

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

C.F. 23-0652-S2  
0220-06162-0001

Date: October 27, 2023

To: Paul Krekorian, Council President  
City Council

Nithya Raman, Chair  
Housing and Homelessness Committee

From: Matthew W. Szabo, City Administrative Officer   
Office of the City Administrative Officer

Subject: **HOMELESSNESS EMERGENCY DECLARATION - SUPPLEMENTAL -  
2023-24 FIRST QUARTERLY REPORT - (C.F. 23-0652-S2)**

## SUMMARY

On December 12, 2022, the Mayor declared a local emergency on homelessness with a sunset of six months subject to renewal by the City Council. On July 7, 2023 the Mayor revised the local emergency declaration, which included the amendments to the reporting requirements. Per the Los Angeles Administrative Code 8.33 Local Housing and/or Homelessness Emergency, the City Administrative Officer, the Los Angeles Housing Department, and the Department of City Planning are to report to the City Council on the status and the progress of the emergency declaration. The Housing and Homelessness Committee considered the Homelessness Emergency Declaration - 2023-24 First Quarterly Report (C.F. 23-0652-S2) on October 18, 2023 and requested supplemental information to add and clarify data in the original report. As such, this Office is providing a supplemental report to be considered concurrently with the Homelessness Emergency Declaration - 2023-24 First Quarterly Report.

## RECOMMENDATION

Note and file.

## BACKGROUND

The Mayor declared a local emergency on homelessness on December 12, 2022. The City Council continued to renew the declaration at least every 30 days for six months. On July 7, 2023, the Mayor reissued the housing and homelessness declaration as a homelessness crisis still remained, prompting an amendment to the Los Angeles Administrative Code (LAAC) to create a path for any Mayor of Los Angeles to streamline City processes and procedures to address the crisis (C.F. 23-0652), to mobilize local resources, coordinate inter-agency

response, accelerate procurement of housing units with the assistance of the City Administrative Office (CAO), Los Angeles Homeless Services Authority (LAHSA), Los Angeles Housing Department (LAHD), and the Department of City Planning (DCP). The Mayor is authorized to declare a Section 8.33 emergency on housing and homelessness if any one of three criteria are present:

1. Housing supply is projected to be at least 40 percent below the annual housing production goals as established in the City's Regional Housing Needs Assessment;
2. There exists more than twice the number of unhoused people in the City of Los Angeles than the number of interim beds; or
3. A citywide increase in unhoused individuals by more than 20 percent in a single year as reported in the annual point in time count (PIT).

Additionally, the LAAC 8.33 instructs the CAO, DCP, and LAHD to provide a status report on the homelessness emergency declaration on a quarterly basis. The CAO is responsible for coordinating the Mayor's Office with monthly reporting on the status of the Homelessness Emergency Account and the Inside Safe Initiative. The CAO's Office has continued to provide monthly reports to the City Council and Mayor on the status of the funds and program with the most recent report providing data as of October 15, 2023.

The Homelessness Emergency Declaration - 2023-24 First Quarterly Report (C.F. 23-0652-S2) was considered by the Housing and Homelessness Committee on October 18, 2023. The report provided the status of the City's efforts to combat homelessness under the emergency declaration. The Committee requested additional and clarifying information on the City's efforts to address homelessness. As such, this Office has issued a supplemental report, which seeks to address the Committee's request and clarify data previously reported.

## **DISCUSSION**

As mentioned above, the purpose of this memorandum is to provide further information and clarification to the metrics reported in the Homelessness Emergency Declaration - 2023-24 First Quarterly Report (C.F. 23-0652-S2).

### **Key Performance Indicators**

#### ***1. Decrease in the number and size of encampments***

The Bureau of Sanitation (LASAN) was provided funding in the 2022-23 and 2023-24 Adopted Budgets to continue the Comprehensive Cleaning and Rapid Engagement Program (CARE) Comprehensive Cleaning and Rapid Engagement Plus Program (CARE+) programs. The CARE program ensures the City's sidewalks and other public areas are safe, clean, sanitary, and accessible for public use. Secondly, the CARE+ program is responsible for removing abandoned waste from the public right of way and cleaning encampments. LASAN has reported 4,115 CARE closed operations and 7,647 CARE+ closed operations from July 1, 2022 through September 30, 2023. Closed operations cases included completed services or operations in which services were no longer needed as encampments were no longer there. The estimated quarterly breakdown of the operations are show in Table 1 below:

Table 1: CARE and CARE+ Operations

Program	July 1, 2022 - September 30, 2023	# of Service Events
CARE +	Q1: July 1, 2022 - September 30, 2022	1,794
	Q2: October 1, 2022 - December 31, 2022	1,564
	Q3: January 1, 2023 - March 31, 2023	1,386
	Q4: April 1, 2023 - June 30, 2023	1,859
	Q1: July 1, 2023 - September 30, 2023	1,044
	<b>CARE+ Total</b>	<b>7,647</b>
CARE	Q1: July 1, 2022 - September 30, 2022	1,315
	Q2: October 1, 2022 - December 31, 2022	998
	Q3: January 1, 2023 - March 31, 2023	829
	Q4: April 1, 2023 - June 30, 2023	456
	Q1: July 1, 2023 - September 30, 2023	517
	<b>CARE Total</b>	<b>4,115</b>
	<b>Total</b>	<b>11,762</b>

**2. Regulatory relief from other jurisdictions and within Los Angeles City agencies to create flexibility to address the crisis**

*Sole Source Contract*

Per the Los Angeles Administrative Code 8.33, the Mayor may suspend competitive bidding restrictions for contracts entered into by City departments and offices in response to the emergency. On April 28, 2023, the Office of the City Administrative Officer entered into a sole source agreement with Safe Parking LA, a previous project of Community Partners, to form the 5455 111th Street Safe Parking site, which provides 50 spaces for participants.

*Housing Production*

Since October 18, 2023, the Department of Building and Safety (DBS) has submitted revised quarterly housing units permitted by the DBS from January 1, 2023, through September 30, 2023. The Department of City Planning reports that 16,932 units have been permitted during the reporting period, with an estimated additional 5,644 units projected for Quarter 4. The Department of City Planning reports that with the total Regional Housing Need Allocation progress to-date, current annual housing production averages 21,932 units per year. This production amounts to 39.1 percent of the annualized Housing Element goal which is 60.9 percent below the annual goal.

Table 2: Revised DBS Dwelling Units

<b>DBS Dwelling Units</b>		
<b>Reporting Period</b>	<b>Original Units</b>	<b>Revised Units</b>
Q1: January 1, 2023 - March 31, 2023	1,869	4,462
Q2: April 1, 2023 - June 30, 2023	1,778	7,126
Q3: July 1, 2023 - September 30, 2023	1,780	5,344
Q4: October 1, 2023 - December 31, 2023 (Projected)	1,809	5,644
<b>Total</b>	<b>7,236</b>	<b>22,576</b>

#### 4. Increased housing placements

As previously noted, as of September 29, 2023 the Inside Safe Initiative has had 26 operations, in which 1,648 participants were connected to interim or permanent housing. On a City-wide basis, LAHSA has provided a quarterly breakdown starting in January 2022 through September 2023 on the number of participants in outreach programs and placements. This data includes the number of unhoused clients contacted and further data subsets. Under the number of unhoused clients contacted, the data set includes participants who had an initial contact with an outreach team, and may have or may not have been enrolled in a care management plan. Participants that are engaged are participants that have agreed to enroll in a care management plan. Additionally, the data set includes categories on the number of participants that transitioned from an outreach program to permanent housing, emergency shelter, temporary housing, and transitional housing. A summary of the Citywide outreach data is summarized in Table 3 on a quarterly basis.

Table 3: Citywide Outreach and Engagement

<b>Categories</b>	<b>Jan - March 2022</b>	<b>April - June 2022</b>	<b>July - Sep 2022</b>	<b>Oct - Dec 2022</b>	<b>2022 Total</b>	<b>Jan - March 2023</b>	<b>April - June 2023</b>	<b>July - Sep 2023</b>	<b>2023 YTD Total</b>
Number of Persons Contacted	9,580	11,053	9,865	8,588	<b>39,086</b>	11,151	12,266	11,529	<b>34,946</b>
Number of Persons Engaged	3,075	3,878	3,361	3,113	<b>13,427</b>	5,030	6,332	6,488	<b>17,850</b>
Number of Exits to Permanent Housing	68	120	181	253	<b>622</b>	283	326	297	<b>906</b>
Number of Exits to Emergency Shelters	1,034	1,108	829	971	<b>3,942</b>	1,434	1,573	1,491	<b>4,498</b>
Number of Exits Temporary Destinations	47	80	102	98	<b>327</b>	188	209	213	<b>610</b>

**6. An increase in temporary and permanent housing units**

As previously noted, the Los Angeles Homeless Services Authority reports that the interim housing bed inventory has an approximate increase to 17,600 from the 16,521 that was previously reported in July 2023. Safe Parking was previously not included in the July 2023 inventory and has since been included as a line item within the bed count, therefore the inventory includes interim housing beds, safe parking, and motel stays for Inside Safe participants. Table 4 below chart below further clarifies the bed count increase.

Table 4: Housing Inventory Count Increase Breakdown

Category	Beds as of July 2023	Beds as of September 2023	Bed Increase
2023 HIC Adult and Youth	13,333	13,333	0
2023 HIC Families (Units)	853	853	0
New Programs since HIC	1,728	1,862	134
Safe Parking (Spaces)	449	499	50
Inside Safe Program Active Motel Voucher clients	607	1,053	446
<b>TOTAL City of LA Capacity</b>	<b>16,970</b>	<b>17,600</b>	<b>630</b>

**8. A decrease in the number of persons being evicted from existing housing units**

The Los Angeles Housing Department (LAHD) will be the reporting body for eviction data. Attachment 1 of this report provides an overview and a status update of the LAHD eviction filing and the United to House LA Short Term Emergency Rental Assistance Program.

Attachments:

1. Los Angeles Housing Department Eviction Filing and ULA Short Term Emergency Rental Assistance Program

cc: The City Council  
The Honorable Karen Bass, Mayor  
Mercedes Márquez, Office of the Mayor

## Notices to Terminate Tenancy with LAHD

Effective January 27, 2023, any written notice to terminate a tenancy issued by a landlord to a tenant must be filed with LAHD within three business days of service on the tenant per LAMC 150.09.C.9 and 165.05.B.5.

## Background

On August 25, 2022, LAHD submitted a [report to the City Council on recommended amendments](#) to close gaps in existing tenant protections in anticipation of the eventual lifting of the City's COVID-19 emergency tenant protections in early 2023.

[Ordinance 187737](#) became effective January 27, 2023, and LAHD received mailed written notices in late January 2023. The Department rushed to create a basic online system for landlords to upload their notices directly into the system beginning on February 3, 2023.

## Filings

From February 1, 2023, through September 20, 2023, the Department received **59,420** at-fault eviction notices filed by landlords, primarily for non-payment of rent. (At-fault notices are notices based on any alleged fault or lease violation by the tenant.) Landlord notices are uploaded directly online or mailed to the Department. Initially, mailed notices have been manually scanned by LAHD staff and entered into the online system. The Department recently contracted with Konica Minolta to scan and upload the backlog of mailed notices into the system, known as data capture. We anticipate the backlog of the notices will be updated in the system by next November.

## At-Fault Type of Notices

3-Day	54,257
10-Day	734
15-Day	18
30-Day	4,302
60-Day	89
90-Day	20
Total	59,420

## Reason for Eviction

Non-Payment of Rent	56,337 (95%)
Criminal Activity	29
Damage to the Rental Unit	34
Refusal to renew a lease of like terms and conditions	84

## Attachment 1: Los Angeles Housing Department Eviction Filing and ULA Short Term Emergency Rental Assistance Program

Violation of a rental agreement/lease	1,020
Refusal to access the unit	37
Disorderly Behavior/Disturbing the Peace (Nuisance)	237
Unapproved Subtenant at the end of the lease	91
Notice with multiple eviction reasons	1,551*

\*801 (51%) of the multiple eviction reasons included “Non-Payment of Rent.” This is an additional amount separate from the 56,337 notices.

### Follow Up & Referral Services

On July 23, 2023, LAHD began mailing [renter protection information and legal referrals](#) to tenants whose landlords submitted an at-fault eviction notice on a weekly basis. LAHD has sent **18,236** notices to tenants using the addresses the landlord provided on their written notices to terminate a tenancy.

LAHD provides referrals to Stay Housed LA (SHLA) and directly connects tenants in SHLA’s priority zip codes to the SHLA intake system to facilitate fast access to eviction defense services. Tenants who do not meet the SHLA priority zip codes are asked if they would like their information shared with their local Family Source Center (FSC) for legal assistance. The FSCs assist tenants in responding to an unlawful detainer and provide other housing-related assistance.

### United to House LA Short Term Emergency Rental Assistance Program

The first program to roll out under the Measure ULA Expenditure Plan is the Emergency Renters Assistance Program which was approved by the Los Angeles City Council and signed by the Mayor earlier this year as part of continued efforts to reduce the amount of evictions in Los Angeles. The Short-Term Emergency Assistance Program will allow eligible low-income tenant households to apply for up to six months owed back rent due to a one time economic hardship. Priority eligibility shall be established for lower-income households. The application for tenants in Los Angeles to apply for much needed rent relief closed earlier this month, and the application for small landlords to apply for the Emergency Renters Assistance Program is open now through October 31, 2023 at 6:00 PM PT.

This program was initially funded with \$18,400,000 in ULA funds from the FY23/24 Expenditure Plan. The Los Angeles Housing Department and ULA Citizens Oversight Committee has recommended an additional \$12,000,000 be made available to this program to be shifted from the rental assistance program for low income seniors and those with disabilities. The emergency rental assistance prioritizes low income seniors and those with disabilities and the need for emergency rental assistance is immediate. This funding shift was approved by both the City Council’s Housing and Homelessness Committee and Budget, Finance and Innovation Committee and will be before the full City Council on October 31, 2023.

MOTION

On December 16, 2022, Mayor Karen Bass issued Executive Directive No. 1 (ED 1), "Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types." This historic directive strikes at the very heart of the central challenge facing the City of Los Angeles today - the dire lack of affordable housing, which leaves hundreds of thousands of residents living dangerously on the margins and over 41,000 individuals without a home.

ED 1 lays bare how our City's internal processes have systematically been failing to produce the number of affordable homes needed to house Angelenos. Of the 184,721 Very Low and Low Income units the City committed to building by 2029 as part of the 6th Regional Housing Needs Allocation (RHNA) cycle, only 5,354 units were permitted by the end of 2022, which accounts for only 2.9% of our total need. Additionally, lengthy discretionary review processes have added months of delays to bringing new affordable units online, causing costs to increase while future residents are forced to wait even longer to secure stable housing.

ED 1 allows applications for 100% affordable housing projects and shelters to be exempt from discretionary review processes, required either by zoning provisions outlined in Chapter 1 of the Los Angeles Municipal Code (LAMC) or other Project Review, so long as the projects do not require any zoning change, variance, or General Plan amendment.

On February 9, 2023, the respective leadership of the Department of City Planning, the Department of Building and Safety, and the Housing Department issued "Implementation Guidelines For Executive Directive 1," which outlines programmatic steps for actualizing ED 1's provisions.

The results of ED 1, even in 6 months, have been nothing short of dramatic. Since ED 1's issuance, the Department of City Planning approved 20 different affordable and supportive housing projects - totaling over 1,593 units - in an average of 37 days. There are also 28 additional projects, representing upwards of 2,600 new units, currently in the pipeline.

However, given that these policies are a result of an Executive Directive and are tied to an Emergency Declaration that will ultimately expire, there is a clear need to permanently codify these provisions within city law.

**I THEREFORE MOVE** that the City Council direct the Director of City Planning, with assistance from the Office of the City Attorney, to prepare within the next 90 days a draft ordinance codifying the provisions of Executive Directive 1 (ED 1) to the fullest legal extent permissible.

**I FURTHER MOVE** that the City Council direct the Department of City Planning (DCP), the Los Angeles Housing Department (LAHD), the Department of Building and Safety (LADBS), the Los Angeles Fire Department (LAFD), and the Department of Water and Power (LADWP) to report on the effectiveness and impact of ED 1. The report should include any existing programmatic gaps and recommendations to address them, as well as recommendations on how affordable housing can be distributed in a geographically equitable manner citywide in line with DCP's ongoing work on the policies that will guide the City's Housing Element and RHNA Rezoning Program.





11/12/16 11:41 AM \* ORIGINAL

I **FURTHER MOVE** that the City Council direct DCP, LAHD, LADBS, LAFD, and LADWP to provide to Council within 90 days of the preparation of the draft ordinance a briefing on the staffing needs associated with ensuring the full implementation of the provisions outlined within ED 1.

I **FURTHER MOVE** that the City Council direct the Chief Legislative Analyst (CLA), with the assistance of other relevant departments, to request input from the Southern California Association of Nonprofit Housing (SCANPH), the Los Angeles Business Council (LABC), AIA Los Angeles (AIA-LA), and the Supportive Housing Alliance (SHA) on additional policy changes that can further enhance the City's ability to expedite the development of affordable and supportive housing.

PRESENTED BY: *Katy Yaroslavsky*  
**KATY YAROSLAVSKY**  
Councilwoman, 5th District

*Nithya Raman*  
**NITHYA RAMAN**  
Councilmember, 4th District

*Paul Kerkorian*  
**PAUL KREKORIAN**  
Councilmember, 2nd District

SECOND BY: *Ed Burnett*

ORIGINAL



KAREN BASS  
MAYOR

## **DECLARATION OF LOCAL HOUSING AND HOMELESSNESS EMERGENCY**

WHEREAS, Section 231(i) of the Los Angeles City Charter and Section 8.33 of the Los Angeles Administrative Code provide that the Mayor of the City of Los Angeles has the authority to declare the existence of a local emergency due to the existence of a critical shortage of local affordable housing and/or an emergency on homelessness; and

WHEREAS, on December 12, 2022, I declared the existence of a local emergency on homelessness with a sunset of six months subject to renewal. The City Council renewed the declaration of emergency and established a new sunset date of July 9, 2023; and

WHEREAS, although significant progress has been made since I declared the homelessness emergency in December of last year, the City still faces a critical shortage of local affordable housing, and the number of individuals unhoused and unsheltered remain far too high; and

WHEREAS, the City still finds itself in an emergency because most if not all of the concerns articulated in the recitals in my December declaration are true today; and

WHEREAS, the unhoused population in the City is greater than two times the total number of interim beds, as established in the annual Homeless Inventory Count submitted to the federal Department of Housing and Urban Development. This alone is sufficient to authorize my declaration of this local housing and homelessness emergency under Section 8.33 of the Los Angeles Administrative Code; and

WHEREAS, the City's housing supply is projected to be at least 40 percent below its annual housing production goals as established in the Housing Element approved by the State Department of Housing and Community Development and reported in the City Planning Department's quarterly Housing Production Report. This is yet another independent basis for me to declare this local housing and homelessness emergency under Section 8.33 of the Los Angeles Administrative Code; and

WHEREAS, declaring this emergency will enable the City to continue to mobilize local resources, coordinate inter-agency response, accelerate procurement of housing units, use mutual aid, and seek assistance and potential reimbursement by the State and

Federal governments - all critical to the ongoing efforts to respond forcefully and successfully to this housing and homelessness crisis; and

WHEREAS, because current conditions remain consistent with those in existence during the pendency of the local emergency I declared in December of last year, the Los Angeles City Council retains its full authority to consider a variety of City ordinances to codify the measures necessary to address this homelessness crisis; and

WHEREAS, although the City has been and is acting with urgency, including implementing a roadmap to house thousands of Angelenos and building an unprecedented number of supportive housing units and shelters, this emergency declaration is necessary to continue to mobilize resources, save lives, and provide for the public health, welfare, and safety of all;

NOW, THEREFORE, I thereby declare the existence of a local emergency on affordable housing and homelessness and direct all City Departments to take necessary steps for the protection of life, health and safety in the City of Los Angeles. The Executive Directives issued by me in response to the original declaration of emergency and its renewal shall remain in full force and effect through the pendency of this declaration.

I DIRECT that, as authorized under Section 8.33 of the Los Angeles Administrative Code, I shall coordinate citywide planning and respond with respect to unsheltered or unhoused individuals in conjunction with the City Administrative Office, Los Angeles Homeless Services Authority, Los Angeles City Housing Department, Los Angeles City Planning Department, and all other necessary departments and agencies. I shall also coordinate the City's efforts to address this declared emergency with the County of Los Angeles, the State of California, and the federal government.

I FURTHER DIRECT, that the continuing state of emergency shall be regularly evaluated, in coordination with City Council, by reference to key performance indicators of progress in addressing the emergency, including, but not limited to:

- Decrease in the number and size of encampments;
- Regulatory relief from other jurisdictions and within Los Angeles City agencies to create flexibility to address the crisis;
- Relaxation in the restraints that limit the ability of the City's proprietary departments to create flexibility to address the crisis;
- Increased housing placements;
- Increased starts on new affordable housing options;
- An increase in temporary and permanent housing units;
- Increased outside aid through access to mental health and substance use beds;
- A decrease in the number of persons being evicted from existing housing units;
- A decrease in the number of persons falling into homelessness.

I FURTHER DIRECT that all relevant City departments and agencies continue to cooperate by compiling and delivering to the Mayor information about the specific and necessary resources and support that the City should request from Los Angeles County, the State of California and the Federal government to address this crisis.

I THEREFORE DIRECT that the Declaration of Local Emergency shall take effect immediately with respect to a critical shortage of local affordable housing and the homelessness crisis, and that notice shall be given of this Declaration through the most feasible means.



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KAREN BASS  
Mayor

Dated at Los Angeles, California

Date: July 7th, 2023

Time: 5:14 p.m.

Filed with the City Clerk

Date: July 7, 2023

Time: 6:04 pm

By:  

Signed with ClerkSign  
Jul 07, 2023 6:04PM

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-06162-0000

Date: October 13, 2023

To: Paul Krekorian, Council President  
City CouncilNithya Raman, Chair  
Housing and Homelessness CommitteeFrom: Matthew W. Szabo, City Administrative Officer   
Office of the City Administrative OfficerSubject: **HOMELESSNESS EMERGENCY DECLARATION - 2023-24 FIRST  
QUARTERLY REPORT****SUMMARY**

On December 12, 2022, the Mayor declared a local emergency on homelessness with a sunset of six months subject to renewal by the City Council. On July 7, 2023 the Mayor revised the local emergency declaration, which included the amendments to the reporting requirements. Per the Los Angeles Administrative Code 8.33 Local Housing and/or Homelessness Emergency, the City Administrative Officer, the Los Angeles Housing Department, and the Department of City Planning are to report to the City Council on the status and the progress of the emergency declaration. The City Council will then review the reports and determine if the emergency continues to exist. This report provides highlights on the metrics as reported by various agencies and attached memos from the Department of City Planning and the Los Angeles Housing Department on the status of shelter interventions relative to the Declaration. Lastly, this report provides an overview of the nine key performance indicators established by the Mayor in addressing the emergency, which the status is further discussed in this report for the performance period from December 12, 2022, through September 30, 2023.

