

Tiena Johnson Hall, General Manager
Luz C. Santiago, Executive Officer

Anna E. Ortega, Assistant General Manager
Emilyzen Cervantes, Assistant General Manager
Craig Arceneaux, Assistant General Manager

City of Los Angeles



Karen Bass, Mayor

LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd., Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.gov

July 15, 2026

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 achp.construction@lacity.org

2. Plan Check Submittal

This section lists the required documents and explains the process during the initial design review.

A. Design Review Submittal

a. Submittal Requirements for Initial Design Review

The developer shall provide Los Angeles Housing Department's (LAHD) Accessible Housing Program (AcHP) Construction Unit with the documents, listed below, at the time of submission of plans to the Los Angeles Department of Building & Safety (LADBS). The submittal is electronic to achp.construction@lacity.org and must include the following documents and information:

1. Accessibility Design Review Report by the CASp consultant in PDF format;
2. Complete set of construction documents (plans) as submitted to LADBS in PDF format (*See section B. Requirements when submitting construction documents (plans) below for further instructions*) including the following:
 - a. AcHP Unit Matrix in Excel format (*See sample on page 10*)
 - b. Alteration Status & Replacement Cost Calculations in PDF format (*See sample on page 12*) for a Rehabilitation project.
3. Technical Service Request (TSR) form in PDF format from the Housing Development Bureau;
 - a. Include the name of the Finance Development Officer you are working with at LAHD.
4. Include the **LADBS Permit Number(s)** in your email submission.

AcHP Construction Unit will not begin the initial design review if the developer's submittal does not meet the submittal requirements herein stated.

b. Initial Design Review Process and Timeline

AcHP Construction Unit will complete an initial design review of the plans and Accessibility Design Review Report from CASp consultant within thirty-eight (38) days or less from the submittal date. The procedures during the timeline from the submittal date is as follows:

1. AcHP Construction Unit will assign a lead staff person to conduct a screening review of the materials within eight (8) business days of the initial submittal and will contact the developer if any required documents are missing.
2. The assigned AcHP Construction Unit Rehabilitation Construction Specialist (RCS) will then conduct the design review within twenty-five (25) business days and send the corrections to an AcHP Construction Unit RCS III for review.
3. The AcHP Construction Unit will conduct a peer review of the materials and provide corrections to the developer within five (5) business days.

B. Requirements when submitting construction documents (plans) for Design Review

If there are substantial changes to the construction documents (plans) that affect accessibility during the LADBS or other LA City Department's plan check review, a revised electronic set of plans must be re-submitted for review and approval to LAHD AcHP Construction Unit electronically using achp.construction@lacity.org.

a. Cover Sheet Requirements

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 Safe Harbor.

1. Plans must include this statement 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."

2. 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.
3. 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.

b. Required documents to be included

1. Plans shall include a page that is titled Accessible Means of Egress, with calculations and diagrams. The Plan page shall clearly indicate the required methods for Accessible Means of Egress for the project per CBC 1009.
2. Plans must include a copy of the completed **Unit Counts, Distribution and Designation Table (AcHP Unit Matrix)**. A separate **AcHP Unit Matrix** excel file must also be submitted to AcHP Construction Unit (achp.construction@lacity.org). *(See sample on page 10).*
3. For Rehabilitation projects, the **Alteration Status & Replacement Cost Calculations** *(See sample on page 12)* must be completed and submitted in PDF format to achp.construction@lacity.org.

c. Senior Project Plan Requirements

1. Include a Plan page that provides details for handrails and backing, in compliance with CIV 51.2. (2)
2. 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 - Inspections and Reports from CASp Consultants for the Project

The developer, during construction, shall provide LAHD AcHP Construction Unit with written Accessibility Reports from a CASp consultant during the following stages below. The need for additional inspections or reports may rise depending on the phases of the project and/or on the occupation status.

A. Rough Framing 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, kitchen and bathroom layouts in each type of unit type.

The project CASp must review all public and common use areas completed to date then issue the *CASp Rough/Progress Inspection Report* to LAHD AcHP Construction Unit within 10 business days of inspection.

The AcHP Construction Unit's assigned RCS will conduct a site inspection after receiving the *CASp Rough/Progress Inspection Report* to confirm compliance at the rough framing stage of the project.

B. Pre-Final Report for Temporary Certificate of Occupancy (TCO)

TCO allows developments to start moving people into units. (*See section 4. Requirements for AcHP TCO and CoFO Clearances below for further information*)

The project CASp will conduct a pre-final inspection to ensure all units are accessible and that at least one accessible route exists from the public right of way and the parking to each of the units then issue a *CASp Pre-Final Report for TCO* to LAHD AcHP Construction Unit within 10 business days of inspection.

The AcHP Construction Unit's assigned RCS will conduct a document review and a site inspection after receiving the *CASp Pre-Final Report for TCO* to confirm compliance at project completion. If non-compliant items are found, an updated report will be required.

