report prior to scheduling the LAHD inspection.

a. Rough Inspection Reports for New Construction/Substantial Alteration Projects and Progress Accessibility Reports for phased Substantial Alteration Projects

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, kitchen and bathroom layouts in each type of unit type.

The project CASp must review all public and common use areas completed to date. Issue field review report to LAHD within 10 business days of inspection. *[Rough/Progress Inspection Report]*

LAHD's Accessible Housing Unit staff will conduct a site inspection after receiving the Rough/Progress Inspection Report to confirm compliance at the rough framing stage of the project

b. Final Inspection Reports for all types of projects

Final construction completion inspection, reviewing 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, kitchen and bathroom layouts. Accessible pedestrian routes as well as public areas including the leasing office, common use areas and amenities, and accessible resident and public area parking will also be reviewed. CASp to issue a field review full report to LAHD within 10 business days of inspection. *[Final Accessibility Report]*

LAHD's Accessible Housing Unit staff 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.

4. Notes on Certificates

- A. Temporary Certificate of Occupancy: LAHD will not issue a clearance for issuing a Temporary Certificate of Occupancy unless all non-compliant items in the units are corrected and an accessible route from the public right of way and the development's parking to each of the units exist.
- a. AcHP staff will issue a TCO clearance within five business days of receiving a complete request for a TCO from an ED1 applicant, provided the requirements above are met.

- B. Certificate of Occupancy:** LAHD will not issue a clearance for issuance of a Certificate of Occupancy or final building permit signed off by LADBS and release of a final retention payment unless all of the following are met:
- a.** Corrections issued by LAHD are completed and approved.
 - b.** LAHD approves the final Accessibility Report from the project's CASp consultant.
 - c.** Expert Recommendations and City Certification of Compliance with ACSA are issued.
 - d.** Neutral Accessibility Consultant (NAC) Verification and City Certification of Compliance with Accessibility Standard with VCA are issued.
- C.** AcHP staff will schedule a NAC re-inspection for any correction requiring NAC verification within 5 business days of a request by an ED1 applicant. If there are no further corrections as a result of the reinspection, the NAC will issue a report within 5 business days of the re-inspection indicating there are no further deficiencies. AcHP will then issue the clearance for the Certificate of Occupancy.

Required Information in Reviews and Reports

The following information is to be provided within all Accessible Design Reviews and Accessibility Reports.

1. Name and address of property;
2. Include if applicable:
 - Dates of Plan Review
 - Date of Site Inspection
 - 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 Certification Expiration Date
 - 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)
Provide copies of funding agreements with Los Angeles County and California Tax Credit Allocation Committee;
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 spreadsheet that details the scope of work in each unit, all common areas, and parking;
9. List any request made for Technical Infeasibilities to **LADBS**;
10. CASp consultant must provide within their Accessibility Reports an “Accessible Units Matrix” indicating; *(See Attached **Unit Count, Distribution and Designation** table example on page 7)*
 - 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, Universal Design, Enhanced Accessibility, and Adaptable Units are the following:
- i. **Fifteen percent (15%) of the units in the development must have Mobility Features, and ten percent (10%) of units must have Hearing/Vision features. For projects that provide more than the minimum number of units required, please have your CASp consultant designate which units will be used to meet the maximum allowable for both the ACSA and the VCA. The maximum allowed per ACSA is 15% Mobility Units and 10% Hearing/Vision Units, and the maximum allowed for the VCA is 11% Mobility and 4% Hearing/Vision Units.**
 - ii. **For Rehabilitation projects under the ACSA, the minimum is 11% Mobility Units and 4% Hearing/Vision Units. For the VCA Rehabilitation projects, the minimum is 5% Mobility Units and 2% Hearing/Vision Units.**
11. CASp consultant must provide within their Accessibility Reports a “Parking Space Matrix” (*See Attached **Parking Table** example on page 8*) indicating:
- 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 pages of Accessibility Reports with X of Y format;
13. **All CASp reports must be submitted with Wet Signature and Date.**

Services provided by CASp consultants are to be performed in accordance with the latest DSA, Certified Access Specialist Program “Practice Standards and Best Practices Handbook” as applicable to Affordable Housing program requirements. See the link below to download.

https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/casp/CASp1_Manual2024.pdf

Should you have any questions, please email us at lahd.retrofit@lacity.org.