**RECOMMENDATION**

Note and file.

**BACKGROUND**

The Mayor declared a local emergency on homelessness on December 12, 2022. The City Council continued to renew the declaration at least every 30 days for six months. On July 7, 2023, the Mayor reissued the housing and homelessness declaration as a homelessness crisis still remained, prompting an amendment to the Los Angeles Administrative Code (LAAC) to create a path for any Mayor of Los Angeles to streamline City processes and procedures to

address the crisis (C.F. 23-0652), to mobilize local resources, coordinate inter-agency response, accelerate procurement of housing units with the assistance of the City Administrative Office (CAO), Los Angeles Homeless Services Authority (LAHSA), Los Angeles Housing Department (LAHD), and the Department of City Planning (DCP). The Mayor is authorized to declare a Section 8.33 emergency on housing and homelessness if any one of three criteria are present:

1. Housing supply is projected to be at least 40 percent below the annual housing production goals as established in the City's Regional Housing Needs Assessment;
2. There exists more than twice the number of unhoused people in the City of Los Angeles than the number of interim beds; or
3. A citywide increase in unhoused individuals by more than 20 percent in a single year as reported in the annual point in time count (PIT).

Additionally, the LAAC 8.33 instructs the CAO, DCP, and LAHD to provide a status report on the homelessness emergency declaration on a quarterly basis. The CAO is responsible for coordinating the Mayor's Office with monthly reporting on the status of the Homelessness Emergency Account and the Inside Safe Initiative. The CAO's Office has continued to provide monthly reports to the City Council and Mayor on the status of the funds and program with the most recent report providing data as of September 15, 2023 (Attachment 1).

As part of the homelessness emergency declaration, the Mayor also issued Executive Directive No. 1 (ED 1) Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types. The homelessness emergency declaration along with ED 1 allows housing projects to be reviewed and expedited by City departments such as the DCP (Attachment 2) and the LAHD (Attachment 3), whose status reports are hereby attached for reference. Additionally, in the Mayor's Declaration of Local Housing and Homelessness Emergency dated July 7, 2023, the Mayor established nine key performance indicators in addressing the emergency, which is further discussed in this Report for the performance period from December 12, 2022, through September 30, 2023.

## **DISCUSSION**

As previously mentioned, the Mayor is authorized to declare a Section 8.33 emergency on housing and homelessness if any one of three criteria are present in the City. According to the Department of City Planning (DCP), the City is 60.3 percent below the annual production goal for the current eight-year Regional Housing Need Allocation cycle of 2021-2029, thus supporting the first declaration criteria in which the housing supply is at least 40 percent below the annual housing production goal. Secondly, the Los Angeles Homeless Services Authority reports that 17,600 interim beds are open and occupiable and the recently released Point-In-Time count reported that 46,260 unhoused individuals reside within the City, which is more than twice the number of interim beds, thus meeting the second declaration criteria in which the number of unhoused people are more than twice the amount of available interim beds. To measure the progress made by the emergency declaration, nine key performance indicators are further discussed below:

## **Key Performance Indicators**

### ***1. Decrease in the number and size of encampments***

As of September 29, 2023, the Mayor's Office reports that the Inside Safe Initiative has held 26 operations across 14 council districts since the declaration. The 26 operations have placed 1,648 individuals in interim or permanent supportive housing. During the reporting period, the Inside Safe Field Intervention Team was established and has provided outreach and engagement services to Inside Safe participants throughout the entire process. Additionally, the City and County have partnered together to provide health-related services for participants.

### ***2. Regulatory relief from other jurisdictions and within Los Angeles City agencies to create flexibility to address the crisis***

#### *Sole Source Contract*

Per the Los Angeles Administrative Code 8.33, the Mayor may suspend competitive bidding restrictions for contracts entered into by City departments and offices in response to the emergency. As such, the City has entered into 36 booking agreements and four occupancy agreements with various motels to provide interim housing for Inside Safe participants.

#### *Housing Production*

The DCP reports that a total of 5,427 housing units were permitted by the Department of Building and Safety (DBS) from January 1, 2023, through September 30, 2023. Additionally, DCP notes that should current trends continue, an additional 1,809 units are projected to be issued permits through the end of the calendar year for a total of 7,236 units.

#### *Expedited Approvals*

Under Executive Directive 1, which aims to streamline the approval of all affordable housing development, there have been 97 cases for a total of 7,923 proposed affordable housing units submitted to DCP. Of the 97 cases, 43 cases have been completed for a total of 3,320 units approved. The average processing time for cases is approximately 47 days. The LAHD has prioritized coordinating with the DCP to streamline affordable housing projects and will submit reports to the DCP for future reporting.

### ***3. Relaxation in the restraints that limit the ability of the City's proprietary departments to create flexibility to address the crisis***

In order to support the implementation of ED 1, the Department of Water and Power (LADWP) launched Project Powerhouse to reduce the time and cost to deliver power to affordable housing projects. Project Powerhouse expedites the engineering and construction process, and fully covers the cost of electrical line extension. Since March 2023, LADWP reports that 37 projects that provide 2,199 affordable housing units have benefitted from expedited approvals for power connection, and 34 projects are benefitting from LADWP covering costs of public

right-of-way power improvements. The estimated savings to these projects is approximately \$15.2 million. Overall, LADWP has reported a decrease of eight percent in the development review, engineering, and construction timeline.

#### ***4. Increased housing placements***

As previously noted, the Inside Safe Initiative has had 26 operations, in which 1,648 participants were connected to interim or permanent housing.

#### ***5. Increased starts on new affordable housing options***

The DCP and LAHD collaborated on the City of Los Angeles 2022 Annual Housing Element Progress Report, which was submitted to the California Department of Housing and Community Development in April. The reporting period is from January 1, 2022 through December 31, 2022. As reported to the State, 3,280 affordable units were permitted, including 2,150 units for very low income households, 1,042 for low income households, and 88 for moderate income households.

#### ***6. An increase in temporary and permanent housing units***

As previously noted, the Los Angeles Homeless Services Authority reports that the interim housing bed inventory has increased to 17,600 from the 16,521 that was previously reported in July 2023. The inventory includes interim housing beds, safe parking, and motel vouchers issued for Inside Safe participants.

As part of the Inside Safe Initiative, the Mayor's Office has partnered with 40 motels to provide temporary housing for participants. Under the Declaration, the Mayor's Office has executed 36 booking agreements with motels and four occupancy agreements. In relation to housing unit production, the DCP reports that a total of 5,427 housing units were permitted by the DBS from January 1, 2023, through September 30, 2023.

#### ***7. Increased outside aid through access to mental health and substance use beds***

On July 31, 2023, the Mayor released the Opioid and Tobacco Settlement Funds Substance Use Disorder Pilot Program Proposal, which details the use of funds allocated in the FY 2023-24 Adopted Budget to assist people experiencing homelessness with substance use disorder. The pilot program will connect interim housing participants with substance use disorder to potential inpatient treatment programs with residential beds. The Mayor's Office will work with Council Offices, 16 services providers, five treatment centers, the Los Angeles Homeless Services Authority, and the Los Angeles County Department of Public Health for program implementation.

#### ***8. A decrease in the number of persons being evicted from existing housing units***

As reported by the Mayor's Office, there have been 9,881 Unlawful Detainer Filings from June 1, 2023, through September 30, 2023. This data is confined to Unlawful Detainer/Residential and does not include substance abuse or wrongful eviction.



**9. A decrease in the number of persons falling into homelessness**

Performance data relative to the decrease in the number of persons falling into homelessness is still in process and will be addressed in a future report.

Attachments:

1. Homelessness Emergency Account - General City Purposes Fund Seventh Status Report
2. Quarterly Housing Production Report and Addressing the Local Housing and Homelessness Emergency
3. Los Angeles Housing Department Memorandum

cc: The City Council  
The Honorable Karen Bass, Mayor  
Mercedes Márquez, Office of the Mayor

MWS:ECG:KML:MP 16240028

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-06083-0007

Date: September 27, 2023

To: Paul Krekorian, Council President  
City Council

Nithya Raman, Chair  
Housing and Homelessness Committee

Bob Blumenfield, Chair  
Budget, Finance and Innovation Committee

From: Matthew W. Szabo, City Administrative Officer   
Office of the City Administrative Officer

Subject: **HOMELESSNESS EMERGENCY ACCOUNT - GENERAL CITY PURPOSES  
FUND SEVENTH STATUS REPORT (C.F 22-1545) AS OF FRIDAY, SEPTEMBER  
15, 2023**

On January 18, 2023, the City Council and Mayor approved the motion (C.F. 23-0033) to establish the Homelessness Emergency Account (HEA) to address the City's homelessness crisis and approved the transfer of \$23,462,698.25 from the COVID-19 Emergency Response account and \$26,537,301.75 from the Additional Homeless Services - General City Purposes account for a total of \$50,000,000. The City Council and Mayor also authorized the City Administrative Officer to spend the funds as directed by the Mayor, and to provide reports to Council on the expenses incurred and purposes for which the funds were used.

During the annual budget process for FY 2023-24, the Council and Mayor approved an additional \$250 million in funding. An initial allocation of \$65.7 million was appropriated at the beginning of the fiscal year to the HEA with the remaining balance appropriated to the Inside Safe Reserve Fund account. If the available uncommitted balance in the HEA is below \$25 million during the fiscal year, the CAO is instructed to provide a memo to the Mayor, Council, and Controller requesting the Controller to effectuate a transfer within 10 business days of receipt. A transfer of \$25 million from the Inside Safe Reserve Fund account will be completed until the \$184.3 million has been allocated to the HEA. The Council may change this transfer instruction with a majority vote, subject to the Mayor's veto. Regular reporting is required to continue the automatic transfer of funds from the Inside Safe Reserve Fund account for this fiscal year.

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## **DISCUSSION**

As of September 15, 2023, a total of \$54,796,726 has been expended for FY 2023-24 costs. The paid expenses for this fiscal year primarily consist of hotel and motel invoices as well as costs associated with the Mayfair Hotel acquisition, such as an escrow deposit, rehabilitation costs, and fund loans that will be reimbursed. Based on known obligations to date, the account is expected to have an unencumbered balance of \$27,548,219.19 by the end of the first quarter and is not expected to need a transfer from the Inside Safe Reserve Fund. It is important to note that the cash balance is based only on information provided to the CAO's Office as of September 15, 2023. Attachment 1 provides a summary of expenditures and anticipated obligations through September 30, 2023, for the Homelessness Emergency Account. Attachment 2 provides budgeted categories for the \$250 million approved in the FY 2023-24 budget.

The CAO's and Mayor's Offices are working with Los Angeles Homeless Services Authority (LAHSA) to project individual service provider costs through June 30, 2024. Additional programmatic planned expenditures will be included in future reports as they are identified.

### **Inside Safe Metrics**

Regular reporting on the outcomes achieved through the use of funds related to housing individuals is required and is included in this report. The Los Angeles Homeless Services Authority (LAHSA) has developed a data module within the Homelessness Management Information System (HMIS) to track key metrics for Inside Safe. Attachment 3 includes a one-page summary of Inside Safe outcomes as of September 15, 2023, prepared by LAHSA as well as additional breakdowns of the participant status by Council Districts and other pertinent metrics. The current housing retention rate of the program is estimated to be 84 percent. These numbers may change as LAHSA continues to work on further reconciling service provider data with HMIS entries to resolve duplicate placements and other discrepancies as well as refining the new Inside Safe data module.

The Mayor's Office reports that one Inside Safe operation was completed between August 19 and September 15, 2023. Between September 12 and 13, an estimated 52 people from encampments along Aetna Street in Council District (CD) 6 were housed in Inside Safe motel rooms. The total for this reporting period is an estimated 52 people. Additional information is included in Attachment 4.

### **Inside Safe Motel and Hotel Invoicing**

As of September 15, 2023, the motel invoices received to date include 676 invoices from 40 individual hotels, totaling 98,900 hotel room nights. The current hotel room interim housing stock based on invoices received through September 15, 2023 is 745 rooms, which includes rooms for service providers and security. It does not account for double or multiple occupants sharing a room. Including the 481 rooms in LA Grand, the total hotel room interim housing stock is 1,226 rooms. The number of individual hotels has more than doubled since the CAO's first report

- 3 -

ending March 31, 2023, from 17 to 40 hotels. The average increase in monthly invoices over the last few months is approximately 32.76%.

The invoice process involves sites submitting invoices to the CAO's Office for review by both Service Providers and CAO staff. Once the review is complete, the CAO submits the invoice to the Mayor's Office for payment approval and subsequently to the City Clerk for payment processing. If payments exceed a certain amount, the City Attorney's Office will review as well; however, this step is not necessary if there is a booking agreement (i.e. contract) with the hotel location. Once a booking agreement is executed with a hotel owner, payment processing is completed quicker than when a booking agreement is not in place. As of September 15, 2023, there were 36 executed booking agreements and one executed occupancy agreement. A booking agreement is executed with a hotel that confirms a fixed nightly rate, but hotel rooms may fluctuate given the number of participants at a location and room availability at a given time. An occupancy agreement includes a fixed nightly rate as well as a guaranteed number of rooms regardless if they are filled or not. The Mayor's Office is working with Service Providers and hotels/motels to ensure that rooms are consistently filled and closely monitored to ensure that vacant rooms are not empty for long periods of time. The Mayor's Office and the General Services Department (GSD) are taking the lead on this effort with the City Clerk's Office completing the entries into the City's Financial Management System (FMS). Finally, the Controller's Office remits payment to the motel owners. The CAO has implemented an internal approval system to help streamline submissions to the Mayor's Office for approval and City Clerk for processing.

Facility expenses incurred to date total \$51,012.28, including property improvements, repairs/damages, and valuation reports.

### **LA Grand Hotel**

On February 24, 2023, the CAO released the Revised Sixteenth Roadmap Report (C.F. 20-0841-S31), which authorized the extension of the LA Grand Hotel lease from February 1, 2023, through February 1, 2024, for use as interim housing. The lease covers a total of 481 rooms with a rate of \$154/night, which includes meals. Lease costs expended through June 30, 2023, were \$8,749,680.83. Estimated remaining lease costs through February 1, 2024, are projected to be \$13,194,609.16, which may increase based on occupancy. The City is obligated to pay a minimum monthly cost based on an occupancy rate of 85 percent. The current occupancy is 318 individuals as of September 15, 2023.

### **Mayfair Hotel**

On August 18, 2023, Council approved the acquisition of the Mayfair Hotel for Inside Safe. The site has 294 rooms with a three-level 183 parking space garage which is located in Council District 1. It was previously used as a part of Project RoomKey (PRK). A cash flow loan of \$42,879,270 was authorized from the HEA for reimbursement from the Community Development Block Grant (CDBG) Fund (\$27,687,000), Proposition HHH Fund (\$5,192,270), and the Municipal Housing Finance Fund (MHFF) (\$10,000,000). Non-reimbursable costs from the HEA will total

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\$15,633,100 and include escrow costs transferred to the General Services Department (GSD) for escrow (\$1,000,000), CBRE contracted costs for due diligence and project management (\$266,100), first year of operations costs, which includes utilities, facility management, and other associated expenses for building upkeep (\$5,067,000), and rehab costs and associated project management (\$9,300,000).

### **LAHSA Service Provider Contracts**

The Los Angeles Homeless Services Authority (LAHSA) and the Mayor's Office are involved in ongoing assessments of service provider budgets, with an estimated total of \$16,088,774 allocated to twelve service providers (including LAHSA administrative costs) from the beginning of the program through September 30, 2023. Budgets for FY 2022-23 have been leveraged by LAHSA and service providers using other existing funds for homelessness services and LAHSA has reported this information per the CAO and Mayor's Offices' request. This information has been included in the recent year-end status report. To date, two supportive services-specific invoices have been submitted to the City for reimbursement from the Homelessness Emergency Accountant. The Mayor's Office and LAHSA have been meeting regularly to understand the Service Provider budgets for the remainder of this fiscal year and plan to come to a consensus shortly. LAHSA is planning to release a procurement in the coming months to provide an opportunity for new service providers to participate in the Inside Safe Program.

Since June 1, 2023, Weingart has been providing services at the LA Grand and will continue through January 31, 2024. The negotiated amount for the Weingart contract is \$9,019,449.

The Inside Safe program model also includes housing fairs, which provide staffing, necessary materials, and Uber rides to clients to visit different housing options. No additional housing fairs occurred since the last report. So far, 17 housing fairs have been held, which cost approximately \$59,459.45 total to date. The Mayor's Office has approved \$20,000 from the HEA for these costs. Of the 17 events, four were considered mobile events that included county, state, and federal agencies to assist participants with obtaining birth certificates, Department of Public Social Services benefits (Cal-Fresh, General Relief, Medi-Cal, etc.), social security cards, and DMV identification readily available onsite. One housing fair has been held since the start of the fiscal year and is included in the stated total. The primary objective of these housing fairs is to simplify the process of moving someone into permanent housing by bringing together all the necessary resources under one roof. Services are offered to help individuals with lease up, such as obtaining an ID, birth certificate or social security card, or locating an apartment.

LAHSA continues to work with providers to ensure all exit data is entered into HMIS and is up to date and has committed to providing reconciled and verifiable exit data for Inside Safe regular reporting.

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**City Department Costs**

LAPD has submitted for reimbursement a total of 92.7 overtime hours related to Inside Safe since the beginning of the fiscal year, at the cost of \$8,162.74. The projected straight line costs based on last year's expenditures is approximately \$273,000. Primarily, LAPD has been providing support for, and ensuring the safety of, City staff and Inside Safe participants. To date, there have been zero arrests during the initial phase of operations.

Should you require any additional information, please contact Kendra Leal, Senior Administrative Analyst II, at [kendra.leal@lacity.org](mailto:kendra.leal@lacity.org).

**RECOMMENDATION**

Note and file.

cc:           The City Council  
              The Honorable Karen Bass, Mayor  
              Mercedes Márquez, Office of the Mayor  
              Sharon Tso, Chief Legislative Analyst  
              Kenneth Mejia, City Controller  
              Hydee Feldstein Soto, City Attorney  
              Dr. Va Lecia Adams Kellum, Chief Executive Officer, LAHSA

Attachments:

1. FY 2023-24 Homeless Emergency Account Expenses
2. FY 2023-24 Inside Safe Budget Categories and Breakdown
3. Inside Safe Program Metrics as of September 15, 2023
4. Appendix from Mayor's Office of Housing & Homelessness Solutions

MWS:ECG:SBL:KML 16240022

Attachment 1: FY 2023-24 Homeless Emergency Account Expenses

<b>Current Assets</b>	
Cash Available July 1, 2023	\$65,700,000.00
FY23 HEA Cash Reappropriation	\$31,856,857.11
Revised Cash Available	\$97,556,857.11
<b>Less Liabilities/Expenses through September 15, 2023</b>	
Mayfair Escrow	\$1,000,000.00
Mayfair Rehabilitation Costs	\$9,300,000.00
Mayfair CDBG Loan <sup>3</sup>	\$27,687,000.00
Mayfair Prop HHH Loan <sup>2</sup>	\$5,192,270.00
Mayfair MHFF Loan <sup>2</sup>	\$10,000,000.00
FY24 Motel Invoices Paid	\$1,617,456.00
FY23 Motel Invoices Paid	\$2,810,961.88
Revised Cash Available	\$39,949,169.23
<b>Less Anticipated Liabilities/Expenses through September 30, 2023 <sup>1</sup></b>	
LAPD Overtime (est.)	\$27,000.00
LA Grand Lease (est.)	\$8,019,479.00
LAHSA Service Providers	\$1,646,998.00
Motel Invoices (est.)	2,707,473.04
Anticipated Cash Available	\$27,548,219.19

<sup>1</sup> Project HomeKey 3 has \$31M budgeted; however, a transfer timeline has yet to be determined.

<sup>2</sup> Fund loans are anticipated to be reimbursed from Prop HHH and MHFF prior to September 30, 2023.

<sup>3</sup> Fund Loan from CDBG is anticipated to be reimbursed in October 2023.