C. Final Report

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 rental offices and mailboxes, elevators if part of the accessible route, common use areas and amenities (ie. laundry room), and accessible resident and public area parking will also be reviewed. (*See section 4. Requirements for AcHP TCO and CoFO Clearances below for further information*)

The project CASp will issue a field review full report to LAHD AcHP Construction Unit within 10 business days of inspection called *CASp Final Accessibility Report*.

The AcHP Construction Unit's assigned RCS will conduct a final accessibility site inspection after receiving the *CASp Final Accessibility Report* to confirm compliance at project completion. If non-compliant items are found, an updated Final Accessibility Report will be required.

4. Requirements for AcHP TCO and CofO Clearances

This section lists the requirements for a project to obtain AcHP occupancy clearances.

A. AcHP Temporary Certificate of Occupancy (TCO)

AcHP Construction Unit assigned RCS will issue a Temporary Certificate of Occupancy (TCO) clearance within five business days of receiving a complete request for a TCO from an ED1 applicant, provided the requirements are met. LAHD AcHP Construction Unit **will not issue a clearance** for issuing a TCO unless all non-compliant items in the units are corrected. Please review the following list below for TCO to be issued:

- a. All Mobility, Hearing/Vision, and Adaptable Units must be completed and must meet the applicable standards.
- b. All program-supplied furniture must be installed in the units.

Note: We recommend installing common area furniture for TCO clearance, but it is only required for the Neutral Accessibility Consultant (NAC) inspection.

- c. Accessible routes from the public way (including parking if provided for tenants) to the units, including elevators if they are part of the accessible route, exists.
- d. Rental offices and mailboxes must be completed.
- e. Accessible Means of Egress must be completed.
- f. Accessible parking spaces must be completed.
- g. At least one accessible laundry room must be completed.
- h. The **signed** Preliminary Project Management Plan (PMP) Approval from AcHP Policy (ensuring accessible units designations match the Final CASp report for the units) must be completed and submitted to the assigned RCS from AcHP Construction Unit.

Note: The Preliminary PMP Approval from AcHP Policy Unit must be submitted by the Developer to AcHP Policy Unit for approval. AcHP Policy Unit will forward the approved Preliminary PMP to the assigned RCS in the AcHP Construction Unit.

- i. A CASp report that signs off on all mobility and communication units, a sampling of adaptable units, accessible routes, Accessible Means of Egress, and accessible parking must be completed and submitted to the assigned RCS from AcHP Construction Unit.

All of the above requirements must be compliant and the Preliminary PMP must be approved by AcHP Policy Unit (ie. accessible unit designations must match the Final CASp report for the units) before AcHP Construction Unit will release clearance for the Temporary Certificate of Occupancy. NAC Inspection and approval **are not required** for Temporary Certificate of Occupancy clearance from AcHP.

B. AcHP Certificate of Occupancy (CofO)

LAHD AcHP Construction Unit will not issue a clearance for issuance of a Certificate of Occupancy (CofO) 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 AcHP Construction Unit are completed and approved.
- b.** LAHD AcHP Construction Unit approves the final Accessibility Report from the project's CASp consultant.
- c.** Expert Recommendations and City Certification of Compliance with the Amended Corrected Settlement Agreement (ACSA) are issued.
- d.** NAC Verification and City Certification of Compliance with Accessibility Standard with VCA are issued.

C. NAC Re-Inspections for Certificate of Occupancy

AcHP Construction Unit 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, 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 consultants must include within each of their CASp reports the most up-to-date AcHP provided **Unit Matrix** that reports unit count, distribution and designation. The **Unit Count, Distribution and Designation Table (AcHP Unit Matrix)** excel file must also be submitted to the AcHP Construction Unit (*See sample on page 10*). Please email achp.construction@lacity.org to request the latest version.
 - 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:

1. For New Construction projects:

- Fifteen percent (15%) of the units must have Mobility Features;
- 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 for the ACSA is fifteen percent (15%) Mobility Units and ten percent (10%) Hearing/Vision Units;
 - The maximum allowed for the VCA is eleven percent (11%) Mobility and four percent (4%) Hearing/Vision Units.

2. For Rehabilitation projects:

- The minimum allowed for the ACSA is eleven percent (11%) Mobility Units and four percent (4%) Hearing/Vision Units.
- The minimum allowed for the VCA is five percent (5%) Mobility Units and two percent (2%) Hearing/Vision Units.
- **For Rehabilitation projects, a determination must be made** if a project is a substantial alteration project or an Other Alteration project. The **Alteration Status & Replacement Cost Calculations** (*See sample on page 12*) must be completed and submitted in PDF format to achp.construction@lacity.org for determination. Please request the latest version from AcHP Construction Unit.

