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Los Angeles Housing + Community Investment Department's Accessible Housing Program (HCIDLA AcHP) Interim COVID-19 Pandemic TCO & Occupancy Verification Procedures

The purpose of these procedures is to ensure that applicable Housing Developments comply with applicable Accessible Standards prior to tenanting and to comply with the City's obligations under the City's Voluntary Compliance Agreement with the Department of Housing and Urban Development.

This document details the interim Temporary Certificate of Occupancy (TCO) Verification Procedures being implemented by HCIDLA AcHP during the COVID-19 Pandemic. These procedures shall be applicable to all Housing Developments in construction, as of August 2, 2019:

- 1) underwent new construction, has five or more Units, and either (a) received Federal financial assistance from or through the City or (b) was designed, constructed, administered, or financed, in whole or in part, in connection with a program administered in whole or in part by the City; or
- 2) was subject to Substantial Alterations within the meaning of 24 C.F.R. § 8.23(a) and has 15 or more Units. This policy is subject to changes.

Prior to Issuance of TCO:

HCIDLA AcHP clearance verification has been added to LA Department of Building and Safety (LADBS) ACOS (Automated Certificate of Occupancy System) to ensure that the following steps are completed Prior to LADBS issuance of TCO:

1. HCIDLA AcHP's Retrofit Unit will conduct a pre-TCO inspection of all the adaptable, mobility and hearing/vision units and public and common use areas in a building to ensure compliance with all applicable federal Accessibility Standards.
2. The Retrofit Unit will develop a punch list of any deficiencies that must be completed by the developer/owner.
3. AcHP will issue the punch list deficiency report to developer/owner and the City's Neutral Accessibility Expert (NAC) within one week of the pre-TCO inspection.
4. Upon receipt of the written notification that does not include any major deficiencies in the units, developer/owner may proceed to request a TCO from LADBS; however, the developer/owner must correct the items on the punch list no later than three (3) months after issuance of the TCO.
5. AcHP Policy Unit will require the developer/owner to provide tenants with written notice explaining that there may be additional construction-related work occurring on the premises subsequent to a tenant moving into a unit. If a tenant's unit will require any work to be completed, the developer/owner will coordinate with the tenant to ensure that the disruption to the tenant is as

minimal as possible and will ensure that if reasonable accommodations are necessary that they are expeditiously provided.

Prior to Issuance of Certificate of Occupancy (CofO):

HCIDLA AcHP clearance verification has been added to LA Department of Building and Safety (LADBS) ACOS to ensure that LADBS does not issue a CofO prior to the following steps being completed and that proper documentation (*i.e.*, the Verification of Compliance by the NAC and the Certification of Compliance by the City) is presented by the developer/owner in order for LADBS to issue a CofO:

1. Developer/owner must correct all items identified on AcHP's punch list deficiency report no later than three (3) months after issuance of the TCO.
2. Developer/owner must notify AcHP once it has completed all punch list items.
3. NAC conducts a post-TCO survey of the development for compliance with applicable federal Accessibility Standards and provides an accessibility report to the developer/owner and to AcHP.
4. If there are no accessibility deficiencies, Verification of Compliance by the NAC and Certification of Compliance by the City will be provided to the developer/owner.
5. If there are accessibility deficiencies identified pursuant to NAC's post-TCO survey, the developer/owner must correct all accessibility deficiencies (*i.e.* any remaining items from AcHP's pre-TCO survey and any new items from NAC's post-TCO survey), within one (1) month of the date of receipt of NAC's accessibility report.
6. Developer/owner must inform AcHP and NAC when it has completed corrections of all accessibility deficiencies (*i.e.* any remaining items from AcHP's pre-TCO survey and any new the items from NAC's post-TCO survey).
7. NAC will re-survey the items to ensure compliance with the applicable federal Accessibility Standards.
8. If there are no accessibility deficiencies, Verification of Compliance by the NAC and Certification of Compliance by the City will be provided to the developer/owner.
9. Developer/owner must present the Verification of Compliance by the NAC and Certification of Compliance by the City to LADBS in order to obtain a CofO. The developer/owner must meet all other HCIDLA requirements necessary to obtain a CofO.
10. Verification of Compliance by the NAC, Certification of Compliance by the City, and issuance of the CofO by LADBS are required prior to HCIDLA release of the ten percent (10%) construction retention funds.

REMINDER: During the COVID-19 Pandemic, AcHP is not conducting inspections of occupied developments. This is to ensure the safety of the residents, development staff, contractors, and AcHP staff. As safety protocols are developed for inspections of occupied developments, these will be distributed and posted on HCIDLA and AcHP's websites.

Sincerely,



Ann Sewill

General Manager

City of Los Angeles, Housing + Community Investment Department (HCIDLA)

Attachment: Tenant Move-in Notification

Tenant Move-in Notification

Property Name: _____

Unit #: _____ Move-In Date: _____

This property is pending receipt of Verification of Compliance with applicable Federal and State Accessibility Standards pursuant to requirements outlined within the Voluntary Compliance Agreement between the City of Los Angeles and the Department of Housing and Urban Development. _____ [PROPERTY NAME] is required to provide tenants with written notice explaining that there may be additional construction-related work occurring on the premises following a tenant moving into a unit. If a tenant's unit will require any work to be completed, the property will coordinate with the tenant to ensure that the disruption to the tenant is as minimal as possible and will ensure that if reasonable accommodations are necessary that they are expeditiously provided.

Tenant Name: _____

Signature: _____ Date: _____