Attachment 2: FY 2023-24 Inside Safe Budget Categories and Breakdown

Interim Housing		Comments
Motel Nightly Rentals	\$92,000,000	\$150 per night estimate due to reaching capacity of 2-star motel inventory
Operating Expenses	\$18,000,000	Includes insurance, damage mitigation, incidentals, furnishings
<i>subtotal</i>	<i>\$110,000,000</i>	
Service Provider Support Services		
Street Engagement	\$6,000,000	Staff costs: long-term, on-going/pre-operation outreach efforts to build relationships with PEH prior to coming indoors
Case Management	\$16,000,000	Staff costs: includes individual case management in motels as well as housing navigators
Indirect	\$16,000,000	Overhead to include support staff, facility costs (rent, utilities)
Resident Monitors	\$10,000,000	Each motel has resident monitor to support PEH and liaise with motel staff
Food	\$13,000,000	\$21 per person, per day (meal delivery services, grocery store gift cards)
Storage	\$1,000,000	Includes storage rental for PEH surrender belongings
<i>subtotal</i>	<i>\$62,000,000</i>	
Permanent Stay		
Move-In Support	\$13,000,000	Includes landlord incentive, security deposit, furnishing, utility deposit, and other move-in costs
Rental Assistance	\$18,000,000	2-year Time-limited subsidies (\$1,833per month) for 400 people transitioning from motels to PSH pipeline
<i>subtotal</i>	<i>\$31,000,000</i>	
Acquisition		
Motel Acquisition	\$47,000,000	This \$47M would leverage \$31M in Project HomeKey 3 funding. The City could acquire 3-4 larger motels (154 rooms total) and fully fund 5 years of operations and maintenance.
<b>Total</b>	<b>\$250,000,000</b>	



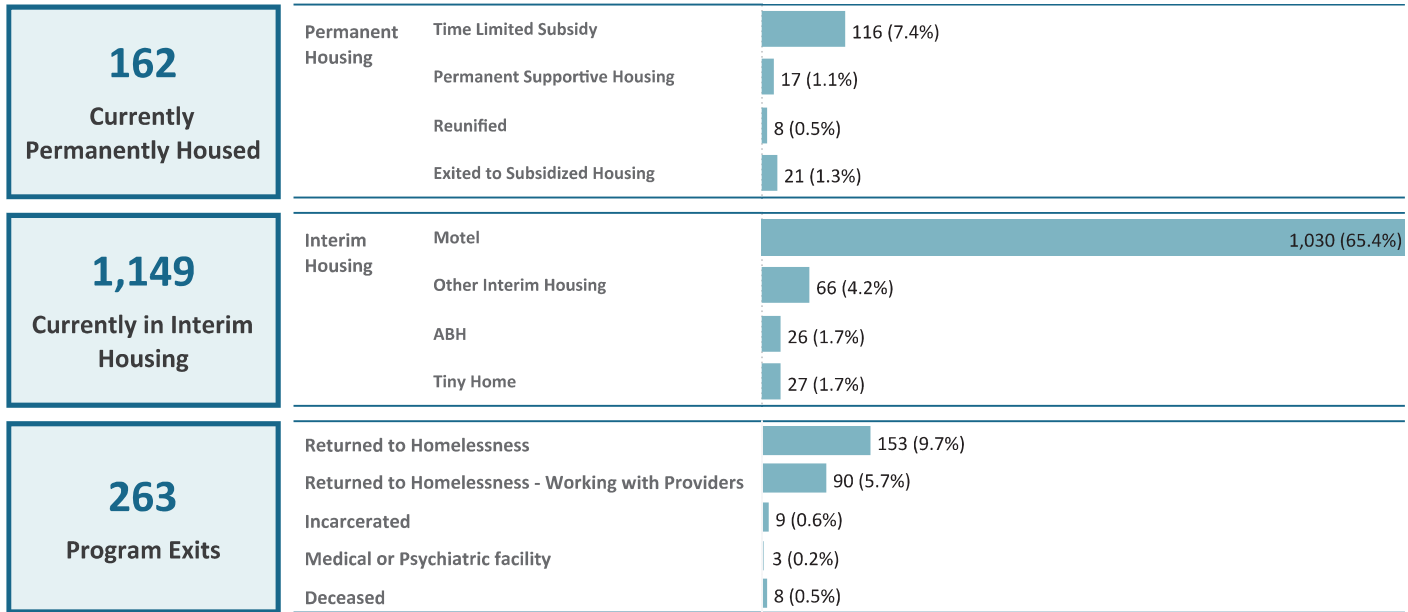
# Inside Safe

## Los Angeles Homeless Services Authority Report

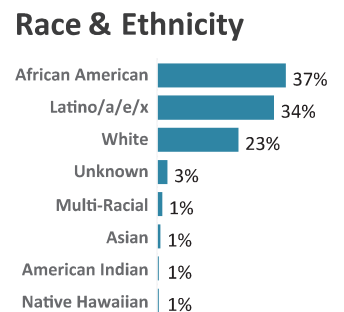
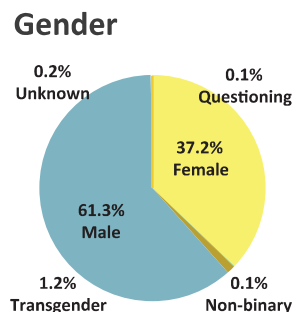
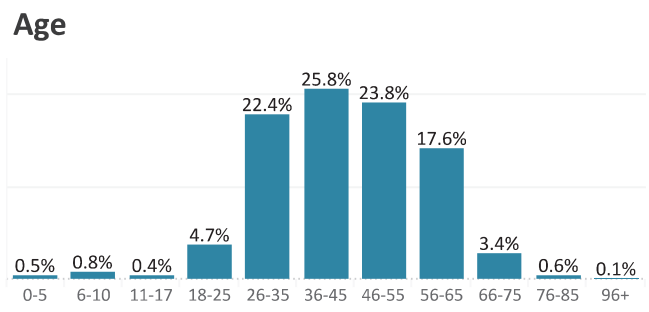
Updated September 15, 2023. Please disregard all previous reports.



### Current Status of Clients Who Entered Interim Housing



### Demographics



**Individuals Served:** Includes all clients who were engaged on the day of the encampment. In addition to the encampment operations, Inside Safe also includes clients who were living in other ad hoc encampments throughout the city since January 2023 and clients that were living in the LA Grand on Feb 1, 2023, when transition from a PRK site. The nonspecific encampment-based clients comprise 323 individuals.

**Entered Interim Housing:** Includes only clients who entered interim housing. This cohort is the basis for all reporting.

**Housing Retention:** The percentage is calculated by dividing the sum of people who are Currently Permanently Housed and Currently in Interim Housing by the number of people who entered Interim Housing. This figure excludes clients that have passed away as they did not voluntarily exit the programs.

**Returned to Homelessness- Working with Providers:** This includes clients who have left interim or permanent housing, but who are currently still engaging with outreach and housing programs.

**Returned to Homelessness:** Clients who have left the program and are not active in any other homeless services program in HMIS.

**Data Quality:**  
The report includes only data that providers have entered into HMIS. Providers have up to 72 hours after an interaction with, or a change in status of, a client to make a record in HMIS. Due to the dynamic nature of the program and its participants, this process may take longer than 72 hours. There may also be additional activities that have yet to be captured in HMIS. LAHSA and service providers strive for complete, accurate, and timely data in HMIS. The Data Management team at LAHSA is actively collaborating with providers to resolve any data discrepancies. The identified data discrepancies we are currently working to resolve include Discrepancies in total clients served at winter shelter sites and 19 clients who have rental assistance recorded, but no move in date or address recorded. These individuals will not be counted as permanently housed until a move in date is recorded.

**Percentage Permanently Housed:** Calculated from all clients who entered interim housing who have not exited from program.

**Duplicative Clients:** As a note there have been 16 clients who have been involved in more than one resolution. They are deduplicated in the total count.



Attachment 3: Inside Safe Program Metrics as of September 15, 2023

Table 1. Inside Safe Participant Breakdown by Council District as of September 15, 2023 <sup>1</sup>

CD	Total Participants <sup>2</sup>	Motels + LA Grand	ABH	THV	Other Interim Housing	Permanent Placements	Other Exits, dispositions, or in Data Reconciliation
2	44	9	3	18	1	2	11
3	44	31	1	0	2	1	9
4	29	22	0	0	2	2	3
5	69	49	3	0	0	6	11
6	44	40	0	3	0	0	1
7	50	46	2	0	1	0	1
8	86	60	0	0	0	19	7
9	135	105	0	0	5	11	14
10	41	40	0	0	0	1	0
11	160	81	3	0	0	43	33
12	56	50	0	0	1	0	5
13	138	116	1	0	6	7	8
14	277	192	1	0	4	16	64
15	119	85	2	2	0	10	20
N/A	298	117	10	4	46	44	77
<b>Total<sup>1</sup></b>	<b>1,590</b>	<b>1,043</b>	<b>26</b>	<b>27</b>	<b>68</b>	<b>162</b>	<b>264</b>

<sup>1</sup> This information may change pending further updates from LAHSA. Table only used for diagnostics.

<sup>2</sup> Table includes 16 duplicative clients as noted by LAHSA.

Table 2. Inside Safe Program Metrics as of September 15, 2023

Number of Encampment Operations	25
Number of Targeted Inside Safe Efforts <sup>1</sup>	7
Number of Council Districts	14
Number of Initial Placements <sup>2</sup>	1,574
Number of Arrests During Initial Encampment Operations	0
Number of Housing Fairs To Date	17
Pounds of Waste Removed	340,968

<sup>1</sup> Includes scattered encampment relief efforts to move PEH into hotel rooms as well as transitioning Augmented Winter Shelter and Project Roomkey transfers into Inside Safe.

<sup>2</sup> This amount may change pending further updates from LAHSA.

Attachment 3: Inside Safe Program Metrics as of September 15, 2023

Table 3. Inside Safe Encampment Operations by Council District as of September 15, 2023

Council District	No. of Operations
Council District 2	1
Council District 3	1
Council District 4	1
Council District 5	2
Council District 5	1
Council District 7	1
Council District 8	3
Council District 9	3
Council District 10	1
Council District 11	3
Council District 12	1
Council District 13	3
Council District 14	2
Council District 15	2
Total Operations as of September 15, 2023	25

**Introduction**

This appendix was created to provide programmatic and policy updates. This report provides additional information on Inside Safe and related matters.

**Waivers from HUD to Bring Angelenos Inside Faster**

With support from the Mayor’s Office, HACLA successfully petitioned the U.S. Department of Housing and Urban Development’s Public and Indian Housing and Community Planning and Development Departments, and the following waivers were implemented by HACLA in late August and early September: 1) tenant self-certification of Social Security Number, date of birth, disability, and income; and 2) landlord self-certification of initial inspection within the Continuum of Care program. They apply to all HACLA homeless assistance programs, including all Continuum of Care grants awarded to the agency.

Per HACLA, the waivers will help expedite the processing for tenant-based voucher issuance and permanent supportive housing project-based voucher leasing, effectively reducing the application processing time by two weeks to several months. Eligibility documentation is now valid for 120 days. In the Continuum of Care program, the landlord self-certification of initial inspection will allow those new contracts to be executed much more quickly, reducing the processing time for that phase of work for that group by similar time periods. The Mayor’s Office has been informed that cities across the country are looking to replicate this model.

In September, HACLA was notified that HUD also approved the Agency’s request for an increase in the voucher payment standard (VPS) for its tenant- and project-based voucher programs, allowing the VPS to be set at 120% of the new Fair Market Rents (FMRs) citywide. Comparable increases to Small Area FMRs (SAFMRs) for high opportunity areas were approved as well. The new VPS’s take effect October 1, 2023 for new housing contracts. The published rates are the maximum contract rent allowable if supported by a rent comparability study. Increased FMRs allow voucher holders to access a greater number of apartments and neighborhood markets. The adjusted citywide voucher payment standard is as follows:

BEDROOM(S)	VOUCHER PAYMENT STANDARDS
Studio	\$2,132
1	\$2,407
2	\$3,052
3	\$3,915
4	\$4,320
5	\$4,968
6	\$5,616

### **State Encampment Resolution Grant (ERF-2)/LA Grand Hotel Update**

The Mayor's Office began work in January 2023 with the Housing for Health division of LA County Department of Health Services (DHS) on a joint application to the State of California's second round of Encampment Resolution Funding (ERF-2). In June 2023, the State announced the \$60M grant award, at which time the stakeholders began to prepare for the July 1, 2023 funding start date. City, County, Weingart Center and other stakeholders are utilizing awarded funds to fulfill the proposals of the Skid Row Action Plan to service high-acuity Skid Row residents over the next three years.

According to the Weingart Center, as of September 22, 2023, there are 317 participants enrolled in the LA Grand program. All residents have been assessed for acuity levels. 50% of residents qualify for inclusion in the ERF grant program based on the grant criteria, which include: 1) originating from Skid Row, and 2) a demonstrated high level of physical, mental, substance use disorder and/or behavioral need. These higher-acuity Skid Row participants will transfer to the Mayfair Hotel when renovations are completed. Given that the LA Grand has a 481-room capacity, we will fill remaining vacancies with Skid Row residents who match the ERF-2 grant criteria.

Lower-acuity and non-Skid Row residents who currently reside at the LA Grand but do not qualify for inclusion in the ERF grant program will transition to permanent housing or alternate interim housing destinations before January 31, 2024, when the LA Grand lease expires. Weingart Center, LAHSA, County DHS and the Mayor's Office are working together to establish a demobilization plan for these residents, with weekly demobilization planning calls to begin in October 2023.

### **Grants**

Several new funding sources have been secured by the City of Los Angeles to aid in encampment resolution and the construction of affordable housing. At the end of August, LAHD was awarded \$156.9M in state grant funds under the Round 7 Affordable Housing and Sustainable Communities (AHSC) Program, marking the seventh year in a row that the LA Housing Department (LAHD) has received this funding. Over \$99.2M of these funds will go to the production of 466 units of affordable housing that will include the Peak Plaza Apts in CD 9, HHH New Hampshire and Crenshaw Crossing in CD 10, and the Downtown Women's Center Campus Expansion in CD 14.

Additionally, on August 25, 2023, HACLA was awarded \$35.7M from the Department of Housing and Community Development's Infill Infrastructure Grant Program, a program that supplies grants through an over-the-counter process to serve as gap funding in the development of infill housing. The funds secured by this grant will fund the construction of five multi-family rental projects and two homeownership opportunities, totaling 665 new units of affordable housing across the city.

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: October 5, 2023  
TO: Matthew Szabo  
City Administrative Officer  
City Administrative Officer  
FROM: Vincent P. Bertoni, AICP  
Director  
Los Angeles City Planning



**SUBJECT: QUARTERLY HOUSING PRODUCTION REPORT AND ADDRESSING THE LOCAL HOUSING AND HOMELESSNESS EMERGENCY**

The purpose of this memorandum is to provide information on the City’s housing production as it relates to the annual production goals as established in the Housing Element. Additionally, it seeks to assess the progress in addressing the Local Housing and Homelessness Emergency pursuant to LA Administrative Code 8.33.

LA Administrative Code (LAAC) 8.33(b)(i) allows the Mayor to declare a Local Housing and Homelessness emergency when the City’s housing production is projected to fall short by at least 40 percent of its annual goals as established in the Housing Element. For the eight-year Housing Element planning period, the City’s total housing production goal, or Regional Housing Needs Assessment (RHNA) Allocation, as established in the City’s 2021-2029 Housing Element, is 456,543 units. On an annualized basis, the housing production goal is 57,080 units per year. To meet the 40 percent criterion, the City must produce a total of 34,248 units per year.

According to the most recent housing progress report, which was submitted to the California Housing and Community Development (HCD) on April 1, 2023, housing production during the current eight-year Housing Element planning period is as follows:

<b>2021 (October 15 - December 31)</b>	<b>2022 (January 1 - December 31)</b>	<b>Annualized Average</b>
4,014 units	23,422 units	22,705 units

The City’s current annual housing production averages 22,705 units per year. This production amount is 60.3 percent below the City’s annual goals established by the Housing Element, which exceeds the minimum 40 percent threshold that would allow the Mayor to declare the existence of a local housing and homelessness emergency.

The Department has received monthly permit data through the end of the third quarter (September) of the 2023 calendar year from Los Angeles Building and Safety (LADBS). According to the provided data, there were a total of 1,780 housing units permitted in the third quarter of 2023, bringing the total to 5,427 total units issued through the third quarter of calendar year 2023. If current trends persist, it is projected that permits for an estimated 7,236 units will be issued for CY 2023. The breakdown by quarter is as follows:

<b>DBS Dwelling Units on Issued Permits (2023 YTD)</b>	
2023 Q1	1,869
2023 Q2	1,778
2023 Q3	1,780
2023 Q4 ( <i>Estimated</i> )	1,809
<b>Estimate for 2023</b>	<b>7,236</b>

In order to exceed the 40 percent housing production threshold stipulated in LAAC 8.33, permits for the year 2023 would need to see an increase of over 44 percent compared to the levels recorded in 2022. However, the reality is that there has been a substantial decline in permitting for new housing. Based on the available data, projections indicate that housing production in 2023 is expected to be less than one-third of what it was in 2022. Consequently, it is evident that the City is not on track to meet the housing production goals set forth by the LAAC and Executive Order.

With regards to the progress in addressing the emergency, City Planning is implementing the Mayor's Executive Directive 1 (ED 1) to streamline approvals of 100% affordable housing developments. The ED 1 has been effective in facilitating the processing of affordable housing. as of September 25, 2023, the planning case activity for ED 1 can be summarized as follows:

- There have been a total of 7,923 proposed affordable housing units, of which 3,320 units have been approved (it is not known whether any of these have received building permits and are therefore counted above).
- There have been 97 cases filed, out of which 43 cases have been successfully completed, leaving 54 cases pending.
- On average, the total processing time for these cases is 47 days.

For any questions regarding this matter, please contact Matt Glesne, Senior City Planner, at [matthew.glesne@lacity.org](mailto:matthew.glesne@lacity.org).

c: Paul Krekorian, Los Angeles City Council President  
 Jenna Hornstock, Deputy Mayor, Office of the Mayor Karen Bass  
 Kevin Keller, Senior Advisor, Office of the Mayor Karen Bass  
 Azeen Khanmalek, Director of Affordable Housing Production, Office of the Mayor Karen Bass  
 Nene Ogbechie, Executive Officer of Housing, Office of the Mayor Karen Bass  
 Edwin Gipson, Assistant City Administrative Officer, City Administrative Officer  
 Kendra Leal, Senior Administrative Analyst, City Administrative Officer  
 Mindy Pothongsunun, Administrative Analyst, City Administrative Officer

## City of Los Angeles



Karen Bass, Mayor

Ann Sewill, General Manager  
Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager  
Anna E. Ortega, Assistant General Manager  
Luz C. Santiago, Assistant General Manager

LOS ANGELES HOUSING DEPARTMENT  
1200 West 7th Street, 9th Floor  
Los Angeles, CA 90017  
Tel: 213.808.8808  
[housing.lacity.org](http://housing.lacity.org)

October 5, 2023

Matthew W. Szabo  
City Administrative Officer  
200 Main St., Suite 1500  
Los Angeles, CA 90012

The Los Angeles Housing Department (LAHD) respectfully submits this memorandum, consistent with the requirements of the Mayor's Local Housing and/or Homelessness Declaration of Emergency, codified as Section 8.33 (f) of the Los Angeles City Charter. Since the issuance of the Mayor's Declaration and approval by Council, LAHD has worked closely with the Department of City Planning, as well as the CAO and other City departments, to expedite and monitor affordable and supportive housing development and production. LAHD will continue its collaboration and monitoring activities with these departments.

Moving forward, LAHD's reporting, relative to Section 8.33 (f), will be provided through the Department of City Planning.

Thank you,

Ann Sewill  
General Manager  
Los Angeles Housing Department

CC:

Mercedes Marquez, Chief of Homelessness and Housing, Office of the Mayor  
Jenna Hornstock, Deputy Mayor of Housing, Office of the Mayor  
Nene Ogbechie, Executive Officer of Housing, Office of the Mayor  
Azeen Khanmalek, Director of Housing Production, Office of the Mayor  
Kevin Keller, Senior Advisor, Office of the Mayor  
Edwin Gipson, Office of the City Administrative Officer  
Kendra Leal, Office of the City Administrative Officer  
Mindy Pothongsunun, Office of the City Administrative Office

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CPRA-16-DCP-SUPP-000032



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: February 2, 2022

To: Kevin Keller, AICP  
Transition Deputy Mayor of Economic Development  
Los Angeles Mayor Karen Bass

From: Vincent P. Bertoni, AICP, Director of Planning   
Department of City Planning

Subject: **DEPARTMENT OF CITY PLANNING OPERATIONS PLAN FOR 100 PERCENT AFFORDABLE HOUSING PROJECTS AND THE EXECUTIVE DIRECTIVE 1 MINISTERIAL APPROVAL PROCESS**

On December 16, 2022, Executive Directive 1 (ED 1) was issued to facilitate the expeditious processing of shelters and 100 percent affordable housing projects to address the homelessness crisis in the City of Los Angeles. Effective immediately, the Department of City Planning's (City Planning) project review procedures are modified in response to ED 1. In order to implement ED 1, all 100 percent affordable housing projects will be reviewed through a ED 1 Ministerial Approval Process. This memorandum affirms ED 1 and details the operations plan in order to administer the ED 1 Ministerial Approval Process.

**GENERAL APPLICABILITY**

ED 1 shall apply to all shelter and 100 percent affordable housing projects with a current entitlement application or referral form filed with City Planning before or after December 16, 2022, as well as previously approved projects necessitating building permit clearances.

For the purposes of ED 1, "100 Percent Affordable Housing Project" is defined as:

A housing project with five or more units, and with all units affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels), as technically described here: A Housing Development Project, as defined in California Government Code Section (§) 65589.5, that includes 100% covenant-restricted affordable units (excluding any manager's units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households, as defined in California Health and Safety Code §50079.5, or that meets the definition of a 100% affordable housing development in CA Government Code §65915(b)(1)G)2, as determined by the Los Angeles Housing Department (LAHD).

Projects eligible for the ED 1 Ministerial Approval Process shall be exempt from California Environmental Quality Act (CEQA) and Site Plan Review, pursuant to LAMC Section 16.05) (or Project Review, pursuant to LAMC Section 13 B.2.4, as the Site Plan Review process will be

## Executive Directive 1 - City Planning Operations Plan

referred to after the July 2023 operative date of Chapter 1A of the new Zoning Code). In addition, no public hearings will be required and the Letter of Decision will not be subject to appeals.

As stated in ED 1, projects requiring a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change) or projects seeking a deviation from development standards (e.g., Adjustment, Variance) are ineligible for ED 1 Ministerial Approval processing. In addition, a project is not eligible for ED 1 Ministerial Approval processing if it requires consideration of a Coastal Development Permit or is subject to the Subdivision Map Act. For eligible ED 1 projects located within a Specific Plan, Redevelopment Plan, Historic Preservation Overlay Zone, Community Plan Implementation Overlay or other Overlay area, a ministerial review for compliance with objective development standards will be required.

City Planning has converted all active discretionary entitlement cases that qualify for the ED 1 Ministerial Approval Process into Administrative Review cases and has placed an ED 1 suffix indicator on all qualifying cases.

### **DEVELOPMENT STANDARDS**

#### Density

100% percent affordable projects shall utilize the maximum allowable base density allowed under the zoning ordinance, specific plan, or General Plan land use designation. Affordable, set-aside units required through either a Density Bonus or TOC entitlement request will be calculated based on the maximum allowable density.

#### Parking

Parking reductions may be applied to 100 percent affordable projects consistent with the affordable housing program being utilized, including Density Bonus, Transit Oriented Communities (TOC), and Qualified Permanent Supportive Housing (QPSH) programs. 100 percent affordable housing projects utilizing Density Bonus law (Assembly Bill [AB] 2345) and located within ½ mile of a major transit stop are not required to provide any parking spaces. Housing development projects utilizing any affordable housing program and located within ½ mile of a major transit stop are not required to provide any parking spaces pursuant to AB 2097.

### **FILING REQUIREMENTS AND PROJECT REVIEW TIMELINES AND PROCEDURES**

In order to implement ED 1, all 100 Percent Affordable Housing Projects will be reviewed through the *ED 1 Ministerial Approval Process*. The ED 1 Ministerial Approval Process provides ED 1 projects with project review streamlining enhancements, shortened review periods at all stages of the City Planning project review process, and reduced filing fees. A generalized summary of procedures is provided here along with key ED 1 enhancements. See [Appendix A](#) for a generalized City Planning workflow for the ED 1 Ministerial Approval Process.