11. CASp consultant must provide within their Accessibility Reports a “Parking Space Matrix” (*See sample on page 11*) indicating the following:

- 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. CASp consultants must provide a statement confirming that the project substantially complies with all accessibility standards in the following reports:

- a. Accessibility Design Review Report
- b. Final Unit and Common Area Report

13. Number all pages of Accessibility Reports with X of Y format;

14. 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](https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/casp/CASp1_Manual2024.pdf)” as applicable to Affordable Housing program requirements. Use the link below to download the handbook.
https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/casp/CASp1_Manual2024.pdf

Should you have any questions, please email us at achp.construction@lacity.org.

Eric Claros, *Director of Housing*

Jorge Alcantar, *RCS III Accessible Housing Program*

Unit Count, Distribution and Designation Table (AcHP Unit Matrix) Sample

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.

Reminder: Do not submit in PDF form. This must be submitted as an excel file and have the most up-to-date information. Please email achp.construction@lacity.org to request the excel file if you do not have it.

[illegible]

Parking Table Sample

Please Note: This table is located on tab 3 of the **Unit Count, Distribution and Designation Table (AcHP Unit Matrix)** excel file.

Reminder: Do not submit in PDF form. This must be submitted as an excel file and have the most up-to-date information.

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

Alteration Status & Replacement Cost Calculations Sample

Please Note: This file is for Rehabilitation projects to determine if a project is a Substantial Alteration project or an Other Alteration project.

Reminder: Submit in PDF form. Please email achp.construction@lacity.org to request the spreadsheet if you do not have it.

SOV ALTERATION - NEW CONSTRUCTION COMPARISON									
Project :		File Name :		Bid Time :					
Add. :		Rates :	prevailing wages	Meeting :	N/A				
City :		Duration :	TBD	Time :	N/A				
Client :									
Contractor		Building Gross Area (SF)	0						
Add. :		No. of Units (EA)	0						
City :									
Feel free to add, or delete line items as they shall apply to the specific project									
DO NOT CHANGE FORMAT									
Sec #	TRADES	Alterations estimate	Replacement Cost estimate						
1	Scaffolds	\$0.00	\$0.00						
2	Surveying	\$0.00	\$0.00						
3	Erosion Control (County storm drain compliance)	\$0.00	\$0.00						
4	Earthwork for foundations	\$0.00	\$0.00						
5	Storm Drainage System For public works LID compliance	\$0.00	\$0.00						
6	Site Concrete (Walks Ramps Stairs)	\$0.00	\$0.00						
7	Paving Markings (Parking, Access Ailes, ETC)	\$0.00	\$0.00						
8	Structural Concrete	\$0.00	\$0.00						
9	Masonry	\$0.00	\$0.00						
10	Structural Steel	\$0.00	\$0.00						
11	Misc. Steel	\$0.00	\$0.00						
12	Wood Framing	\$0.00	\$0.00						
13	Metal Stud Framing - Drops	\$0.00	\$0.00						
14	Finish Carpentry	\$0.00	\$0.00						
15	Architectural Woodwork (Cabinets)	\$0.00	\$0.00						
16	Countertops	\$0.00	\$0.00						
17	Insulation	\$0.00	\$0.00						
18	Pedestrian Deck Coating Waterproofing	\$0.00	\$0.00						
19	Roofing	\$0.00	\$0.00						
20	Flashing/Sheet Metal	\$0.00	\$0.00						
21	Fire Stopping	\$0.00	\$0.00						
22	Sealants	\$0.00	\$0.00						
23	Doors-Frames-Hardware	\$0.00	\$0.00						
24	Windows	\$0.00	\$0.00						
25	Drywall	\$0.00	\$0.00						
26	Exterior Plaster	\$0.00	\$0.00						
27	Ceramic Tile	\$0.00	\$0.00						
28	Flooring	\$0.00	\$0.00						
	SUB TOTAL CONSTRUCTION PAGE 1	\$0.00	\$0.00						
SOV ALTERATION-NEW CONSTRUCTION COMPARISON									
Project :		File Name :		Bid Time :					
Add. :		Rates :	prevailing wages	Meeting :					
City :		Duration :		Time :					
Client :									
Contractor		Building Gross Area (SF)	0						
Add. :		No. of Units (EA)	0						
City :									
Sec #	TRADES	Alterations estimate	Replacement Cost estimate	Comments					
29	Interior Painting	\$0.00	\$0.00						
30	Exterior Painting	\$0.00	\$0.00						
31	???	\$0.00	\$0.00						
32	???	\$0.00	\$0.00						
33	???	\$0.00	\$0.00						
34		\$0.00	\$0.00						
	SUB TOTAL CONSTRUCTION PAGE 1 & 2	\$0.00	\$0.00						
EQUIPMENT PER SECTION 504									
Sec #	TRADES	Alterations estimate	Replacement Cost estimate	Comments					
35	Signage	\$0.00	\$0.00						
36	Bathrooms Accessories	\$0.00	\$0.00						
37	Fire Extinguishers & Cabinets	\$0.00	\$0.00						
38	Mailboxes	\$0.00	\$0.00						
39	Fire Dept. Knox Box	\$0.00	\$0.00						