Tricia Keane
Executive Officer

Jorge Alcantar
RCS III Accessible Housing Program

Unit Count, Distribution and Designation table

Please Note: The manager's units must be included in the Total Number of units when calculating the minimum required number of Mobility Units and Hearing/Vision units for a project.

Distribution & Designation By Unit Type, Floor Plan Type, Accessible Unit Type										
Number of Units	AHP #	Bldg	Unit #	Managers Unit (Mark with "x")	Unit Type: Studio, Efficiency, 1 Bedroom, 2 Bedroom, 3 Bedroom, 4 Bedroom, 5 Bedroom	Floor Plan Type	Unit Designation: Mobility, Communication, FHA/11A/11B	Additional Accessibility Requirements: Universal Design, EAP, Unruh, TCAC Mobility Units, TCAC Communication U	Unit Designated for Compliance with CSA	Unit Designated for Compliance with VCA
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
Total Number of Units										
					0				0	0
Studio					0					
Efficiency					0					
1 Bedroom					0					
2 Bedroom					0					
3 Bedroom					0					
4 Bedroom					0					
5 Bedroom					0					
Manager Unit					0					
Grand Total					0					
					<div style="display: flex; justify-content: space-between;"> Total # Units for VCA & CSA: Total Number of Mobility Units </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Total Number of Communication Units </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Total Number of Adaptable Units (FHA/11A/11B) </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Total % of Mobility Units Provided for this Project </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Total % of Communications Units Max Counted for CSA and VCA 4% </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Total Number of Communications Units Counted for CSA and VCA </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! % of Mobility Units for Compliance with VCA Max. 11% </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! Number of Mobility Units for Compliance with VCA </div> <div style="display: flex; justify-content: space-between;"> #DIV/0! % of Mobility Units for Compliance with CSA Max. 16% </div> <div style="display: flex; justify-content: space-between;"> 0 Number of Mobility Units for Compliance with CSA </div> <div style="display: flex; justify-content: space-between;"> 0 Number of Mobility Units Not Counting for CSA </div> <div style="display: flex; justify-content: space-between;"> 0 Number of Communication Units Not Counting for CSA </div> <div style="display: flex; justify-content: space-between;"> 0 Number of Mobility Units Not Counting for VCA </div> <div style="display: flex; justify-content: space-between;"> 0 Number of Communication Units Not Counting for VCA </div>					
					<div style="display: flex; justify-content: space-between;"> Floor Plans Project Type </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 1 Senior Project </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 2 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 3 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 4 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 5 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 6 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 7 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 8 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 9 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 10 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 11 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 12 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 13 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 14 </div> <div style="display: flex; justify-content: space-between;"> Floor Plan Type 15 </div> <div style="display: flex; justify-content: space-between;"> Different Floor Plans </div>					

Parking Table

Project Name:						
Site Name and Address:						
Building Name and Address:						

Parking Table			
Residential Parking			
Will Parking be provided for Each Residential Dwelling Unit?			(Mark "Yes" / "No")
Residential Parking	0		
Accessible Parking	0		
Van Accessible Parking	0		
Total Residential Parking Spaces	0		
Residential Electric Vehicle Charging Stations	0		
Electric Vehicle Charging Station	0		
Van Accessible Charging Station	0		
Standard Accessible Charging Station	0		
Ambulatory Charging Station	0		
Total Number of Electric Vehicle Charging Stations	0		
Commercial Parking			
Commercial Parking Spaces			0
Commercial Accessible Parking Spaces			0
Commercial Van Accessible Parking Spaces			0
Total Commercial Parking Spaces			0
Commercial Electric Vehicle Charging Stations			0
Commercial Vehicle Charging Stations			0
Commercial Van Accessible Charging Stations			0
Commercial Standard Accessible Charging Stations			0
Commercial Ambulatory Charging Stations			0
Total Number of Commercial Charging Stations			0