## Executive Directive 1 - City Planning Operations Plan

### Pre-Application Filing Requirements

All City Planning referral forms required for case filing shall be reviewed and processed by City Planning staff concurrently, including the Affordable Housing Referral Form (AHRF), TOC Referral Form, QPSH Referral Form, Redevelopment Project Area (RPA) Referral Form, Project Planning Referral Form, and Housing Crisis Act (HCA) Vesting Preliminary Applications. Referral form requests shall be submitted to City Planning concurrently.

**ED 1 Enhancement:** City Planning affordable housing referral forms, RPA Referral Forms, Project Planning Referral Forms, and HCA Vesting Preliminary Applications shall be assigned to staff for review within two (2) business days of receipt of all required documents and payment of fees (when applicable) and processed by staff within 10 business days.

### Application Filing Requirements

All filing requirements, including referrals from other City departments (e.g, Preliminary Zoning Assessment, Replacement Unit Determination, etc.) shall be required for projects eligible for the ED 1 Ministerial Approval Process at the time of case filing, including the payment of fees.

**ED 1 Enhancement:** Priority case filing appointments will be provided to applicants for projects that qualify for the ED 1 Ministerial Approval Process.

### Entitlement Processing

City Planning shall provide the applicant a list of all changes, amendments or missing documents necessary to deem an application complete (Deemed Complete Date) on or within 30 days from the filing of entitlement application. Ministerial approval shall be processed within 60 days from the Deemed Complete Date with the issuance of a Letter of Decision. No CEQA clearance or public hearing is required and the Letter of Decision is not subject to appeals.

### Post-Entitlement Building Permit Clearances and Case Condition Clearance

Following entitlement approval, City Planning will provide building permit clearances within five (5) business days of applicant request and submittal of required documents for 100 percent affordable housing projects, and within two (2) business days of applicant request and submittal of required documents for shelters.

**ED 1 Enhancement:** Applicants will be able to submit one single request for building permit clearances through the City Planning Online Application System ([OAS](#)) where requests will be disseminated to the applicable planners.

**ED 1 Enhancement:** Priority appointments will be provided for applicants to complete Case Condition Clearance and/or Landscape Review and electronic stamping will be provided when applicable.

## CASE NUMBERS AND FEES

### Case Numbers

**ED 1 Enhancement:** City Planning has created a new “ED1” suffix for case numbers. The new “ED1” suffix will be used to signify that the project qualifies for the ED 1 Ministerial Approval Process and to track ED 1 projects. This new suffix will allow City Planning to provide status updates quickly and to run queries as needed.

Referral form case numbers will continue to have a PAR prefix and the new “ED1” suffix will be added. Main case numbers will have an ADM prefix and the new “ED1” suffix will be added.

### Referral Form Fees

The only City Planning forms that require the payment of fees are the AHRF, TOC Referral Form, QPSH Referral Form, and HCA Preliminary Vesting Applications. All other referral forms will continue to be free of charge.

### Main Case Filing Fees

**ED 1 Enhancement:** All projects that qualify for the ED 1 Ministerial Approval Process will be charged an “Administrative Review - Major” fee, plus surcharges, pursuant to LAMC Section 19.04. The current fee amount is \$4,892.94. This amount will be automatically adjusted annually for inflation starting on July 1, 2023.

### Building Permit Clearance and Case Condition Clearance Fees

City Planning charges fees for some building permit clearances related to CPIO, Specific Plan and Overlay reviews in addition to Landscape Review for by-right projects. The typical fee charged for these building permit clearances is the “Building Permit Clearance - Minor” fee, plus surcharges, pursuant to LAMC Section 19.04. In addition, the fee charged for Case Condition Clearance is the “Miscellaneous Clearance - Director” fee, plus surcharges, pursuant to LAMC Section 19.04.

## TECHNOLOGY UPDATES

In an effort to fully implement ED 1, City Planning is making the following technology updates to existing online resources to further enhance usability for City staff and applicants:

### Online Applications

**ED 1 Enhancement:** City Planning will create a new portal for the online submittal of ED 1 Ministerial Approval cases (OAS or SimpliGov TBD).

### Online Application System (OAS) Flag

**ED 1 Enhancement:** City Planning will add a new 100 percent affordable option in OAS for referral form requests to alert City Planning staff of an ED 1 referral form submittal.

## Executive Directive 1 - City Planning Operations Plan

### Planning Case Tracking System (PCTS)

**ED 1 Enhancement:** City Planning will create additional tools in PCTS to assist City Planning in meeting the requisite deadlines for preliminary review, entitlement approval and various implementation stages of the project.

### City Planning Website Landing Page

**ED 1 Enhancement:** City Planning will create an ED 1 landing page on the City Planning website that will include all applicable links, City Planning ED 1 Guidelines, and contact information.

### ZIMAS

**ED 1 Enhancement:** Zoning Information (ZI) for ED 1 will be prepared and tagged to every parcel where multi-family housing is an allowable use under State law, the General Plan, or the zone.

### City Planning Fee Estimator

**ED 1 Enhancement:** A fee estimate for ED 1 project applications can be obtained from the [City Planning Fee Estimator](#). For ED 1 case filing fees, select "Select from All Fees," and then "ED1-Executive Directive 1."

## CASE TRACKING

The Department's Performance Management Unit will track and create regular reports on the Department's ED 1 work program to include reporting of all entitlement cases approved since the issuance of Executive Directive 1 on December 16, 2022. Data for approved ED1 project reporting will incorporate the project location, the number of covenanted affordable units, and the processing time from the application's deemed complete date.

## IMPLEMENTATION TEAMS

City Planning staff responsible for implementing ED 1 includes planners, administrative staff and IT staff from the following divisions, sections and units:

- Development Services Center (DSC) Division
  - Planning Counters - case intake, case condition clearance, building permit clearances
- DSC Specialty Services Division
  - Affordable Housing Services Section - issuance of affordable housing referral forms
  - Redevelopment Area Project Unit - issuance of referral forms and building permit clearances
- Geographic Project Planning Divisions - issuance of project planning referral forms, CPIO review, Specific Plan and Overlay reviews and building permit clearances

## Executive Directive 1 - City Planning Operations Plan

- Geographic Planning Priority Housing Project Units - entitlement case processing, issuance of Letters of Decision
- Office of Historic Resources - building permit clearances
- Operations & Engagement Bureau
  - Information and Technologies Division, Systems Section - technology upgrades
  - Performance Management Unit - case tracking and reporting
  - External Affairs Unit - City Planning web updates, media inquiries

### CONTACT

Deputy Director Lisa Webber will serve as the Department's point of contact for the City Planning ED1 work program, in coordination with Principal City Planner Sarah Molina-Pearson and Senior City Planner Justin Bilow. Contact information is provided below.

Lisa Webber, AICP, Deputy Director

[lisa.webber@lacity.org](mailto:lisa.webber@lacity.org)

(213) 200-4382

Sarah Molina-Pearson, Principal City Planner

[sarah.molina-pearson@lacity.org](mailto:sarah.molina-pearson@lacity.org)

(213) 317-4394

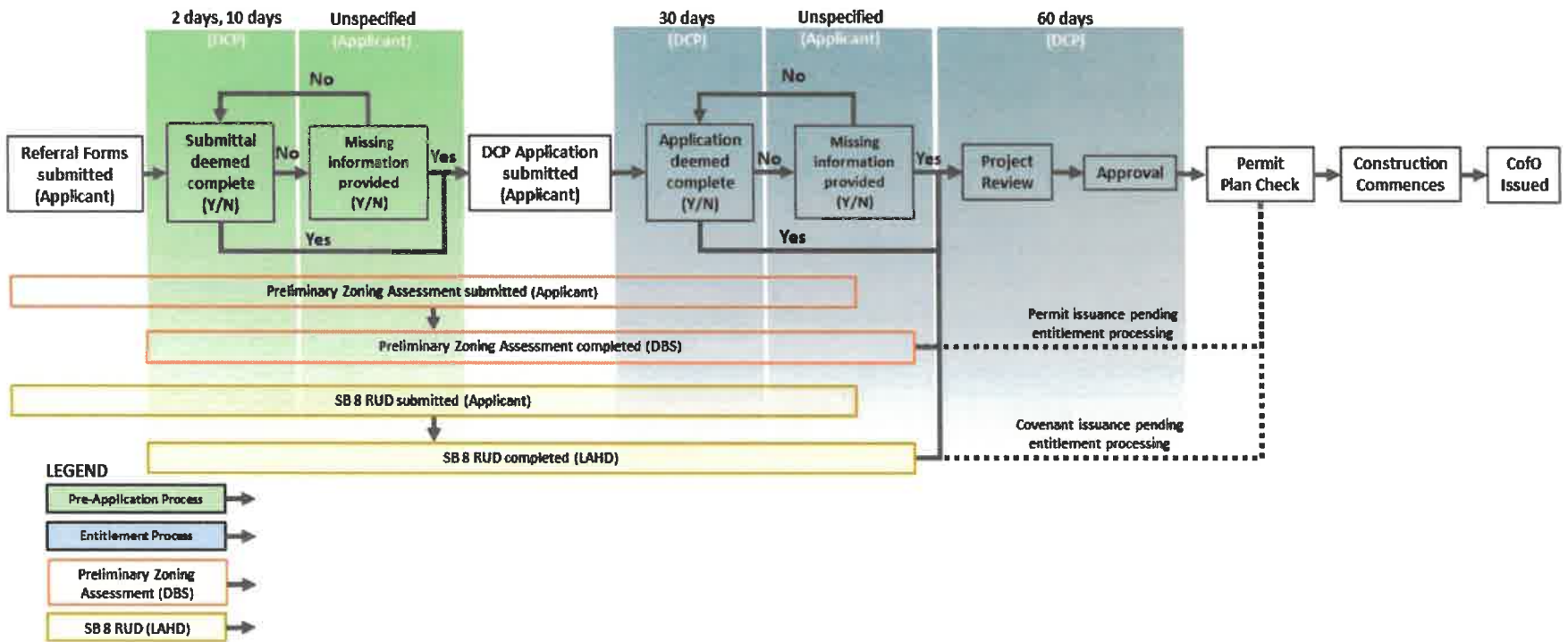
Justin Bilow, Senior City Planner

[justin.bilow@lacity.org](mailto:justin.bilow@lacity.org)

(213) 202-5401

APPENDIX A


# ED 1 Ministerial Approval Process Generalized Workflow



**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 30, 2022

To: Kevin Keller, AICP  
Transition Deputy Mayor of Economic Development  
Los Angeles Mayor Karen Bass

From: Vincent P. Bertoni, AICP   
Director of Planning  
Department of City Planning

Subject: DEPARTMENT OF CITY PLANNING OPERATIONS PLAN FOR 100 PERCENT  
AFFORDABLE HOUSING PROJECTS AND THE EXECUTIVE DIRECTIVE 1  
MINISTERIAL APPROVAL PROCESS

On December 16, 2022, Executive Directive 1 (ED 1) was issued to facilitate the expeditious processing of shelters and 100 percent affordable housing projects to address the homelessness crisis in the City of Los Angeles. Effective immediately, the Department of City Planning's (City Planning) project review procedures are modified in response to ED 1. In order to implement ED 1, all 100 percent Affordable Housing Projects will be reviewed through the ED 1 Ministerial Approval Process. This memorandum affirms ED 1 and details the operations plan to administer the ED 1 Ministerial Approval Process.

#### **GENERAL APPLICABILITY**

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For the purposes of ED 1, "100 Percent Affordable Housing Project" is defined as:

A project with at least 5 units that has at least two-thirds residential square footage, with all units affordable at 80% of Area Median Income (HUD) levels, OR affordable at mixed income with up to 20% of units at 120% AMI (HCD rents) and the balance at 80% AMI or lower (HUD rents) as technically described here: A housing development project defined in Government Code Section 65589.5 that includes 100% restricted affordable units (excluding any manager's units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households 1, as defined by CA Health and Safety Code 50079.5, or that meets the definition of a 100% affordable housing development in CA Gov. Code 65915(b)(1)G)2, as determined by the Los Angeles Housing Department (LAHD).



Projects eligible for the ED 1 Ministerial Approval Process shall be exempt from California Environmental Quality Act (CEQA) and Site Plan Review, pursuant to LAMC Section 16.05 (or Project Review, pursuant to LAMC Section 13 B.2.4, as the Site Plan Review process will be referred to after the July 2023 operative date of Chapter 1A of the new Zoning Code). In addition, no public hearings will be required, and the Letter of Decision will not be subject to appeals.

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## **DEVELOPMENT STANDARDS**

### Density

100% percent affordable projects shall utilize the maximum allowable base density allowed under the zoning ordinance, specific plan, or General Plan land use designation. Affordable, set-aside units required through either a Density Bonus or TOC entitlement request will be calculated based on the maximum allowable density.

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## **CONTACT**

Deputy Director Lisa Webber will serve as the Department's point of contact for the City Planning ED 1 work program, in coordination with Principal City Planner Sarah Molina-Pearson and Senior City Planner Justin Bilow. Contact information is provided below.

Lisa Webber, AICP, Deputy Director  
[lisa.webber@lacity.org](mailto:lisa.webber@lacity.org)  
(213) 200-4382

Sarah Molina-Pearson, Principal City Planner  
[sarah.molina-pearson@lacity.org](mailto:sarah.molina-pearson@lacity.org)  
(213) 317-4394

Justin Bilow, Senior City Planner  
[justin.bilow@lacity.org](mailto:justin.bilow@lacity.org)  
(213) 202-5401

# INSTRUCTIONS



## ED 1 MINISTERIAL APPROVAL PROCESS Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

A project meeting all the following criteria is eligible for the *ED 1 Ministerial Approval Process*:

- The project proposes five or more new units.
- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

[I. City Planning Forms](#)

[II. Determinations from Other Agencies](#)

[III Supplemental Filing Requirements](#)

<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application

- This form ([CP-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

#### **LAMC Section from Which Relief is Requested**

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### **Authorizing Code Section**

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### **Action Requested Narrative**

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

### Project Team Information

- Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

## Specialized Requirements

- This form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

## Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

### Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3577](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

### Affordable Housing Referral Form

- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

### Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).



## (Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through the Department's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Loss Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:
  - New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
  - New construction of, alteration, and/or addition resulting in additional dwelling units for

multifamily residential buildings (resulting in two or more dwelling units) in any zone.

- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, request if the site is located in a Specific Plan or Overlay Zone.

The PCRf is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRfs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRf, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Urban Forestry Referral Form

- This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Low Impact Development (LID) PCRf

- This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential

Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

### Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

## III. Supplemental Filing Requirements

### Photographs

#### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

#### Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

### Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. If the project involves a Density Bonus or TOC entitlement, labels for Abutting Occupants shall also be provided. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

### ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels
- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

## Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

## Scale and Orientation

- All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

## Size and Number of Copies

- All plans must be collated into sets and folded to 8 ½" x 11".
  - Full Size.** Provide one 24" x 36" full size set of plans.
  - Reduced Size.** Provide two sets of 11" x 17" reduced size plans.

## Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

## Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

## Elevations

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Sections

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<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

### Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

### Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

### Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "). No individual file should exceed 70 MB in size.

- City Planning Application
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
- Project Plans (saved as a single PDF)
- Additional application specific materials

# INSTRUCTIONS



## ED 1 MINISTERIAL APPROVAL PROCESS Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

A project meeting all the following criteria is eligible for the *ED 1 Ministerial Approval Process*:

- The project proposes five or more new units.
- The project is not located in a single family or more restrictive Zone (e.g., OS, A1, A2, RA, RE, RS, R1, RU, RZ, RW1).
- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

### [I. City Planning Forms](#)

### [II. Determinations from Other Agencies](#)

### [III Supplemental Filing Requirements](#)

<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application

- This form ([CP-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

#### **LAMC Section from Which Relief is Requested**

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### **Authorizing Code Section**

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### **Action Requested Narrative**

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

### Project Team Information

- Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

## Specialized Requirements

- This form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

## Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

### Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3576](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

### Affordable Housing Referral Form

- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).



## Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

## (Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through City Planning's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Loss Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:

- New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
- New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone.
- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, or if the site is located in a Specific Plan or Overlay Zone.

The PCRf is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRfs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRf, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Urban Forestry Referral Form

- This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

## Low Impact Development (LID) PCRf

- This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

## Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

# III. Supplemental Filing Requirements

## Photographs

### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

### Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

## Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. If the project involves a Density Bonus or TOC entitlement, labels for Abutting Occupants shall also

be provided. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

## ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels
- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

## Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

### Scale and Orientation

- All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

### Size and Number of Copies

- All plans must be collated into sets and folded to 8 ½" x 11".
  - Full Size.** Provide one 24" x 36" full size set of plans.
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### Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

### Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

### Elevations

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<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Sections

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

## Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

## Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

## Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "). No individual file should exceed 70 MB in size.

- City Planning Application
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
- Project Plans (saved as a single PDF)
- Additional application specific materials



KAREN BASS  
MAYOR

## **EXECUTIVE DIRECTIVE NO. 1**

Issue Date: December 16, 2022

Revised: June 12, 2023

**Subject: Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types**

### **INTRODUCTION**

To aid in swiftly sheltering people who are unhoused in the City of Los Angeles, and by virtue of the authority vested in me as Mayor of the City of Los Angeles under Section 231(i) of the Los Angeles City Charter and the provisions of Section 8.29 of the Los Angeles Administrative Code, I hereby declare the following order to be necessary for the protection of life and property and I hereby order, effective immediately, that:

1. Applications for 100% affordable housing projects, or for Shelter as defined in Section 12.03 of the Los Angeles Municipal Code (LAMC) (hereinafter referred to as Shelter), shall be, and hereby are deemed exempt from discretionary review processes otherwise required by either the zoning provisions of Chapter 1 of the LAMC or other Project Review including Site Plan Review as described in LAMC Section 16.05 and LAMC Section 13B.2.4, as long as such plans do not require any zoning change, variance, or General Plan amendment, and in no instance shall the project be located in a single family or more restrictive zone. All City departments are directed to process all plans for such 100 percent affordable housing projects or Shelter using the streamlined ministerial review process currently used for projects eligible under Government Code section 65913.4, State Density Bonus law. In addition, consistent with state law, a project may utilize the State Density Bonus and LAMC bonuses, incentives, waivers and concessions if such are in compliance with the applicable requirements.

2. I further direct all applicable City Departments to process clearances and utility releases related to building permit applications, certificates of occupancy, or temporary certificates of occupancy within 5 business days for 100 percent affordable housing projects and within 2 business days for Shelters.
3. I further direct all applicable City Departments to conduct and conclude all reviews and inspections required for 100 percent affordable housing projects or Shelters and to issue all appropriate approvals for such projects or Shelters within 60 days following the submission of the completed application. City Departments shall provide the applicant with all required changes or amendments on or before the 30th day following the submission of a completed application for such projects. To the extent practicable, all required reviews and approvals shall be conducted simultaneously, not sequentially, by all City departments so as to meet the 30 day and 60 day periods specified for such projects in this paragraph.
4. I hereby direct the Los Angeles Housing Department (LAHD) to coordinate with the Los Angeles City Controller to track and process all affordable housing projects and expedite payments thereon. LAHD shall track each pending pay application, initial submittal date, approval date, reasons for rejection or modification of submitted payment applications, and issuance of payment, and shall provide reports to the Mayor on all such payments at least monthly with the goal of expediting payments due for affordable housing projects.
5. I hereby direct that all protocols set by the Los Angeles County Coordinated Entry System as they apply within the City of Los Angeles be expanded, changed, or suspended, as allowed by federal law. Rules, guidelines and regulations will be developed to expedite the placement of unhoused neighbors into housing in the City of Los Angeles.
6. I hereby direct all City departments to prioritize and streamline compliance with the provisions of the Building Homes and Jobs Act – Government Code section 27388.1 in order to maximize the City’s eligibility for state and federal funds to support the development of emergency shelters, transitional housing, and supportive housing. The City shall seek to comply with or otherwise meet all criteria specified under all applicable state and federal laws that provide for increased resources, funding, access or allowance for temporary or affordable housing.
7. Effective February 28, 2023, in accordance with the end of the State of California COVID-19 emergency, I hereby rescind the Public Order Under City of Los Angeles Emergency Authority issued on January 28, 2022 (January 28, 2022

Order). Notwithstanding this action, all entitlements already approved and still valid as of this date, or approved during the effective period of the January 28, 2022 Order, shall remain valid for the extended time period(s) as if such January 28, 2022 Order were still in effect with respect to such entitlements. Furthermore, local decision-makers, including the Director of Planning and the Chief Zoning Administrator, are authorized to continue to hold all required public hearings under the Los Angeles Municipal Code in a manner consistent with the Governor's Executive Order N-29-20, and any subsequent orders or published guidance pertaining to local legislative bodies.

8. The City Planning and Housing Departments shall issue guidelines as necessary to implement the provisions of this Executive Directive.

Executed this 12<sup>th</sup> day of June, 2023.



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KAREN BASS  
Mayor





KAREN BASS  
MAYOR

## **EXECUTIVE DIRECTIVE NO. 1**

Issue Date: December 16, 2022

Revised: June 12, 2023

Revised: July 7, 2023

**Subject: Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types**

### **INTRODUCTION**

To aid in swiftly sheltering people who are unhoused in the City of Los Angeles, and by virtue of the authority vested in me as Mayor of the City of Los Angeles under Section 231(i) of the Los Angeles City Charter and the provisions of Section 8.33 of the Los Angeles Administrative Code, I hereby declare the following order to be necessary for the protection of life and property and I hereby order, effective immediately, that:

1. Applications for 100% affordable housing projects, or for Shelter as defined in Section 12.03 of the Los Angeles Municipal Code (LAMC) (hereinafter referred to as Shelter), shall be, and hereby are deemed exempt from discretionary review processes otherwise required by either the zoning provisions of Chapter 1 of the LAMC or other Project Review including Site Plan Review as described in LAMC Section 16.05 and LAMC Section 13B.2.4, as long as such plans do not require any zoning change, variance, or General Plan amendment, and in no instance shall the project be located in a single family or more restrictive zone. All City departments are directed to process all plans for such 100 percent affordable housing projects or Shelter using the streamlined ministerial review process currently used for projects eligible under Government Code section 65913.4, State Density Bonus law. In addition, consistent with state law, a project may utilize the State Density Bonus and LAMC bonuses, incentives, waivers and concessions if such are in compliance with the applicable requirements.

