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Accessibility Report Requirements & Procedures

Certified Accessibility Specialist Program (CASp) 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 Program (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, 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

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 as attachment 7.4.1;

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), and State and local government provided services, programs and activities requirements.

Developer's Name & Title

Date

Accessibility Report Requirements & Procedures

February 11, 2015
Page 2

B. Design Development Phase

(Not required for HCIDLA review)

C. Construction Document Phase

1. The architect-of-record shall provide within the construction documents an "Accessible Units Matrix" indicating;
 - a. The quantity of accessible units provided
 - b. Accessible unit distribution in respect to the types of units provided.
 - c. The actual unit numbers for the mobility and communication units provided.

[Refer to the sample "Accessible Unit Matrix" below.]

Accessible Units Matrix (EXAMPLE)

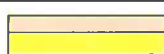
Units Types:	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	Total No. of Units	Total No. of Accessible Units provided	% of Accessible Unit provided
Total No. of Unit / Type	5	10	20	30	65		
No. of 5% unit required with Mobility accommodations	0.25	0.5	1	1.5			
Required	1	1	1	2	5		
Actual Unit Nos.	#	#	#	#		5	7.7%
No. of 5% Mobility Units	1	1	1	2			
TOTAL percentage (%) and number units provided with mobility accommodation					7.7%	5	0.0%
No. of Additional of 2% units required with communication features	0.1	0.2	0.4	0.6			
Required	1	1	1	1	4		
Actual Unit Nos.	#	#	#	#		4	6.2%
No. of 2% Communication	1	1	1	1			
TOTAL percentage (%) and number units with communication features					8.2%	4	0.0%
Total Number of Total Accessible Units Provided / Total % of Accessible Units Provided						9	13.8%
Total Number of Units					65		

The above Accessibility Matrix is intended as a guide in making sure the proposed project is in compliance with HUD Section 504 [24 CFR § 26] / 2010 ADA, 293.3.5 requirements. Alternate unit type accommodations may be considered in providing comparable housing choices for persons with disabilities, as provided for the general resident population. The overall goal is to provide a minimum of 5% of the units for the physically impaired and an additional 2% for the sensory impaired.

LEGEND

Indicate Actual Unit Numbers # (e.g. Unit 234)

Indicate Quantity of Fully Accessible Units to be provided



D. Plan Check Submission

1. The CASp consultant shall provide HCIDLA with an Accessibility Design Review at or prior to submission of plans to the Dept of Building & Safety. The Accessible Design Review is to be accompanied with an electronic PDF file of the complete construction documents as being submitted to LADBS.
2. If there are substantial changes to the construction documents upon plan check approval, a revised electronic set of plans must be provided to HCIDLA.

Accessibility Report Requirements & Procedures

February 11, 2015
Page 3

E. Construction Phase

A. The CASp consultant shall provide HCIDLA with written Accessibility Reports at two stages during construction.

1. Prior to rough framing inspection sign-off [Preliminary Accessibility Report]*
2. Prior to construction completion. [Final Accessibility Report]

*Note: HCIDLA, Architectural Unit personnel is to be present at the site to receive the Preliminary Access Report and confirm compliance at rough framing inspection.

**Note: The Final Accessibility Report once received by HCIDLA concludes the accessibility report and documentation requirements.

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

1. Name and address of property
2. Scope of work for project and project type
3. Contact Information of Developer
4. List the type(s) of funding that will be used for this project (to be provided by the developer)
5. Contact information for architect-of-record
6. Contact information for CASp consultant
7. Date of review
8. Provide CASp Inspector information in Design Reviews & Accessibility Reports
 - A. Name
 - B. CASp Number
 - C. Contact Information: Address; Phone Number; Email Address

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.

http://www.documents.dgs.ca.gov/dsa/casp/CASp_BestPracticesHandbook.pdf

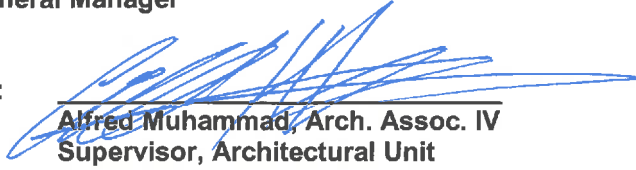
Should you have any questions, please call Jorge Alcantar at (213) 808-8996.

Accessibility Report Requirements & Procedures

February 11, 2015
Page 4

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