2. I further direct all applicable City Departments to process clearances and utility releases related to building permit applications, certificates of occupancy, or temporary certificates of occupancy within 5 business days for 100 percent affordable housing projects and within 2 business days for Shelters.
3. I further direct all applicable City Departments to conduct and conclude all reviews and inspections required for 100 percent affordable housing projects or Shelters and to issue all appropriate approvals for such projects or Shelters within 60 days following the submission of the completed application. City Departments shall provide the applicant with all required changes or amendments on or before the 30th day following the submission of a completed application for such projects. To the extent practicable, all required reviews and approvals shall be conducted simultaneously, not sequentially, by all City departments so as to meet the 30 day and 60 day periods specified for such projects in this paragraph.
4. I hereby direct the Los Angeles Housing Department (LAHD) to coordinate with the Los Angeles City Controller to track and process all affordable housing projects and expedite payments thereon. LAHD shall track each pending pay application, initial submittal date, approval date, reasons for rejection or modification of submitted payment applications, and issuance of payment, and shall provide reports to the Mayor on all such payments at least monthly with the goal of expediting payments due for affordable housing projects.
5. I hereby direct that all protocols set by the Los Angeles County Coordinated Entry System as they apply within the City of Los Angeles be expanded, changed, or suspended, as allowed by federal law. Rules, guidelines and regulations will be developed to expedite the placement of unhoused neighbors into housing in the City of Los Angeles.
6. I hereby direct all City departments to prioritize and streamline compliance with the provisions of the Building Homes and Jobs Act – Government Code section 27388.1 in order to maximize the City’s eligibility for state and federal funds to support the development of emergency shelters, transitional housing, and supportive housing. The City shall seek to comply with or otherwise meet all criteria specified under all applicable state and federal laws that provide for increased resources, funding, access or allowance for temporary or affordable housing.
7. Effective February 28, 2023, in accordance with the end of the State of California COVID-19 emergency, I hereby rescind the Public Order Under City of Los Angeles Emergency Authority issued on January 28, 2022 (January 28, 2022

Order). Notwithstanding this action, all entitlements already approved and still valid as of this date, or approved during the effective period of the January 28, 2022 Order, shall remain valid for the extended time period(s) as if such January 28, 2022 Order were still in effect with respect to such entitlements. Furthermore, local decision-makers, including the Director of Planning and the Chief Zoning Administrator, are authorized to continue to hold all required public hearings under the Los Angeles Municipal Code in a manner consistent with the Governor's Executive Order N-29-20, and any subsequent orders or published guidance pertaining to local legislative bodies.

8. The City Planning and Housing Departments shall issue guidelines as necessary to implement the provisions of this Executive Directive.

Executed this 7<sup>th</sup> day of July, 2023.



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KAREN BASS  
Mayor



KAREN BASS  
MAYOR

## **EXECUTIVE DIRECTIVE NO. 1**

Issue Date: December 16, 2022

**Subject: Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types**

### **INTRODUCTION**

To aid in swiftly sheltering people who are unhoused in the City of Los Angeles, and by virtue of the authority vested in me as Mayor of the City of Los Angeles under Section 231(i) of the Los Angeles City Charter and the provisions of Section 8.29 of the Los Angeles Administrative Code, I hereby declare the following order to be necessary for the protection of life and property and I hereby order, effective immediately, that:

1. Applications for 100% affordable housing projects, or for Shelter as defined in Section 12.03 of the Los Angeles Municipal Code (LAMC) (hereinafter referred to as Shelter), shall be, and hereby are deemed exempt from discretionary review processes otherwise required by either the zoning provisions of Chapter 1 of the LAMC or other Project Review including Site Plan Review as described in LAMC Section 16.05 and LAMC Section 13B.2.4, as long as such plans do not require any zoning change, variance, or General Plan amendment. All City departments are directed to process all plans for such 100 percent affordable housing projects or Shelter using the streamlined ministerial review process currently used for projects eligible under Government Code section 65913.4, State Density Bonus law.
2. An application for the development of a 100 percent affordable housing project or Shelter may use the density permitted for that site either by the applicable zoning or the General Plan Land Use Designation, consistent with state law. In addition, a project may utilize the State Density Bonus and LAMC bonuses,

incentives, waivers and concessions if such are in compliance with the applicable requirements.

3. I further direct all applicable City Departments to process clearances and utility releases related to building permit applications, certificates of occupancy, or temporary certificates of occupancy within 5 business days for 100 percent affordable housing projects and within 2 business days for Shelters.

4. I further direct all applicable City Departments to conduct and conclude all reviews and inspections required for 100 percent affordable housing projects or Shelters and to issue all appropriate approvals for such projects or Shelters within 60 days following the submission of the completed application. City Departments shall provide the applicant with all required changes or amendments on or before the 30<sup>th</sup> day following the submission of a completed application for such projects. To the extent practicable, all required reviews and approvals shall be conducted simultaneously, not sequentially, by all City departments so as to meet the 30 day and 60 day periods specified for such projects in this paragraph.

5. I hereby direct the Los Angeles Housing Department (LAHD) to coordinate with the Los Angeles City Controller to track and process all affordable housing projects and expedite payments thereon. LAHD shall track each pending pay application, initial submittal date, approval date, reasons for rejection or modification of submitted payment applications, and issuance of payment, and shall provide reports to the Mayor on all such payments at least monthly with the goal of expediting payments due for affordable housing projects.

6. I hereby direct that all protocols set by the Los Angeles County Coordinated Entry System as they apply within the City of Los Angeles be expanded, changed, or suspended, as allowed by federal law. Rules, guidelines and regulations will be developed to expedite the placement of unhoused neighbors into housing in the City of Los Angeles.

7. I hereby direct all City departments to prioritize and streamline compliance with the provisions of the Building Homes and Jobs Act – Government Code section 27388.1 in order to maximize the City's eligibility for state and federal funds to support the development of emergency shelters, transitional housing, and supportive housing. The City shall seek to comply with or otherwise meet all criteria specified under all applicable state and federal laws that provide for increased resources, funding, access or allowance for temporary or affordable housing.

8. Effective February 28, 2023, in accordance with the end of the State of California COVID-19 emergency, I hereby rescind the Public Order Under City of Los Angeles Emergency Authority issued on January 28, 2022 (January 28, 2022 Order). Notwithstanding this action, all entitlements already approved and still

valid as of this date, or approved during the effective period of the January 28, 2022 Order, shall remain valid for the extended time period(s) as if such January 28, 2022 Order were still in effect with respect to such entitlements. Furthermore, local decision-makers, including the Director of Planning and the Chief Zoning Administrator, are authorized to continue to hold all required public hearings under the Los Angeles Municipal Code in a manner consistent with the Governor's Executive Order N-29-20, and any subsequent orders or published guidance pertaining to local legislative bodies.

9. The City Planning and Housing Departments shall issue guidelines as necessary to implement the provisions of this Executive Directive.

Executed this 16<sup>th</sup> day of December, 2022.

A handwritten signature in black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

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KAREN BASS  
Mayor



**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

Date: February 9, 2023

To: City Departments  
Interested Parties

From: Vincent P. Bertoni, AICP, Director of Planning  
Department of City Planning

Osama Younan, General Manager  
Department of Building and Safety *O.Y.*

Ann Sewill, General Manager  
Housing Department *A.S.*

Subject: IMPLEMENTATION GUIDELINES FOR EXECUTIVE DIRECTIVE 1:  
EXPEDITION OF PERMITS AND CLEARANCES FOR TEMPORARY SHELTERS  
AND AFFORDABLE HOUSING TYPES

On December 16, 2022, Mayor Karen Bass issued [Executive Directive 1 \(ED 1\)](#) to facilitate the expeditious processing of Shelter projects and 100 Percent Affordable Housing Projects to address the housing and homelessness crisis in Los Angeles. Effective immediately, the project review procedures in the Department of City Planning (City Planning), the Department of Building and Safety (LADBS), and the Housing Department (LAHD) are modified in response to ED 1. As directed by ED 1, City Planning shall provide guidelines on the implementation of ED 1 related to applications and permitting processes. This memorandum provides guidance for applicants seeking to file an application for projects that are eligible for the ED 1 Ministerial Approval Process—summarizing eligibility criteria and exceptions, general procedures, project review timelines, filing requirements, City Planning fees, development standards, additional tools and resources, and contact information.

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**I. ED 1 ELIGIBILITY CRITERIA**

ED 1 applies to all Shelter projects and 100 Percent Affordable Housing Projects with an active or valid City Planning application or referral form filed with City Planning, and any ED 1 eligible projects under review by LADBS or LAHD. These projects shall hereafter be referred to as ED 1 projects within this memo.

For the purposes of implementing ED 1, “100 Percent Affordable Housing Project” is defined as:

A housing project with five or more units, and with all units affordable either at 80% of Area Median Income or lower (U.S. Department of Housing and Urban Development (HUD) rent levels), or at mixed income with up to 20% of units at 120% AMI (California Department of Housing and Community Development (HCD) rent levels) and the balance at 80% AMI or lower (HUD rent levels), as technically described here: A Housing Development Project, as defined in California Government Code Section (§) 65589.5, that includes 100% covenant-restricted affordable units (excluding any manager's units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households, as defined in California Health and Safety Code §50079.5, or that meets the definition of a 100% affordable housing development in CA Government Code §65915(b)(1)G)2, as determined by the Los Angeles Housing Department (LAHD).

This definition is limited to projects that are for rent, as opposed to affordable for-sale projects. Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

As stated in ED 1, projects requiring a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change) or projects seeking a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of dedication/Improvement) are ineligible for the ED 1 Ministerial Approval Process. Projects that require consideration of a Coastal Development Permit or are subject to the Subdivision Map Act are also ineligible.



If a project changes at any time in the review and construction process such that it no longer meets ED 1 eligibility criteria, the project becomes disqualified from ED1 streamlining and all prior determinations on the project become inapplicable. For projects requiring a City Planning application, if a project changes at any point during the City Planning review or post-approval process such that the project would no longer qualify for ED 1 streamlining, a new City Planning application will be required, including new referral forms, the submission of all required filing documents and payment of fees for a new project. For projects submitted to LADBS, applicants should contact the plan check engineer and supervisor to go over the changes and obtain instructions on how to proceed as a regular project outside of the ED 1 processes.

## II. CITY PLANNING PROCEDURES

In order to implement ED 1, all ED 1 projects will be reviewed through the *ED 1 Ministerial Approval Process*. The ED 1 Ministerial Approval Process provides ED 1 projects with project review streamlining enhancements, shortened review periods at all stages of the City Planning project review process, and reduced filing fees. Projects eligible for the ED 1 Ministerial Approval Process may use the ED 1 Case Intake Instructions and Checklist when available to guide the preparation of project applications.

### **Pre-Application Timelines and Procedures**

Pre-application referrals within the department shall be reviewed concurrently for ED 1 projects, provided that the request for the referrals along with the applicable materials are submitted through the City Planning's [Online Application System \(OAS\)](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>). City Planning affordable housing referral forms, Redevelopment Project referral forms, Project Planning referral forms, Historic Preservation Overlay Zone referral forms, and Housing Crisis Act Vesting Preliminary Applications shall be assigned to staff for review within two (2) business days of receipt of all required documents and payment of fees (when applicable). Within ten (10) business days of receiving a complete set of information, staff will either issue the applicable referrals or provide the applicant with all information required in order to issue the referrals.

### **Case Filing Appointments, Fees, and Requirements**

Projects using the ED 1 Ministerial Approval Process may submit a City Planning application through OAS or in-person. Applications for ED 1 projects will receive priority scheduling for case filing appointments.

Visit the [BuildLA](https://appointments.lacity.org/apptsys/Public/Account) website (<https://appointments.lacity.org/apptsys/Public/Account>) to schedule an in-person or virtual appointment to file a City Planning application. Priority case filing appointments will be provided to applicants for projects that qualify for the ED 1 Ministerial Approval Process.

Case filing fees shall be set at “Administrative Review - Major,” plus surcharges, pursuant to Los Angeles Municipal Code (LAMC) Section 19.04 regardless of the number and type of City Planning requests made for the project.

A Preliminary Zoning Assessment (PZA) from the Department of Building and Safety (LADBS) and a Replacement Unit Determination (RUD) from LAHD are not required to be completed at the time of City Planning application filing. In lieu of a completed PZA or RUD, proof of filing of each will be accepted for concurrent review and must be provided in order to deem the application complete for review. Proof of filing for the PZA can include a copy of the applicable plan check application along with the assigned permit application number and the receipted invoice. Proof of filing for the RUD can include a copy of the applicable, dated RUD application along with the assigned Housing Information Management System (HIMS) number.

The public counters may be reached at [planning.figcounter@lacity.org](mailto:planning.figcounter@lacity.org) and [planning.mbc2@lacity.org](mailto:planning.mbc2@lacity.org) for information and questions on application filing requirements and procedures.

### **City Planning Application Timelines and Procedures**

No later than thirty (30) days after a City Planning application is submitted and fees are paid, City Planning shall provide the applicant a list of all changes, amendments, corrections, amplifications, clarifications, or missing documents necessary to deem an application complete (“deemed complete date”). Ministerial ED 1 approvals shall be decided no later than sixty (60) days after the deemed complete date.

Projects eligible for the ED 1 Ministerial Approval Process shall be exempt from California Environmental Quality Act (CEQA) as a ministerial project and from Site Plan Review procedures, pursuant to LAMC §16.05 (or Project Review, pursuant to LAMC §13 B.2.4, as the Site Plan Review process will be referred to after the July 2023 operative date of Chapter 1A of the new Zoning Code). In addition, no public hearings will be required, and the Administrative Compliance Letter will not be subject to appeals.

Through the ED 1 Ministerial Approval Process, City Planning will review only the objective development standards of the Zoning Code and of any applicable Specific Plans, Redevelopment Plan, Historic Preservation Overlay Zone, Community Plan Implementation Overlay or other Zoning Overlay areas. Any requested State Density Bonus and LAMC bonuses, incentives, waivers and concessions that are allowable through the incentive programs may be used to achieve compliance with applicable objective zoning standards.

### **Building Permit Clearance and Case Condition Clearance Timelines and Procedures**

A clearance to City Planning for Site Plan Review shall not be required for ED 1 projects during the permitting process. In addition, the LAHD affordable housing covenant required for City Planning case condition clearance shall be satisfied with a copy of the signed affordable housing

covenant from LAHD at the time of building permit clearance. A copy of the final recorded covenant shall be submitted to City Planning for inclusion in the case file upon receipt from the Los Angeles County Registrar-Recorder.

In order to obtain permit clearances from City Planning, applicants may submit a single request for all clearances through [OAS \(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas), where the relevant staff will be notified of a request for clearance from an ED 1 project.

Priority appointments will be provided for ED 1 project applicants to complete Case Condition Clearance and/or Landscape Review and electronic stamping will be provided, when applicable.

For additional information on ED 1 implementation in the processes administered by LADBS, please refer to LADBS' ED 1 implementation guidelines, below.

### **Previously Approved City Planning Cases**

Any previously approved projects that qualify for ED 1 streamlining will not be converted into Administrative Review cases, CEQA cases will not be terminated, and cases will not be eligible for refunds of paid fees. However, previously approved projects that qualify for ED 1 streamlining, will be eligible to receive City Planning building permit clearances or feedback within five (5) business days of applicant request and submittal of required documents and payment of applicable fees, and within two (2) business days of applicant request and submittal of required documents any applicable fees for Shelters.

## **III. BUILDING AND SAFETY (LADBS) PROCEDURES**

### **Permit Applications and Procedures**

All plan check and inspection procedures will be expedited for review and approvals in the permitting and inspection process within the given applicable timelines of ED 1 and within the boundaries of state and local guidelines.

To apply for a permit for a ED 1 project, applicants can submit complete plans and supporting documents to LADBS using the online permitting system ePlanLA (<https://eplanla.lacity.org>). Once all the required application and submittal documents are submitted, a payment link will be emailed to the applicant. Once plan check fees are paid, the application is deemed complete and officially submitted. Alternatively, the applicant can submit in-person by making an appointment, although online submittals are highly encouraged. Once the plans for the project are officially submitted, the plans will be assigned to a plan check engineer within the LADBS Affordable Housing Section for review. After project review, the applicant will be notified of any comments to address, and relevant clearances will be issued to obtain approval from other Sections and other City Departments. Applicants are encouraged to reach out to the other Sections and City

Departments as soon as possible to obtain clearance approvals. Once all comments are addressed and clearances approved, a permit will be issued after final permit fees are paid.

As stated in the above section, a clearance to City Planning for Site Plan Review shall not be required for ED 1 projects.

The Affordable Housing Section has highly experienced Plan Check Engineers who specialize in affordable housing projects and can provide guidance to applicants and consultants regarding the projects under their review.

### **Development Service Case Management**

The Development Services Case Management office (DSCM) is composed of Case Managers from the Department of Building and Safety, City Planning, Department of Public Works Bureau of Engineering, Department of Transportation, and Department of Water and Power. Each project is assigned a Case Manager representing each of these departments as necessary. Case Managers work together as a team to guide a project from pre-development to completion, each providing their expertise in one of the City's major processes – permitting, City Planning approvals, public improvements, and utility design.

ED 1 projects and Shelters will receive priority scheduling of DSCM meeting requests. To schedule a meeting with DSCM, submit a Service Request Form at <https://ladbs.org/services/special-assistance/dscm>.

### **Inspection Timelines and Procedures**

After a permit has been issued, Contractors can schedule inspections online at <https://ladbs.org/services/core-services/inspection> or by phone. Inspections happen at various stages of construction to ensure compliance with the approved plans. Once the construction is complete and all clearances/approvals are obtained from the City Departments, a Temporary Certificate of Occupancy or a Certificate of Occupancy will be issued.

## **IV. HOUSING DEPARTMENT PROCEDURES**

For all ED 1 projects, the following processes in LAHD will be expedited and simplified wherever possible: (1) Replacement Unit Determinations (RUDs), (2) Affordability Covenants, and (3) Accessible Housing Program (AcHP) Accessibility Plan Review and Clearances.

### **Replacement Unit Determinations**

ED 1 applies to the RUD process required by the Housing Crisis Act of 2019 (California Senate Bills 330 (SB 330) and SB 8). In order to expedite the RUD, LAHD will utilize a simplified RUD application and review process, implement concurrent review of a RUD application, and

implement other related process improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

### **RUD Process Streamlining**

- A. **Prioritization of ED 1 Projects:** Land Use Unit staff is responsible for processing RUD applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for RUDs at the same time as applying for review by the City Planning, instead of waiting for the RUD to be approved by LAHD in order to submit their application to City Planning. Processing of RUDs will be undertaken concurrently with City Planning application reviews and completed prior to the issuance of an Administrative Compliance Letter from City Planning.
- C. **Vacancy Verification:** Because all units to be demolished in an ED 1 project will be replaced with a project that is 100% affordable per the definition of an ED 1 project, LAHD will no longer require verification of vacant units through correspondence with the Los Angeles Department of Water and Power (LADWP).
- D. **Simplified requirements and forms.** Land Use Unit staff have revised forms for easier understanding and completion to confirm the level of affordability for required replacement units. Tenants can now complete the Tenant Declaration form by indicating their monthly income without the need to submit backup income documentation. Additionally, LAHD has prepared FAQs and will make them available to tenants to address the most commonly asked questions regarding the process and information needed to ensure the replacement unit requirements satisfy applicable law.

### **Affordability Covenants**

City-subsidized or incentivized projects must record a covenant to guarantee the affordability of the housing units provided for the duration of the covenant period, which is typically 55 years. In order to expedite the covenant processing timeline, LAHD will utilize a simplified application process and implement concurrent review and processing, among other related process improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

### **Affordability Covenant Process Streamlining**

- A. **Prioritization of ED1 Projects:** Land Use Unit staff is responsible for processing Affordability Covenant applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for both the RUD and Affordability Covenant at the same time, at the beginning of an ED 1 project's

review process. This will allow Applicants for ED1 Projects to apply for necessary LAHD review at the same time as applying for their building permit or City Planning review, as applicable. Because the Affordability Covenant requirements must match the final mix of affordable units proposed for a project, the specific terms of the covenant, such as the number of and level of affordability for the covenanted units, will be finalized upon issuance of a final City Planning or LADBS approval for an ED 1 project, and will be in place prior to the commencement of construction.

- C. **Standardization of Affordability Covenants:** Terms and conditions for affordability covenants will be standardized to the extent feasible for each funding and regulatory source that requires an affordability covenant to be recorded.
- D. **Affordability Covenant Recording:** City Planning will accept an unrecorded covenant with Owner/Applicant's signature, instead of requiring a final recorded covenant before issuing City Planning clearance for an ED 1 project applicant's building permit clearance. This will allow other steps in the development process to proceed while the covenant is recorded.

### **Accessible Housing Program**

The City's AcHP applies to specified housing development projects that are, in main part, financially supported with City funding or financed with state or federal funds through a program administered by the City (Covered Housing Projects). These Covered Housing Projects must comply with the requirements of AcHP, which include compliance with the terms of the Corrected Settlement Agreement (CSA) between the City and private plaintiffs (CSA), the terms of the Voluntary Compliance Agreement (VCA) between the City and HUD, and local, state, and federal accessibility standards. These requirements are identified at the plan review stage, and all Covered Housing Projects must show compliance with applicable accessibility requirements in their approved plans prior to receiving building permits. Once under construction, a Covered Housing Project must be built in compliance with the approved plans and in accordance with the applicable accessibility requirements. Therefore, a Covered Housing Project must receive AcHP clearance prior to the issuance of a Temporary Certificate of Occupancy (TCO) and approval through AcHP confirming the project as in compliance with the CSA and VCA prior to receiving a final Certificate of Occupancy (COO).

AcHP staff will expedite the review and approval process for accessibility plans, expedite clearances for TCOs, and expedite the process for final COO approvals. This will accelerate the construction and occupancy of ED 1 projects that are also Covered Housing Projects, while still enabling the projects to meet the requirements of the CSA and VCA.

### **Accessibility Plan Review and Approval Process Streamlining**

Review and approval of plans for compliance with the accessibility requirements that apply to projects covered by AcHP will be undertaken concurrently with the plan review process of other City departments whenever feasible unless sequential review is requested by the applicant. The following steps and timeframes will apply to the AcHP Accessibility Plan Review process:

1. Screening and Assignment of Accessibility Plan Review Package - 8 Business Days. Applicants shall submit a complete Accessibility Plan Review package to AcHP in order for accessibility plan review to proceed. To ensure application packages are complete, within 8 business days of the initial submittal, AcHP will assign a lead staff person, conduct a screening review of the materials, and inform the applicant for an ED 1 project of any missing or incomplete materials necessary to conduct the full Accessibility Plan Review. Applications for Accessibility Plan Review shall be submitted electronically via [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org) and, to trigger concurrent review, shall be submitted to AcHP at the same time as submitted to LADBS or any other department for that department's plan review. A complete Accessibility Plan Review package shall include:
  - a. 80-100% construction documents (plans),
  - b. Accessibility design review by the ED1 Project's Certified Access Specialist (CAsp),
  - c. Technical Services Request Form (TSR), and
  - d. Copies of any applicable loan applications or funding source documents necessary to verify the accessibility standards that apply to the project, including documentation of Enhanced Accessibility Program features where applicable.
2. Full Accessibility Plan Review - 25 Business Days. Within 25 business days after a complete Accessibility Plan Review package is submitted, assigned AcHP staff will complete the review of the Accessibility Plan Review package, and prepare necessary corrections for the ED 1 project. The corrections will be transmitted to an AcHP supervisor for review and confirmation prior to release to the ED1 Applicant.
3. Supervisor Review and Release of Corrections to Applicant - 5 Business Days. Within 5 business days after the completion of the full Accessibility Plan Review, the AcHP supervisor shall review the materials, and the corrections shall be provided to the applicant. Corrections are issued directly to the ED 1 project applicant.

Corrections shall be made by the applicant for an ED 1 project and returned directly to the AcHP staff assigned to the ED 1 project. When corrections are complete and accessibility plans are ready to be approved, AcHP staff will sign and/or stamp the plans electronically to indicate approval.

### **TCO Clearances and COO Approvals Process Streamlining**

#### TCO Clearance

Clearances are required from AcHP prior to issuance of a Temporary Certificate of Occupancy (TCO), which is a necessary step for tenants to occupy ED 1 projects. During construction of an ED 1 project, the City's Neutral Accessibility Consultant (NAC), which is the accessibility expert retained by the City pursuant to the terms of the CSA and VCA, will inspect the ED 1 project and issue any necessary corrections to ensure compliance with applicable accessibility requirements. These inspections are concurrent with other construction progress inspections of the project.

It should be noted that final inspection and verification by the NAC is not a precondition for AcHP to issue its clearance for a TCO. Therefore, AcHP staff will issue a clearance for a TCO within 5

business days of receiving a complete request for a TCO from an applicant for an ED 1 project. The NAC will concurrently conduct any necessary reinspections of the ED 1 project to confirm corrections have been made in accordance with applicable requirements.

#### COO Approval

Approval of a COO for an ED 1 project that is a Covered Housing Project does require verification of compliance by the NAC. The verification by the NAC is required in order to confirm compliance with the City's obligations to provide a specified number of accessible units pursuant to the terms of the CSA and VCA. The NAC's verification is a precondition for the City to be able to certify accessible units as in satisfaction of our settlement obligations.

In order to expedite approval of a COO, AcHP staff will schedule the NAC for any necessary site reinspection within 5 business days of a request by an applicant for an ED 1 project to inspect the corrections made. If no further corrections are required as a result of the reinspection, within 5 business days of the NAC's reinspection, the NAC will issue a report indicating there are no further deficiencies. Upon receipt of that report, AcHP staff will issue AcHP approval for the COO.

#### **LAHD Contacts for ED 1 Projects**

For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.

For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review, applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

## **V. DEVELOPMENT STANDARDS, TRIBAL CONSULTATIONS, AND LABOR STANDARDS**

### **Density**

ED 1 projects shall utilize the maximum allowable base density under the zoning ordinance, specific plan or zoning overlay, or General Plan land use designation. Affordable, set-aside units required through either a Density Bonus or TOC request will be calculated based on the maximum allowable density. To determine a project site's applicable zone, specific plan, overlay and General Plan land use visit the [ZIMAS](http://zimas.lacity.org/) (<http://zimas.lacity.org/>) website under the "Jurisdictional" and "Planning and Zoning" tabs.

### **Parking**

Parking reductions may be applied to ED 1 projects consistent with the affordable housing program being utilized, including Density Bonus, Transit Oriented Communities (TOC), and Qualified Permanent Supportive Housing (QPSH) programs. 100 percent affordable housing projects utilizing Density Bonus law (Assembly Bill [AB] 2345) and located within ½ mile of a major



transit stop are not required to provide any parking spaces. Housing development projects utilizing any affordable housing program and located within ½ mile of a major transit stop are not required to provide any parking spaces pursuant to AB 2097.

AB 2097 eligibility is available on the [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website under the “Planning and Zoning” tab.

## **Height**

In addition to height incentives available under various affordable housing incentive programs, AB 2334 (2022) amended State Density Bonus Law to allow projects in a “very low vehicle travel area” to be eligible for an additional three stories, or 33 feet in height. Check the “Planning and Zoning” tab on [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website to find out if a specific site is located in a “very low vehicle travel area,” and contact City Planning’s Affordable Housing Services Section (AHSS) for information on incentives provided by this law. Contact information is provided below.

## **Vesting of City Ordinances, Policies, and Standards**

An ED 1 project may qualify for vesting of City ordinances policies and standards through either the submittal of plans sufficient for a complete plan check to LADBS, consistent with LAMC §12.26-A.3 or the submittal of a complete Housing Crisis Act (HCA) Vesting Preliminary Application prior to case filing. The vesting provisions that apply to projects associated with the SB 35 Ministerial Approval Process, a legislative action or a subdivision do not apply to ED 1 projects.

## **Tribal Consultations and Labor Standards**

AB 168 Tribal Scoping Consultations for SB 35 projects and AB 52 tribal consultations do not apply to projects using the ED 1 Ministerial Approval Process. The labor provisions of Section 403 of the SB 35 Guidelines and Los Angeles Municipal Code §11.5.11(i) for projects requiring a legislative action also do not apply to projects using the ED 1 Ministerial Approval Process.

## **VI. ADDITIONAL RESOURCES AND TOOLS**

In an effort to fully implement ED 1, City Planning is making the following technology updates to existing online resources to further enhance usability for City staff and applicants:

### **Executive Directive 1 (ED 1)**

[Executive Directive No. 1 – Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types](#) was signed by Mayor Karen Bass and issued on December 16, 2022. ED 1 aims to expedite project and funding approvals for eligible ED 1 projects

## **ED 1 City Planning Case Filing Instructions and Intake Checklist**

The ED 1 case filing instructions will provide relevant information and requirements applicable only to projects to be reviewed through the ED 1 Ministerial Approval Process.

### **ZIMAS**

City Planning's [Zoning Information and Map Access System \(ZIMAS\)](http://zimas.lacity.org/) (<http://zimas.lacity.org/>) is a web-based mapping tool that provides zoning, ED 1 and an array of site-specific information to help with making informed land use decisions. [Additional information and tutorials on ZIMAS](https://planning.lacity.org/zoning/zoning-search) (<https://planning.lacity.org/zoning/zoning-search>) are available on the City Planning department website.

### **Online City Planning Submissions**

The [Online Application System](https://plncts.lacity.org/oas) (OAS) (<https://plncts.lacity.org/oas>) can be used to submit a request for relevant referral forms processed by City Planning, as well as application submissions, building permit clearances, and case condition clearances.

### **In-Person Submissions and Informational Appointments**

In-person filing appointments and informational meetings with City staff can be made through the [BuildLA appointment system](https://appointments.lacity.org/apptsys/Public/Account) (<https://appointments.lacity.org/apptsys/Public/Account>).

### **City Planning Fee Estimator**

Obtain an estimate of City Planning fees using the [City Planning Fee Estimator](https://planning.lacity.org/development-services/fee-estimator) (<https://planning.lacity.org/development-services/fee-estimator>). For ED 1 case filing fees, select "Select from All Fees," and then "ED1-Executive Directive 1."

### **LADBS ePlanLA**

[ePlanLA](https://eplanla.lacity.org/) (<https://eplanla.lacity.org/>) is an online service for submitting plans for plan check, applying for permits, and tracking the progress of these applications.

### **Optional HCA Vesting Preliminary Applications**

An optional HCA Vesting Preliminary Application may be submitted through [OAS](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>).

## VII. CONTACT INFORMATION

### CITY PLANNING

#### **City Planning Public Counters**

City Planning's public counters offer in-person and virtual services, including application submissions, building permit clearances and answers to general questions. To make an appointment for case filing, case condition clearances, building permit clearances, or other inquiries, an appointment may be made through [OAS\(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas). Inquiries can also be sent to the Metro Public Counter at [Planning.figcounter@lacity.org](mailto:Planning.figcounter@lacity.org) or the Van Nuys Public Counter at [Planning.mbc2@lacity.org](mailto:Planning.mbc2@lacity.org).

[Locations & Hours | Los Angeles City Planning \(lacity.org\)](https://planning.lacity.org/contact/locations-hours)  
(<https://planning.lacity.org/contact/locations-hours>)

#### **Affordable Housing Services Section (AHSS)**

The Affordable Housing Services Section offers specialized, technical assistance, and processing of pre-application referral forms for a number of affordable housing programs including:

- Executive Directive 1
- Density Bonus
- Transit Oriented Communities (TOC)
- Measure JJJ
- Qualified Permanent Supportive Housing (QPSH)

For affordable housing inquiries, please email [Planning.PriorityHousing@lacity.org](mailto:Planning.PriorityHousing@lacity.org)

#### **Redevelopment Plan Area (RPA) Projects**

Each Redevelopment Plan has a unique set of land use regulations. Development projects located within Redevelopment Project Areas are reviewed for compliance with the Redevelopment Plans. For general Redevelopment Plan inquiries, please email [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org). For administrative review and building permit clearances, submit requests through the [online application portal \(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas).

#### **City Planning Case Management**

In partnership with LADBS, City Planning offers [Development Services Case Management \(DSCM\)](https://www.ladbs.org/services/special-assistance/dscm) (<https://www.ladbs.org/services/special-assistance/dscm>): the main portal for consultation, assistance and troubleshooting for complex development projects requiring interdepartmental approvals. The office brings together case managers from various city departments, including City Planning, Building and Safety, Engineering, Transportation, and Water and Power. For City Planning Case Management inquiries, please email [Planning.CaseManagement@lacity.org](mailto:Planning.CaseManagement@lacity.org)

### **Housing Crisis Act Vesting**

Most housing projects qualify to submit an optional [HCA Vesting Preliminary Application](#), which "locks in" local planning and zoning rules at the time the complete application is submitted. To initiate a request for HCA vesting rights, submit a [Housing Crisis Act Vesting Preliminary Application \(CP-4062\) Form](#) and the required materials through City Planning's [Online Application Portal](#). Email [Planning.HCA@lacity.org](mailto:Planning.HCA@lacity.org) or visit [City Planning's HCA implementation page](#) (<https://planning.lacity.org/development-services/housing-crisis-act>) for more information.

### **LADBS**

#### **Affordable Housing Section**

The Affordable Housing Section to help expedite the permitting process for affordable housing development projects by streamlining and providing flexibility in the submittal procedures.

For affordable housing inquiries, please email [ladbs.ahs@lacity.org](mailto:ladbs.ahs@lacity.org)

### **LAHD**

The Land Use Unit process applications for RUDs and Affordability Covenants. For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.

AcHP's Retrofit Unit is responsible for Accessibility Plan Review and Approval as well as the necessary LAHD clearances and approvals for TCOs and final Certificates of Occupancy. For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

Applicable rent schedules can be seen on LAHD's website at the following link: <https://housing.lacity.org/partners/land-use-rent-income-schedules>



**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

Date: February 9, 2023

To: City Departments  
Interested Parties

From: Vincent P. Bertoni, AICP, Director of Planning  
Department of City Planning

Osama Younan, General Manager  
Department of Building and Safety *O.Y.*

Ann Sewill, General Manager  
Housing Department *A.S.*

Subject: IMPLEMENTATION GUIDELINES FOR EXECUTIVE DIRECTIVE 1:  
EXPEDITION OF PERMITS AND CLEARANCES FOR TEMPORARY SHELTERS  
AND AFFORDABLE HOUSING TYPES

On December 16, 2022, Mayor Karen Bass issued [Executive Directive 1 \(ED 1\)](#) to facilitate the expeditious processing of Shelter projects and 100 Percent Affordable Housing Projects to address the housing and homelessness crisis in Los Angeles. Effective immediately, the project review procedures in the Department of City Planning (City Planning), the Department of Building and Safety (LADBS), and the Housing Department (LAHD) are modified in response to ED 1. As directed by ED 1, City Planning shall provide guidelines on the implementation of ED 1 related to applications and permitting processes. This memorandum provides guidance for applicants seeking to file an application for projects that are eligible for the ED 1 Ministerial Approval Process—summarizing eligibility criteria and exceptions, general procedures, project review timelines, filing requirements, City Planning fees, development standards, additional tools and resources, and contact information.

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**I. ED 1 ELIGIBILITY CRITERIA**

ED 1 applies to all Shelter projects and 100 Percent Affordable Housing Projects with an active or valid City Planning application or referral form filed with City Planning, and any ED 1 eligible projects under review by LADBS or LAHD. These projects shall hereafter be referred to as ED 1 projects within this memo.

For the purposes of implementing ED 1, “100 Percent Affordable Housing Project” is defined as:

A housing project with five or more units, and with all units affordable either at 80% of Area Median Income or lower (U.S. Department of Housing and Urban Development (HUD) rent levels), or at mixed income with up to 20% of units at 120% AMI (California Department of Housing and Community Development (HCD) rent levels) and the balance at 80% AMI or lower (HUD rent levels), as technically described here: A Housing Development Project, as defined in California Government Code Section (§) 65589.5, that includes 100% covenant-restricted affordable units (excluding any manager's units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households, as defined in California Health and Safety Code §50079.5, or that meets the definition of a 100% affordable housing development in CA Government Code §65915(b)(1)G)2, as determined by the Los Angeles Housing Department (LAHD).

This definition is limited to projects that are for rent, as opposed to affordable for-sale projects. Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

As stated in ED 1, projects requiring a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change) or projects seeking a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of dedication/Improvement) are ineligible for the ED 1 Ministerial Approval Process. Projects that require consideration of a Coastal Development Permit or are subject to the Subdivision Map Act are also ineligible.

If a project changes at any time in the review and construction process such that it no longer meets ED 1 eligibility criteria, the project becomes disqualified from ED1 streamlining and all prior determinations on the project become inapplicable. For projects requiring a City Planning application, if a project changes at any point during the City Planning review or post-approval process such that the project would no longer qualify for ED 1 streamlining, a new City Planning application will be required, including new referral forms, the submission of all required filing documents and payment of fees for a new project. For projects submitted to LADBS, applicants should contact the plan check engineer and supervisor to go over the changes and obtain instructions on how to proceed as a regular project outside of the ED 1 processes.

## II. CITY PLANNING PROCEDURES

In order to implement ED 1, all ED 1 projects will be reviewed through the *ED 1 Ministerial Approval Process*. The ED 1 Ministerial Approval Process provides ED 1 projects with project review streamlining enhancements, shortened review periods at all stages of the City Planning project review process, and reduced filing fees. Projects eligible for the ED 1 Ministerial Approval Process may use the ED 1 Case Intake Instructions and Checklist when available to guide the preparation of project applications.

### **Pre-Application Timelines and Procedures**

Pre-application referrals within the department shall be reviewed concurrently for ED 1 projects, provided that the request for the referrals along with the applicable materials are submitted through the City Planning's [Online Application System \(OAS\)](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>). City Planning affordable housing referral forms, Redevelopment Project referral forms, Project Planning referral forms, Historic Preservation Overlay Zone referral forms, and Housing Crisis Act Vesting Preliminary Applications shall be assigned to staff for review within two (2) business days of receipt of all required documents and payment of fees (when applicable). Within ten (10) business days of receiving a complete set of information, staff will either issue the applicable referrals or provide the applicant with all information required in order to issue the referrals.

### **Case Filing Appointments, Fees, and Requirements**

Projects using the ED 1 Ministerial Approval Process may submit a City Planning application through OAS or in-person. Applications for ED 1 projects will receive priority scheduling for case filing appointments.

Visit the [BuildLA](https://appointments.lacity.org/apptsys/Public/Account) website (<https://appointments.lacity.org/apptsys/Public/Account>) to schedule an in-person or virtual appointment to file a City Planning application. Priority case filing appointments will be provided to applicants for projects that qualify for the ED 1 Ministerial Approval Process.

Case filing fees shall be set at “Administrative Review - Major,” plus surcharges, pursuant to Los Angeles Municipal Code (LAMC) Section 19.04 regardless of the number and type of City Planning requests made for the project.

A Preliminary Zoning Assessment (PZA) from the Department of Building and Safety (LADBS) and a Replacement Unit Determination (RUD) from LAHD are not required to be completed at the time of City Planning application filing. In lieu of a completed PZA or RUD, proof of filing of each will be accepted for concurrent review and must be provided in order to deem the application complete for review. Proof of filing for the PZA can include a copy of the applicable plan check application along with the assigned permit application number and the receipted invoice. Proof of filing for the RUD can include a copy of the applicable, dated RUD application along with the assigned Housing Information Management System (HIMS) number.

The public counters may be reached at [planning.figcounter@lacity.org](mailto:planning.figcounter@lacity.org) and [planning.mbc2@lacity.org](mailto:planning.mbc2@lacity.org) for information and questions on application filing requirements and procedures.

### **City Planning Application Timelines and Procedures**

No later than thirty (30) days after a City Planning application is submitted and fees are paid, City Planning shall provide the applicant a list of all changes, amendments, corrections, amplifications, clarifications, or missing documents necessary to deem an application complete (“deemed complete date”). Ministerial ED 1 approvals shall be decided no later than sixty (60) days after the deemed complete date.

Projects eligible for the ED 1 Ministerial Approval Process shall be exempt from California Environmental Quality Act (CEQA) as a ministerial project and from Site Plan Review procedures, pursuant to LAMC §16.05 (or Project Review, pursuant to LAMC §13 B.2.4, as the Site Plan Review process will be referred to after the July 2023 operative date of Chapter 1A of the new Zoning Code). In addition, no public hearings will be required, and the Administrative Compliance Letter will not be subject to appeals.

Through the ED 1 Ministerial Approval Process, City Planning will review only the objective development standards of the Zoning Code and of any applicable Specific Plans, Redevelopment Plan, Historic Preservation Overlay Zone, Community Plan Implementation Overlay or other Zoning Overlay areas. Any requested State Density Bonus and LAMC bonuses, incentives, waivers and concessions that are allowable through the incentive programs may be used to achieve compliance with applicable objective zoning standards.

### **Building Permit Clearance and Case Condition Clearance Timelines and Procedures**

A clearance to City Planning for Site Plan Review shall not be required for ED 1 projects during the permitting process. In addition, the LAHD affordable housing covenant required for City Planning case condition clearance shall be satisfied with a copy of the signed affordable housing covenant from LAHD at the time of building permit clearance. A copy of the final recorded



covenant shall be submitted to City Planning for inclusion in the case file upon receipt from the Los Angeles County Registrar-Recorder.

In order to obtain permit clearances from City Planning, applicants may submit a single request for all clearances through [OAS](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>), where the relevant staff will be notified of a request for clearance from an ED 1 project.

Priority appointments will be provided for ED 1 project applicants to complete Case Condition Clearance and/or Landscape Review and electronic stamping will be provided, when applicable.

For additional information on ED 1 implementation in the processes administered by LADBS, please refer to LADBS' ED 1 implementation guidelines, below.

### **Previously Approved City Planning Cases**

Any previously approved projects that qualify for ED 1 streamlining will not be converted into Administrative Review cases, CEQA cases will not be terminated, and cases will not be eligible for refunds of paid fees. However, previously approved projects that qualify for ED 1 streamlining, will be eligible to receive City Planning building permit clearances or feedback within five (5) business days of applicant request and submittal of required documents and payment of applicable fees, and within two (2) business days of applicant request and submittal of required documents any any applicable fees for Shelters.

## **III. BUILDING AND SAFETY (LADBS) PROCEDURES**

### **Permit Applications and Procedures**

All plan check and inspection procedures will be expedited for review and approvals in the permitting and inspection process within the given applicable timelines of ED 1 and within the boundaries of state and local guidelines.

To apply for a permit for a ED 1 project, applicants can submit complete plans and supporting documents to LADBS using the online permitting system ePLanLA (<https://eplanla.lacity.org>). Once all the required application and submittal documents are submitted, a payment link will be emailed to the applicant. Once plan check fees are paid, the application is deemed complete and officially submitted. Alternatively, the applicant can submit in-person by making an appointment, although online submittals are highly encouraged. Once the plans for the project are officially submitted, the plans will be assigned to a plan check engineer within the LADBS Affordable Housing Section for review. After project review, the applicant will be notified of any comments to address, and relevant clearances will be issued to obtain approval from other Sections and other City Departments. Applicants are encouraged to reach out to the other Sections and City Departments as soon as possible to obtain clearance approvals. Once all comments are addressed and clearances approved, a permit will be issued after final permit fees are paid.

As stated in the above section, a clearance to City Planning for Site Plan Review shall not be required for ED 1 projects.

The Affordable Housing Section has highly experienced Plan Check Engineers who specialize in affordable housing projects and can provide guidance to applicants and consultants regarding the projects under their review.

### **Development Service Case Management**

The Development Services Case Management office (DSCM) is composed of Case Managers from the Department of Building and Safety, City Planning, Department of Public Works Bureau of Engineering, Department of Transportation, and Department of Water and Power. Each project is assigned a Case Manager representing each of these departments as necessary. Case Managers work together as a team to guide a project from pre-development to completion, each providing their expertise in one of the City's major processes – permitting, City Planning approvals, public improvements, and utility design.

ED 1 projects and Shelters will receive priority scheduling of DSCM meeting requests. To schedule a meeting with DSCM, submit a Service Request Form at <https://ladbs.org/services/special-assistance/dscm>.

### **Inspection Timelines and Procedures**

After a permit has been issued, Contractors can schedule inspections online at <https://ladbs.org/services/core-services/inspection> or by phone. Inspections happen at various stages of construction to ensure compliance with the approved plans. Once the construction is complete and all clearances/approvals are obtained from the City Departments, a Temporary Certificate of Occupancy or a Certificate of Occupancy will be issued.

## **IV. HOUSING DEPARTMENT PROCEDURES**

For all ED 1 projects, the following processes in LAHD will be expedited and simplified wherever possible: (1) Replacement Unit Determinations (RUDs), (2) Affordability Covenants, and (3) Accessible Housing Program (AHP) Accessibility Plan Review and Clearances.

### **Replacement Unit Determinations**

ED 1 applies to the RUD process required by the Housing Crisis Act of 2019 (California Senate Bills 330 (SB 330) and SB 8). In order to expedite the RUD, LAHD will utilize a simplified RUD application and review process, implement concurrent review of a RUD application, and

implement other related process improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

### **RUD Process Streamlining**

- A. **Prioritization of ED 1 Projects:** Land Use Unit staff is responsible for processing RUD applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for RUDs at the same time as applying for review by the City Planning, instead of waiting for the RUD to be approved by LAHD in order to submit their application to City Planning. Processing of RUDs will be undertaken concurrently with City Planning application reviews and completed prior to the issuance of an Administrative Compliance Letter from City Planning.
- C. **Vacancy Verification:** Because all units to be demolished in an ED 1 project will be replaced with a project that is 100% affordable per the definition of an ED 1 project, LAHD will no longer require verification of vacant units through correspondence with the Los Angeles Department of Water and Power (LADWP).
- D. **Simplified requirements and forms.** Land Use Unit staff have revised forms for easier understanding and completion to confirm the level of affordability for required replacement units. Tenants can now complete the Tenant Declaration form by indicating their monthly income without the need to submit backup income documentation. Additionally, LAHD has prepared FAQs and will make them available to tenants to address the most commonly asked questions regarding the process and information needed to ensure the replacement unit requirements satisfy applicable law.

### **Affordability Covenants**

City-subsidized or incentivized projects must record a covenant to guarantee the affordability of the housing units provided for the duration of the covenant period, which is typically 55 years. In order to expedite the covenant processing timeline, LAHD will utilize a simplified application process and implement concurrent review and processing, among other related process improvements. These improvements apply to applications already in process, as well as any applications submitted for ED 1 projects going forward.

### **Affordability Covenant Process Streamlining**

- A. **Prioritization of ED1 Projects:** Land Use Unit staff is responsible for processing Affordability Covenant applications for both ED 1 projects as well as projects that are not eligible for ED 1 streamlining. Therefore, staff will prioritize and closely track ED 1 projects in order to meet expedited timelines.
- B. **Concurrent Review:** Applicants for ED 1 projects may now apply for both the RUD and Affordability Covenant at the same time, at the beginning of an ED 1 project's review process. This will allow Applicants for ED1 Projects to apply for necessary

LAHD review at the same time as applying for their building permit or City Planning review, as applicable. Because the Affordability Covenant requirements must match the final mix of affordable units proposed for a project, the specific terms of the covenant, such as the number of and level of affordability for the covenanted units, will be finalized upon issuance of a final City Planning or LADBS approval for an ED 1 project, and will be in place prior to the commencement of construction.

- C. **Standardization of Affordability Covenants:** Terms and conditions for affordability covenants will be standardized to the extent feasible for each funding and regulatory source that requires an affordability covenant to be recorded.
- D. **Affordability Covenant Recording:** City Planning will accept an unrecorded covenant with Owner/Applicant's signature, instead of requiring a final recorded covenant before issuing City Planning clearance for an ED 1 project applicant's building permit clearance. This will allow other steps in the development process to proceed while the covenant is recorded.

### **Accessible Housing Program**

The City's AcHP applies to specified housing development projects that are, in main part, financially supported with City funding or financed with state or federal funds through a program administered by the City (Covered Housing Projects). These Covered Housing Projects must comply with the requirements of AcHP, which include compliance with the terms of the Corrected Settlement Agreement (CSA) between the City and private plaintiffs (CSA), the terms of the Voluntary Compliance Agreement (VCA) between the City and HUD, and local, state, and federal accessibility standards. These requirements are identified at the plan review stage, and all Covered Housing Projects must show compliance with applicable accessibility requirements in their approved plans prior to receiving building permits. Once under construction, a Covered Housing Project must be built in compliance with the approved plans and in accordance with the applicable accessibility requirements. Therefore, a Covered Housing Project must receive AcHP clearance prior to the issuance of a Temporary Certificate of Occupancy (TCO) and approval through AcHP confirming the project as in compliance with the CSA and VCA prior to receiving a final Certificate of Occupancy (COO).

AcHP staff will expedite the review and approval process for accessibility plans, expedite clearances for TCOs, and expedite the process for final COO approvals. This will accelerate the construction and occupancy of ED 1 projects that are also Covered Housing Projects, while still enabling the projects to meet the requirements of the CSA and VCA.

### **Accessibility Plan Review and Approval Process Streamlining**

Review and approval of plans for compliance with the accessibility requirements that apply to projects covered by AcHP will be undertaken concurrently with the plan review process of other City departments whenever feasible unless sequential review is requested by the applicant. The following steps and timeframes will apply to the AcHP Accessibility Plan Review process:

1. Screening and Assignment of Accessibility Plan Review Package - 8 Business Days. Applicants shall submit a complete Accessibility Plan Review package to AcHP in order for accessibility plan review to proceed. To ensure application packages are complete, within 8 business days of the initial submittal, AcHP will assign a lead staff person, conduct a screening review of the materials, and inform the applicant for an ED 1 project of any missing or incomplete materials necessary to conduct the full Accessibility Plan Review. Applications for Accessibility Plan Review shall be submitted electronically via [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org) and, to trigger concurrent review, shall be submitted to AcHP at the same time as submitted to LADBS or any other department for that department's plan review. A complete Accessibility Plan Review package shall include:
  - a. 80-100% construction documents (plans),
  - b. Accessibility design review by the ED1 Project's Certified Access Specialist (CAsp),
  - c. Technical Services Request Form (TSR), and
  - d. Copies of any applicable loan applications or funding source documents necessary to verify the accessibility standards that apply to the project, including documentation of Enhanced Accessibility Program features where applicable.
2. Full Accessibility Plan Review - 25 Business Days. Within 25 business days after a complete Accessibility Plan Review package is submitted, assigned AcHP staff will complete the review of the Accessibility Plan Review package, and prepare necessary corrections for the ED 1 project. The corrections will be transmitted to an AcHP supervisor for review and confirmation prior to release to the ED1 Applicant.
3. Supervisor Review and Release of Corrections to Applicant - 5 Business Days. Within 5 business days after the completion of the full Accessibility Plan Review, the AcHP supervisor shall review the materials, and the corrections shall be provided to the applicant. Corrections are issued directly to the ED 1 project applicant.

Corrections shall be made by the applicant for an ED 1 project and returned directly to the AcHP staff assigned to the ED 1 project. When corrections are complete and accessibility plans are ready to be approved, AcHP staff will sign and/or stamp the plans electronically to indicate approval.

### **TCO Clearances and COO Approvals Process Streamlining**

#### TCO Clearance

Clearances are required from AcHP prior to issuance of a Temporary Certificate of Occupancy (TCO), which is a necessary step for tenants to occupy ED 1 projects. During construction of an ED 1 project, the City's Neutral Accessibility Consultant (NAC), which is the accessibility expert retained by the City pursuant to the terms of the CSA and VCA, will inspect the ED 1 project and issue any necessary corrections to ensure compliance with applicable accessibility requirements. These inspections are concurrent with other construction progress inspections of the project.

It should be noted that final inspection and verification by the NAC is not a precondition for AcHP to issue its clearance for a TCO. Therefore, AcHP staff will issue a clearance for a TCO within 5 business days of receiving a complete request for a TCO from an applicant for an ED 1 project.

The NAC will concurrently conduct any necessary reinspections of the ED 1 project to confirm corrections have been made in accordance with applicable requirements.

### COO Approval

Approval of a COO for an ED 1 project that is a Covered Housing Project does require verification of compliance by the NAC. The verification by the NAC is required in order to confirm compliance with the City's obligations to provide a specified number of accessible units pursuant to the terms of the CSA and VCA. The NAC's verification is a precondition for the City to be able to certify accessible units as in satisfaction of our settlement obligations.

In order to expedite approval of a COO, AcHP staff will schedule the NAC for any necessary site reinspection within 5 business days of a request by an applicant for an ED 1 project to inspect the corrections made. If no further corrections are required as a result of the reinspection, within 5 business days of the NAC's reinspection, the NAC will issue a report indicating there are no further deficiencies. Upon receipt of that report, AcHP staff will issue AcHP approval for the COO.

### **LAHD Contacts for ED 1 Projects**

For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.

For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review, applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

## **V. DEVELOPMENT STANDARDS, TRIBAL CONSULTATIONS, AND LABOR STANDARDS**

### **Density**

ED 1 projects shall utilize the maximum allowable base density under the zoning ordinance, specific plan or zoning overlay, or General Plan land use designation. Affordable, set-aside units required through either a Density Bonus or TOC request will be calculated based on the maximum allowable density. To determine a project site's applicable zone, specific plan, overlay and General Plan land use visit the [ZIMAS](http://zimas.lacity.org/) (<http://zimas.lacity.org/>) website under the "Jurisdictional" and "Planning and Zoning" tabs.

### **Parking**

Parking reductions may be applied to ED 1 projects consistent with the affordable housing program being utilized, including Density Bonus, Transit Oriented Communities (TOC), and Qualified Permanent Supportive Housing (QPSH) programs. 100 percent affordable housing projects utilizing Density Bonus law (Assembly Bill [AB] 2345) and located within ½ mile of a major transit stop are not required to provide any parking spaces. Housing development projects utilizing

any affordable housing program and located within ½ mile of a major transit stop are not required to provide any parking spaces pursuant to AB 2097.

AB 2097 eligibility is available on the [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website under the “Planning and Zoning” tab.

## **Height**

In addition to height incentives available under various affordable housing incentive programs, AB 2334 (2022) amended State Density Bonus Law to allow projects in a “very low vehicle travel area” to be eligible for an additional three stories, or 33 feet in height. Check the “Planning and Zoning” tab on [ZIMAS \(http://zimas.lacity.org/\)](http://zimas.lacity.org/) website to find out if a specific site is located in a “very low vehicle travel area,” and contact City Planning’s Affordable Housing Services Section (AHSS) for information on incentives provided by this law. Contact information is provided below.

## **Vesting of City Ordinances, Policies, and Standards**

An ED 1 project may qualify for vesting of City ordinances policies and standards through either the submittal of plans sufficient for a complete plan check to LADBS, consistent with LAMC §12.26-A.3 or the submittal of a complete Housing Crisis Act (HCA) Vesting Preliminary Application prior to case filing. The vesting provisions that apply to projects associated with the SB 35 Ministerial Approval Process, a legislative action or a subdivision do not apply to ED 1 projects.

## **Tribal Consultations and Labor Standards**

AB 168 Tribal Scoping Consultations for SB 35 projects and AB 52 tribal consultations do not apply to projects using the ED 1 Ministerial Approval Process. The labor provisions of Section 403 of the SB 35 Guidelines and Los Angeles Municipal Code §11.5.11(i) for projects requiring a legislative action also do not apply to projects using the ED 1 Ministerial Approval Process.

## **VI. ADDITIONAL RESOURCES AND TOOLS**

In an effort to fully implement ED 1, City Planning is making the following technology updates to existing online resources to further enhance usability for City staff and applicants:

### **Executive Directive 1 (ED 1)**

[\*Executive Directive No. 1 – Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types\*](#) was signed by Mayor Karen Bass and issued on December 16, 2022. ED 1 aims to expedite project and funding approvals for eligible ED 1 projects

## **ED 1 Web Map**

The citywide ED 1 web map locates all ED 1 projects that filed a City Planning case or a LADBS plan check application. The web map also provides links to project descriptions and status and other relevant map layers.

## **ED 1 City Planning Case Filing Instructions and Intake Checklist**

The ED 1 case filing instructions will provide relevant information and requirements applicable only to projects to be reviewed through the ED 1 Ministerial Approval Process.

## **ZIMAS**

City Planning's [Zoning Information and Map Access System \(ZIMAS\)](http://zimas.lacity.org/) (<http://zimas.lacity.org/>) is a web-based mapping tool that provides zoning, ED 1 and an array of site-specific information to help with making informed land use decisions. [Additional information and tutorials on ZIMAS](https://planning.lacity.org/zoning/zoning-search) (<https://planning.lacity.org/zoning/zoning-search>) are available on the City Planning department website.

## **Online City Planning Submissions**

The [Online Application System](https://plncts.lacity.org/oas) (OAS) (<https://plncts.lacity.org/oas>) can be used to submit a request for relevant referral forms processed by City Planning, as well as application submissions, building permit clearances, and case condition clearances.

## **In-Person Submissions and Informational Appointments**

In-person filing appointments and informational meetings with City staff can be made through the [BuildLA appointment system](https://appointments.lacity.org/apptsys/Public/Account) (<https://appointments.lacity.org/apptsys/Public/Account>).

## **City Planning Fee Estimator**

Obtain an estimate of City Planning fees using the [City Planning Fee Estimator](https://planning.lacity.org/development-services/fee-estimator) (<https://planning.lacity.org/development-services/fee-estimator>). For ED 1 case filing fees, select "Select from All Fees," and then "ED1-Executive Directive 1."

## **LADBS ePlanLA**

[ePlanLA](https://eplanla.lacity.org/) (<https://eplanla.lacity.org/>) is an online service for submitting plans for plan check, applying for permits, and tracking the progress of these applications.

## **Optional HCA Vesting Preliminary Applications**

An optional HCA Vesting Preliminary Application may be submitted through [OAS](https://plncts.lacity.org/oas) (<https://plncts.lacity.org/oas>).



## VII. CONTACT INFORMATION

### CITY PLANNING

#### **City Planning Public Counters**

City Planning's public counters offer in-person and virtual services, including application submissions, building permit clearances and answers to general questions. To make an appointment for case filing, case condition clearances, building permit clearances, or other inquiries, an appointment may be made through [OAS\(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas). Inquiries can also be sent to the Metro Public Counter at [Planning.figcounter@lacity.org](mailto:Planning.figcounter@lacity.org) or the Van Nuys Public Counter at [Planning.mbc2@lacity.org](mailto:Planning.mbc2@lacity.org).

[Locations & Hours | Los Angeles City Planning \(lacity.org\)](https://planning.lacity.org/contact/locations-hours)  
(<https://planning.lacity.org/contact/locations-hours>)

#### **Affordable Housing Services Section (AHSS)**

The Affordable Housing Services Section offers specialized, technical assistance, and processing of pre-application referral forms for a number of affordable housing programs including:

- Executive Directive 1
- Density Bonus
- Transit Oriented Communities (TOC)
- Measure JJJ
- Qualified Permanent Supportive Housing (QPSH)

For affordable housing inquiries, please email [Planning.PriorityHousing@lacity.org](mailto:Planning.PriorityHousing@lacity.org)

#### **Redevelopment Plan Area (RPA) Projects**

Each Redevelopment Plan has a unique set of land use regulations. Development projects located within Redevelopment Project Areas are reviewed for compliance with the Redevelopment Plans. For general Redevelopment Plan inquiries, please email [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org). For administrative review and building permit clearances, submit requests through the [online application portal \(https://plncts.lacity.org/oas\)](https://plncts.lacity.org/oas).

#### **City Planning Case Management**

In partnership with LADBS, City Planning offers [Development Services Case Management \(DSCM\)](https://www.ladbs.org/services/special-assistance/dscm) (<https://www.ladbs.org/services/special-assistance/dscm>): the main portal for consultation, assistance and troubleshooting for complex development projects requiring interdepartmental approvals. The office brings together case managers from various city departments, including City Planning, Building and Safety, Engineering, Transportation, and Water and Power. For City Planning Case Management inquiries, please email [Planning.CaseManagement@lacity.org](mailto:Planning.CaseManagement@lacity.org)

### **Housing Crisis Act Vesting**

Most housing projects qualify to submit an optional [HCA Vesting Preliminary Application](#), which "locks in" local planning and zoning rules at the time the complete application is submitted. To initiate a request for HCA vesting rights, submit a [Housing Crisis Act Vesting Preliminary Application \(CP-4062\) Form](#) and the required materials through City Planning's [Online Application Portal](#). Email [Planning.HCA@lacity.org](mailto:Planning.HCA@lacity.org) or visit [City Planning's HCA implementation page](#) (<https://planning.lacity.org/development-services/housing-crisis-act>) for more information.

### **LADBS**

#### **Affordable Housing Section**

The Affordable Housing Section to help expedite the permitting process for affordable housing development projects by streamlining and providing flexibility in the submittal procedures.

For affordable housing inquiries, please email [ladbs.ahs@lacity.org](mailto:ladbs.ahs@lacity.org)

### **LAHD**

The Land Use Unit process applications for RUDs and Affordability Covenants. For questions or further information regarding RUDs or Affordability Covenants, applicants should contact [Lahd-Landuse@lacity.org](mailto:Lahd-Landuse@lacity.org), and indicate "ED 1 Project" in the subject line.

AcHP's Retrofit Unit is responsible for Accessibility Plan Review and Approval as well as the necessary LAHD clearances and approvals for TCOs and final Certificates of Occupancy. For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review applicants should contact [lahd.retrofit@lacity.org](mailto:lahd.retrofit@lacity.org).

Applicable rent schedules can be seen on LAHD's website at the following link: <https://housing.lacity.org/partners/land-use-rent-income-schedules>

# INSTRUCTIONS



## ED 1 MINISTERIAL APPROVAL PROCESS Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

A project meeting all the following criteria is eligible for the *ED 1 Ministerial Approval Process*:

- The project proposes five or more new units.
- The project is not located in a single family or more restrictive Zone (e.g., OS, A1, A2, RA, RE, RS, R1, RU, RZ, RW1).
- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

### [I. City Planning Forms](#)

### [II. Determinations from Other Agencies](#)

### [III Supplemental Filing Requirements](#)

<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application

- This form ([CP-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

#### **LAMC Section from Which Relief is Requested**

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### **Authorizing Code Section**

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### **Action Requested Narrative**

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

### Project Team Information

- Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

## Specialized Requirements

- This form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

## Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

### Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3576](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

### Affordable Housing Referral Form

- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

### Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

## (Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through City Planning's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Less Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:
  - New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
  - New construction of, alteration, and/or addition resulting in additional dwelling units for

multifamily residential buildings (resulting in two or more dwelling units) in any zone.

- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, or if the site is located in a Specific Plan or Overlay Zone.

The PCRf is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRfs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRf, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Urban Forestry Referral Form

- This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Low Impact Development (LID) PCRf

- This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential

Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

### Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

## III. Supplemental Filing Requirements

### Photographs

#### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

#### Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

### Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

### ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels



- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

## Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

## Scale and Orientation

- All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

## Size and Number of Copies

- All plans must be collated into sets and folded to 8 ½" x 11".
  - Full Size.** Provide one 24" x 36" full size set of plans.
  - Reduced Size.** Provide two sets of 11" x 17" reduced size plans.

## Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

## Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

## Elevations

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Sections

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

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<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

## Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

## Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

## Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Photos.pdf", "). No individual file should exceed 70 MB in size.

- City Planning Application
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
- Project Plans (saved as a single PDF)
- Additional application specific materials



## ED 1 MINISTERIAL APPROVAL PROCESS

### Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

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- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
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- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

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<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application

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This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### **Authorizing Code Section**

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### **Action Requested Narrative**

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

### Project Team Information

- Provide names and contact information for all members of the Project Team (Property Owner, Applicant, Representative). Note that an Applicant must have a vested interest in the project. For instance, if you have been hired to file the case on behalf of a client, you would be the Agent / Representative, and not the Applicant. Please indicate the primary contact for the project.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the City Planning Application, and the email address provided shall match the email address used to create the Angeleno Account.

## Specialized Requirements

- This form is required if the request includes an entitlement for which there is a Specialized Requirement available. Review and complete the form, if applicable, and include it with the application. Note that the Noticing Requirements outlined in the ED 1 Ministerial Approval Process Filing Instructions shall **supersede** those listed on any Specialized Requirements forms. Do not modify these forms. [Forms](#) are listed alphabetically on the City Planning website. For assistance regarding which forms are applicable to the request, consult Development Services Center (DSC) Staff.

## Referral Forms

Depending on the location and type of project, the following documents/forms are required prior to filing the City Planning Application with the DSC.

### Geographic Project Planning Referral Form

- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3576](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

### Affordable Housing Referral Form

- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

### Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

## (Optional) Housing Crisis Act (HCA) Vesting Preliminary Application

- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through City Planning's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Loss Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:
  - New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.
  - New construction of, alteration, and/or addition resulting in additional dwelling units for

multifamily residential buildings (resulting in two or more dwelling units) in any zone.

- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, or if the site is located in a Specific Plan or Overlay Zone.

The PCRf is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRfs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRf, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Urban Forestry Referral Form

- This form ([CP-4070](#)) is required for all ED 1 projects that contain protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Low Impact Development (LID) PCRf

- This form provides a preliminary review for a project to determine how LID requirements may be met based on the preliminary site conditions and is required from the Bureau of Sanitation for all projects that result in a land disturbance event that results in the addition, creation, or replacement of 500 square feet or more of impervious areas, except for New or Redevelopment Residential

Projects that are four units or less. However, New or Redevelopment Residential Project that are four units or less that are located in an Environmentally Sensitive Area (ESA) and propose more than 2,500 SF of impervious area, are required to obtain a LID PCRf.

To obtain a LID PCRf, visit the [LID Online Portal](https://lid.lacitysan.org/) at <https://lid.lacitysan.org/>. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City's LID Ordinance.

### Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

## III. Supplemental Filing Requirements

### Photographs

#### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

#### Index Map

- Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction.

### Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

### ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels



- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

## Plans Required

Include only the information necessary to depict the project and its immediate settings. Do not include mechanical drawings unless specifically requested by Planning Staff. The Applicant is advised to check the Specialized Requirements for the subject request(s) prior to preparing these plans as some entitlements may require specific details and/or additional copies.

## Scale and Orientation

- All plans shall be drawn to scale and legible. Plans shall indicate and display a graphic scale. North shall be shown and oriented to the top of the page.

## Size and Number of Copies

- All plans must be collated into sets and folded to 8 ½" x 11".
  - Full Size.** Provide one 24" x 36" full size set of plans.
  - Reduced Size.** Provide two sets of 11" x 17" reduced size plans.

## Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

## Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

## Elevations

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

## Sections

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

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<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.

## Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

## Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

## Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., “Project Plans.pdf”, “Photos.pdf”, “”). No individual file should exceed 70 MB in size.

- City Planning Application
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
- Project Plans (saved as a single PDF)
- Additional application specific materials

# INSTRUCTIONS



## ED 1 MINISTERIAL APPROVAL PROCESS Filing Instructions

Pursuant to Executive Directive 1 (ED 1), 100 Percent Affordable Housing Projects and Shelters are eligible for the *ED 1 Ministerial Approval Process*. To learn more about the *ED 1 Ministerial Approval Process*, refer to the [ED 1 Implementation Guidelines](#)<sup>1</sup>.

These instructions are provided as a guide to completing the City Planning Application Form ([CP-7771.1](#)) and preparing necessary application materials for ED 1 projects. Be advised that additional materials may be required for specific entitlement applications. Further, these instructions do not preclude the project planner from requesting additional materials following the initial submission. Applications missing required information may be rejected or placed on hold. Applications filed with unclear or inconsistent information will result in delays in entitlement processing.

### ED 1 Eligibility

A project meeting all the following criteria is eligible for the *ED 1 Ministerial Approval Process*:

- The project proposes five or more new units.
- All units are affordable either at 80% of Area Median Income or lower (HUD rent levels), or at mixed income with up to 20% of units at 120% AMI (HCD rent levels) and the balance at 80% AMI or lower (HUD rent levels).<sup>2</sup>
- The project does not require a legislative action (e.g., General Plan Amendment, Zone Change, Height District Change)
- The project does not seek a deviation from development standards (e.g., adjustment, variance, specific plan exception, waiver of street dedications and improvements) outside of an affordable housing incentive program.
- The project does not require consideration of a Coastal Development Permit.
- The project is not subject to the Subdivision Map Act.

## Filing Requirements

Details regarding specific filing requirements are organized in this document as follows:

### [I. City Planning Forms](#)

### [II. Determinations from Other Agencies](#)

### [III Supplemental Filing Requirements](#)

<sup>1</sup> [https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED\\_1\\_Implementation\\_Guidelines.pdf](https://planning.lacity.org/odocument/d595b164-5df4-4d37-8b88-1f74d5b88766/ED_1_Implementation_Guidelines.pdf)

<sup>2</sup> Rent Schedules with the applicable rents by unit size and income category are maintained by LAHD and are updated annually. Rent schedules can be seen at <https://housing.lacity.org/partners/land-use-rent-income-schedules>.

# I. City Planning Forms

## Application Form & Specialized Instructions

### City Planning Application Form

- This form ([CP-7771.1](#)) is required for all ED 1 Ministerial Approval Process projects. All fields shall be filled out as usual; however, below are guidance and some examples for how to fill out each respective section under “Action(s) Requested”:

#### ***LAMC Section from Which Relief is Requested***

This section is N/A to ED 1 Projects seeking affordable housing incentive programs.

#### ***Authorizing Code Section***

Identify the LAMC or California Government Code Section that authorizes the request. For instance, an On-Menu Density Bonus request would be authorized pursuant to Government Code Section 65915 (State Density Bonus Program) and LAMC Section 12.22 A.25(g)(2).

#### ***Action Requested Narrative***

Identify the type of entitlement requested (e.g., On-Menu Density Bonus, TOC Additional Incentives, Conditional Use, Project Permit Compliance, Design Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested. Examples are provided below:

*A Density Bonus Compliance Review to allow 35% density bonus with the following on-menu incentives: (1) a 3:1 FAR over the entire project site, in lieu of the otherwise maximum permitted of 1.5:1 FAR; (2) averaging of FAR, identity, open space, and parking within R3 and R4 Zones; (3) a reduced northerly side yard setback of 4 feet in lieu of the otherwise required 6 feet.*

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- This form ([CP-7812](#)) is required if the project is located within a Specific Plan/Overlay and must be signed by the planner assigned to the respective Specific Plan/Overlay. For assistance regarding planner assignment, consult DSC Staff.

### Redevelopment Project Area – Administrative Review and Referral Form

- This form ([CP-3541](#) through [CP-3577](#)) is required if the project is located within a Redevelopment Project Area (RPA), as identified under the “Planning and Zoning” tab in ZIMAS. It identifies the appropriate review process for projects within an RPA and must be signed by a planner from the RPA Unit. For assistance, contact [planning.redevelopment@lacity.org](mailto:planning.redevelopment@lacity.org).

### HPOZ Authorization Form

- This ([CP-3523](#)) form is required if the zoning identifies the site as being in a Historic Preservation Overlay Zone (HPOZ) (e.g., R1-1-HPOZ), and must be signed by the planner assigned to the HPOZ. For assistance regarding planner assignment, consult DSC Staff.

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- This form ([CP-4043](#)) is required if the request includes an affordable housing incentive under the Density Bonus Program, SB 35, AB 2162, Measure JJJ, or the Greater Downtown Housing Incentive Program. It must be completed by the Applicant and signed by the Affordable Housing Services Section (AHSS) Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

### Transit Oriented Communities (TOC) Referral Form

- This form ([CP-4050](#)) is required if the request includes an affordable housing incentive under the Transit Oriented Communities Program. It must be completed by the Applicant and signed by the AHSS Staff. For assistance, contact [planning.priorityhousing@lacity.org](mailto:planning.priorityhousing@lacity.org).

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- This form ([CP-4062](#)) is intended to initiate optional vested rights for a housing project, pursuant to the Housing Crisis Act of 2019 (HCA). The Applicant shall submit the HCA Vesting Preliminary Application through the Department's Online Application System ([OAS](#)) at <http://planning.lacity.org/oas>. Once the preliminary application is deemed complete, Planning staff shall provide a signed HCA Vesting Preliminary Application, to be included with the case filing. The HCA Vesting Preliminary Application is only valid when it is deemed complete prior to filing the City Planning Application Form for the project. For assistance, contact [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org).

## HCA No Net Loss Declaration

- This form may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check "Housing Crisis Act Replacement Review" under the Housing tab on ZIMAS. If "Yes", a signed No Net Loss Declaration ([CP-4069](#)) with supporting documentation *may* be submitted in lieu of obtaining a Replacement Unit Determination (RUD) letter from LAHD if the project meets the criteria to qualify for the No Net Loss Declaration. For more information, refer to the [Housing Development Project Applicability Matrix](#).

# II. Determinations from Other Agencies

The following documents require contact forms or information to be obtained from City Agencies other than City Planning.

## Preliminary Zoning Assessment Form

- This form ([CP-4064](#)) is required if the proposed project creates two or more residential units (including Accessory Dwelling Units). The purpose of this form is to facilitate an informational Zoning Plan Check by LADBS. **Section VI** shall be completed by LADBS staff, along with signed project plans, at the conclusion of the informational Zoning Plan Check. For more information, refer to the [Housing Development Project Applicability Matrix](#).

## Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)

- This document will establish preliminary right-of-way requirements for projects for which a City Planning Application is required other than for a subdivision. The Planning Case Referral Form (PCRF) is required for the following types of projects:
  - New construction or floor area additions to buildings used for commercial and/or industrial uses in any zone, including mixed-use project with a commercial or industrial component and associated building/surfaces parking facilities in any zone.

- New construction of, alteration, and/or addition resulting in additional dwelling units for multifamily residential buildings (resulting in two or more dwelling units) in any zone.
- Public Benefit Alternative Compliance, Off-Menu Density Bonus, Conditional Use per 12.24 U.26, request if the site is located in a Specific Plan or Overlay Zone.

The PCRf is not required for projects located in the Hillside Area and/or Baseline Hillside Ordinance (see Hillside Referral Form below). For all other projects, PCRfs may be voluntarily filed to inform of potential required dedication and improvements.

To obtain a PCRf, visit the [BOE Online Portal](https://engpermits.lacity.org) at <https://engpermits.lacity.org>.

### Hillside Referral Form

- This form must be obtained from BOE if the project site is located in a “Hillside Area”, as identified under the “Planning and Zoning” tab in ZIMAS.

### SB 8 Replacement Unit Determination (RUD) Letter

- This letter may be required if the project proposes a Housing Development Project subject to the HCA (e.g., any project that results in one or more residential units or residential lots). To determine whether the subject property requires **HCA housing replacement review**, check “Housing Crisis Act Replacement Review” under the Housing tab on ZIMAS. If “Yes”, an RUD letter must be obtained from LAHD, unless the project qualifies for a No Net Less Declaration ([CP-4069](#)). The RUD will determine whether any affordable replacement units are required and if any applicable occupant protections apply. For assistance, contact [lahd-landuse@lacity.org](mailto:lahd-landuse@lacity.org). For more information, refer to the [Housing Development Project Applicability Matrix](#).

### Demolition Permits for Residential Buildings

- If the site has been developed with existing residential buildings within five years prior to submitting an application to the City, provide copies of any demolition permits for any residential buildings removed from the site. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Low Impact Development (LID) Referral Form

- This form must be obtained from the Bureau of Sanitation for all projects which add, create, or replace 500 square feet of impervious area. Be advised that the project design may require alterations in order to incorporate storm water mitigation measures and satisfy LID requirements per the City’s LID Ordinance. To obtain a LID Planning Case Referral Form, submit the request to: <https://lid.lacitysan.org/>. For general LID information, visit [lacitysan.org/LID](http://lacitysan.org/LID). General questions may be directed to the LID Public Counter general email at [san.swplancheck@lacity.org](mailto:san.swplancheck@lacity.org).

## Covenants and Other Recorded Items

- If applicable, copies of any covenants, easements or affidavits recorded against the property must be submitted and can be obtained from the County Assessor Office or from a Title Report.

# III. Supplemental Filing Requirements

## Photographs

### Color Photographs

- Provide color photographs taken recently and depicting current conditions of the entire project site and surrounding area. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map (see below). An aerial view is also recommended.

### Index Map

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## Notification Materials

- ED 1 projects involve decisions on entitlement requests that require mailing of an Administrative Compliance Letter. Provide labels for Abutting Property Owners, Neighborhood Council, Council District, Project Team (Owner, Applicant, Representative), and Interested Parties, if available. If the project involves a Density Bonus or TOC entitlement, labels for Abutting Occupants shall also be provided. All notification materials for ED 1 projects shall be required at the time of case filing. Refer to the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

## ZIMAS Parcel Profile Report & Map

Provide one copy each:

- ZIMAS Parcel Profile Report selecting all contiguously owned parcels
- ZIMAS Map aerial view selecting all contiguously owned parcels<sup>3</sup>

<sup>3</sup> Exceptions include, but are not limited to, boundary specific requests such as a zone change, zone boundary adjustment, subdivisions.



## Plans Required

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### Scale and Orientation

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  - Full Size.** Provide one 24" x 36" full size set of plans.
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### Plot/Site Plan

- A Plot/Site Plan is required for all cases ). Refer to the Plot Plan Instructions ([CP-7752](#)) for applicable requirements.

### Floor Plans

- A Floor Plan is required for all cases. Refer to the Floor Plan Instructions ([CP-7751](#)) for applicable requirements.

### Elevations

- Elevations for all sides of buildings are required when the application involves new construction, additional height, or new design elements. Refer to the Elevation Instructions ([CP-7817](#)) for applicable requirements.

### Sections

- Sections are required for applications with multiple levels or subterranean floors (e.g., basements, subterranean parking).

### Landscape and Irrigation Plans

- Landscape and irrigation plans are required for any discretionary application which involves new construction and/or a change of use which is not limited to interior tenant improvements. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements. If the project is located

within a Specific Plan or Overlay Zone, check with the assigned planner prior to preparing these plans as some Specific Plans have more stringent landscaping requirements.

## Open Space Plan

- An Open Space Plan is required for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions ([CP-6730](#)) for applicable requirements.

## Electronic Copy of Application Materials

Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., “Project Plans.pdf”, “Photos.pdf”, “”). No individual file should exceed 70 MB in size.

- City Planning Application Form
- ZIMAS Map highlighting all contiguously owned properties
- Index Map and Color Photographs (saved as a single PDF)
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- Additional application specific materials



KAREN BASS  
MAYOR

### **EXECUTIVE DIRECTIVE NO. 3**

Issue Date: February 10, 2023

**Subject: Emergency Use of Viable City-Owned Property**

#### **INTRODUCTION**

To aid in sheltering people who are unhoused in the City of Los Angeles, and by virtue of the authority vested in me as Mayor under the Charter Section 213(i) of the City of Los Angeles and the provisions of Section 8.29 of the Los Angeles Administrative Code, I hereby declare the following order to be necessary for the protection of life and property, and I hereby order, effective immediately, that:

1. Within 20 days of this order the City Administrative Officer's (CAO) Asset Management and Development Services (AMDS) shall identify and deliver to the Mayor and the Chief of Housing and Homeless Solutions a list of all City-owned property within the control of any City department or bureau, including rights of way, that are vacant, surplus, or underutilized. For any parcel with significant limitation or restriction that might preclude it from being used for temporary or permanent housing with on-site supportive services, AMDS should include all covenants, easements, leases or other land use, revenue, or regulatory restrictions that apply to the identified parcel. I direct all City Departments to fully cooperate with AMDS and prioritize inquiries and requests from AMDS regarding this list for immediate response. This order does not apply to active recreational sites in the control of the Department of Recreation and Parks that are utilized for public recreation or land that is utilized as trails for public recreation.

2. The Chief of Housing and Homeless Solutions shall, upon receipt of such identifications, complete a formal assessment of each identified site to determine its suitability for housing or shelter for those experiencing homelessness. In making that assessment, the Chief of Housing and Homeless Solutions shall coordinate with CAO and all appropriate City departments, including General Services Department (GSD), the Department of Transportation (DOT), the Bureau of Engineering (BOE), and the Department of Building and Safety (DBS). Such assessment shall be completed and transmitted to the Mayor as soon as possible but, in any event, on or before the 30th day following receipt of the AMDS list referenced in paragraph 1 of this Executive Directive. Such assessment shall address each site's viability for habitation, including a site layout, access to infrastructure (including water, power, and sewer access), contamination risks, liability risks, the distance between each site and other residential uses, and the time and resources needed to prepare the site for habitation.

3. Within 30 days of receipt of the formal assessment of sites to be used for temporary or permanent housing with on-site supportive services to be occupied by persons experiencing homelessness, the Mayor's Office shall make designations for appropriate sites to install or construct housing or shelter, giving preference to sites that are easily serviceable by utilities (including water, power, and sewer services) and that are near assets to aid in support of people experiencing homelessness. Any new structures constructed on sites so designated shall be non-congregate shelter. To the extent possible, units shall include individual bathrooms. All sites shall include other appropriate amenities. The Mayor's Office, in conjunction with the CAO, shall specify the construction or contracting process for each site, including approvals for expediting the same, and may include additional exemptions from the requirements of the Los Angeles Municipal Code (LAMC).

4. City departments, bureaus, and agencies shall have the authority to install temporary or permanent housing with on-site supportive services on such designated sites, all in accordance with the designations made by the Mayor's Office.

5. The construction, emergency installation, use, and operation of temporary or permanent housing on such designated sites shall be and hereby are deemed exempt for the duration of this order from discretionary review processes otherwise required by either the zoning provisions of Chapter I of the LAMC or Project Review as described in LAMC Section 16.05 and LAMC Section

13B.2.4; or other ordinance; provided, however, that any temporary or permanent housing shall comply with applicable state law including Government Code Section 8698, et seq., to the extent those sections apply.

6. Temporary or permanent housing on such designated sites shall also be exempt from LAMC Section 64.72 (Public Works and Property) except to the extent required by state law as applicable to either charter or general law cities. The Director of Sanitation shall respond to all Sewer Capacity Availability Requests (SCAR) and complete the department's reviews under LAMC Section 64.15 within seven business days of being submitted to the Bureau of Sanitation.

7. Construction activities related to temporary or permanent housing on such designated sites shall be exempt from LAMC Section 41.40 (Public Welfare) in order to expedite construction and installation of housing, all in accordance with the designations made by the Mayor's Office.

8. All site plan reviews and approvals pursuant to LAMC Section 16.05 are hereby waived for all eligible temporary or permanent housing with on-site supportive services constructed or installed on such designated sites as specified in the Mayoral designations noted in paragraph 3 above. All minimum parking requirements are hereby waived for all eligible temporary or permanent housing with on-site supportive services constructed or installed on such designated City sites, all in accordance with the designations made by the Mayor's Office.

9. I hereby direct that all protocols set by the Los Angeles County Coordinated Entry System be expanded, changed, or eliminated, as allowed by federal law, pursuant to guidelines to be issued by the Mayor, for temporary or permanent housing with on-site supportive services constructed or installed on such designated City sites.

10. All City departments and bureaus with permitting requirements, including the DBS, the BOE, the Fire Department, City Planning, DOT and the Department of Water and Power (DWP), shall prioritize and streamline their review of any permits relating to the construction, emergency installation, use, and operation of temporary or permanent housing on such designated City sites by conducting concurrent, rather than consecutive, reviews of such permit applications and completing those reviews within 30 days of application.

11. GSD shall establish guidelines for when a City department or bureau should consider a property vacant or underutilized, similar to the processes for declaring properties surplus, and they shall develop a process by which each City department and bureau shall regularly identify for the CAO and GSD, any properties that it deems to be vacant or underutilized.

12. The DWP, the Los Angeles World Airports, and the Los Angeles Harbor Department shall establish guidelines for identifying vacant, surplus, or underutilized property on a forward-going basis, and shall develop a process by which each of those departments shall regularly notify the Mayor and CAO of vacant, surplus, or underutilized properties.

13. The Mayor will request that other jurisdictions that control real property in the City consider adopting policies similar to those outlined in this order to make property available for temporary or permanent housing with on-site supportive services. Such jurisdictions include Los Angeles County, LA Metro, Los Angeles Unified School District (LAUSD), the California Department of Transportation (CalTrans), and other departments or agencies of the State of California.

Executed this 10<sup>th</sup> day of February, 2023



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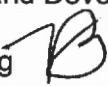
KAREN BASS  
Mayor

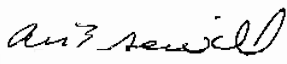
**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

To: Mercedes Marquez, Chief of Housing and Homeless Solutions  
Office of Mayor Karen Bass

Kevin Keller, Deputy Mayor of Economic Development  
Office of Mayor Karen Bass

CC: Melissa Alofaituli, Director, Planning Policy & Development, MOED  
Joe Luckey, Associate Director of Planning and Development, MOED

From: Vincent P. Bertoni, AICP, Director of Planning   
Los Angeles City Planning

Ann Sewill, General Manager   
Los Angeles Housing Department

Subject: RECOMMENDATIONS FOR IMPLEMENTING EXECUTIVE DIRECTIVE NO. 1

Thank you to Mayor Bass and your commitment to addressing the affordable housing crisis in the City of Los Angeles through Executive Directive No. 1 (ED1) on streamlining the production of affordable housing. We appreciate the opportunity to provide our thoughts and recommendations on developing the definition of "100% Affordable Housing projects" for the purposes of ED1.

For the reasons described below, we recommend the following definition for an "100% Affordable Housing project":

- A project with at least 5 units that has at least two-thirds residential square footage, with all units affordable at 80% of Area Median Income (HUD) levels, OR affordable at mixed income with up to 20% of units at 120% AMI (HCD rents) and the balance at 80% AMI or lower (HUD rents) as technically described here: A housing development project defined in Government Code Section 65589.5 that includes 100% restricted affordable units (excluding any manager's units) for which rental or mortgage amounts are limited so as to be affordable to and occupied by Lower Income households<sup>1</sup>, as defined by CA Health and Safety Code 50079.5, or that meets the definition of a 100% affordable housing development in CA Gov. Code 65915(b)(1)G)<sup>2</sup>, as determined by the Los Angeles Housing Department (LAHD).

Alternatively, the City could limit "affordable housing" to projects with 100% of units at lower rents such as 60% of AMI. However, without abundant availability of Project Based Section 8 vouchers, projects serving people experiencing homelessness must have higher income rents offsetting lower income rents, so our recommendation aligns with current practice. Setting rents at this level would exclude current pipeline projects. Or, we could define affordable as including rents up to moderate, but that doesn't align with our goals related to homelessness.

<sup>1</sup> Affordable rents or housing costs means total rents or housing costs do not exceed 30% times 80% of the AMI, utilizing any LAHD rent and income schedule, including HUD Schedule 1.

<sup>2</sup> This definition requires that 100% of all units in the development, exclusive of a manager's unit(s), are for lower income households, as defined by Section 50079.5 of the Health and Safety Code (i.e. 80% AMI), except that up to 20 percent of the units in the development, including total units and density bonus units, may be for moderate-income households, as defined in Section 50053 of the Health and Safety Code (i.e. 110% AMI).

## Background

Over the years a wide array of local, state and federal housing programs have created many different definitions of affordable housing to meet diverse needs and target populations. Definitions of affordability vary according to the allowable income categories (e.g., lower or moderate income) as well as the methodology used to calculate affordable rents or housing costs. This has resulted in a patchwork of rent and income schedules maintained by the Los Angeles Housing Department (LAHD). As 100% Affordable Housing projects often receive both local incentives and public subsidy, it is common for an affordable project to be subject to two or more different sets of rent standards, in which case the most restrictive criteria is applied.

Given the deep need for affordable housing, the Department's recommendation is to take a broad but targeted approach of the definition to maximize the effect of ED1. Flexibility with rent and income levels will ensure all 100% affordable projects in the current pipeline are captured, as well as potentially incentivize additional affordable units. In setting rent and income limits for these affordable units, the Department recommends the use of the most permissive HUD Schedule 1, in order to provide greater flexibility for projects which may be financed by multiple subsidy sources. If a project qualifies under the HUD Schedule 1, it will also qualify under any other LAHD rent schedule.

In addition, the Department suggests defining affordable to include up to a 20% of units affordable to moderate income (households earning 81-120% of the Area Median Income (AMI)), in line with State Density Bonus law (discussed below), in addition to lower income households (households earning up to 80% AMI).

The inclusion of Moderate-Income units households is an important policy consideration. For reference, Moderate Income households are permitted to earn up to \$142,900 for a 4-person household, while allowable rents using the HUD Schedule 1 would allow two bedroom rents of \$3,216. These rent levels may be above market rate in some areas of the city and therefore it may not be appropriate to incentivize a 100% Moderate-Income development. Therefore, the recommendation places some limits on Moderate Income (maximum 20% of a project). However, if the Mayor would like to include the most expansive definition possible, the Department would recommend that 100% Moderate-Income developments only be allowed in higher income areas of the city. This approach was taken with the Unapproved Dwelling Unit (UDU) Ordinance (LAMC 14.00A.10), which only allows for moderate income units in areas that are not located in a Low or Moderate Census Tracts pursuant to the Community Reinvestment Act.

After consideration, we have identified two sets of criteria that 100% Affordable Housing projects can qualify under. This leads to a broad and flexible, but intentional, definition.

The Department strongly recommends aligning the definition of 100% Affordable Housing development recently adopted by the state density bonus law (CA Health and Safety code section 65915(b)(1)(G)). This definition aligns with the permitted rent levels for projects using the important federal Low Income Housing Tax Credit program. It specifically allows for a maximum of 20% of the units to be of Moderate Income, while the other (at least) 80% would be for lower incomes (including Low, Very Low- and Extremely Low-Income groups). It also allows for a maximum 80% of the unit rents to be set at the more flexible HUD affordability standards, rather than the state HCD standards, which are more stringent. Because most 100% affordable projects receive Tax Credits and use the density bonus program incentives, alignment with this definition is critically important.



We also recommend adding another definition to include 100% Affordable Housing projects serving those with lower incomes no matter which LAHD Rent and Income Schedule is used. 100% Affordable Housing projects that do not use density bonus (or other incentive programs that require it) often utilize 100% HUD rents, which would not be caught by relying solely on the state definition above.

In conclusion, we recommend allowing flexibility in the definition of "100% Affordable Housing projects" by utilizing a combination of two standards, outlined above. We believe this will ensure that a wide range of Affordable Housing projects are eligible for streamlining under the directive, while still prioritizing those targeted towards lower incomes.

Thank you for considering our recommendations. We look forward to working with you to implement this important directive.