



LOCAL ENFORCEMENT AGENCY EVALUATION QUESTIONNAIRE

Mobilehome and Special Occupancy Parks

Health and Safety Code (HSC) sections 18306 and 18865.7 specify that the California Department of Housing and Community Development (HCD) conduct an annual evaluation of each city, county, or city and county that has assumed enforcement responsibility of the Mobilehome Parks Act and the Special Occupancy Parks Act. This evaluation questionnaire is completed by local enforcement agencies (LEAs) during their annual evaluation.

Local Enforcement Agency Program Administration

Local Enforcement Agency Information

Agency _____

County _____ County ID # _____

Agency Director _____

Agency Contact Person _____ Title _____

Email _____ Telephone _____

Evaluation Dates _____

Agency Assigned Personnel

Name	Title	Email	Telephone

Section A. Applications, Permits to Operate (PTOs), and Issuance Practice

Applications and Permits to Operate	Yes	No*	Comments
Are parks invoiced for their PTO annually? (California Code of Regulations (CCR), title 25, section(s) 1008 and/or 2008)	<input type="checkbox"/>	<input type="checkbox"/>	
Are PTO fees consistent with CCR, title 25, section(s) 1008 and/or 2008?	<input type="checkbox"/>	<input type="checkbox"/>	
Are copies of the PTO sent to HCD when issued? (CCR, title 25, section(s) 1012 and/or 2012)	<input type="checkbox"/>	<input type="checkbox"/>	
Are state fees forwarded to HCD within 30 days of receipt? (CCR, title 25, section(s) 1012 and/or 2012)	<input type="checkbox"/>	<input type="checkbox"/>	
Is information correct on each PTO? (CCR, title 25, section(s) 1014 and/or 2014)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Emergency Preparedness Plan collected from each park? (CCR, title 25, section(s) 1013 and/or 2013)	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any parks with delinquent PTO fees? If so, provide the name and park identification number for those parks.	<input type="checkbox"/>	<input type="checkbox"/>	
Has each park been notified of delinquent PTO fees? (CCR, title 25, section(s) 1009 and/or 2009)	<input type="checkbox"/>	<input type="checkbox"/>	
Are parks assessed with penalties for late submittal of the PTO fees? (CCR, title 25, section(s) 1009 and/or 2009)	<input type="checkbox"/>	<input type="checkbox"/>	
Is administrative action taken against park owners who fail to submit the PTO fees, the Emergency Preparedness Plan, and Fire Hydrant Certification on time? (Health and Safety Code (HSC) sections 18550 and 18700)	<input type="checkbox"/>	<input type="checkbox"/>	
Are the U.S. Citizenship / Qualified Alien Verification forms on file for new park owners? (CCR, title 25, section(s) 1007 and/or 2007)	<input type="checkbox"/>	<input type="checkbox"/>	

* If "No" is selected, an **LEA Compliance Plan** is required to be completed for each item.

Applications and Permits to Operate	Yes	No*	Comments
Are parks that were converted from rental parks to resident-owned parks subjected to the same PTO and inspection processes? (HSC section 18214)	<input type="checkbox"/>	<input type="checkbox"/>	
Have all parks submitted the Fire Hydrant Certification form to certify fire hydrants or to verify an exception? (CCR, title 25, section(s) 1317 and/or 2317)	<input type="checkbox"/>	<input type="checkbox"/>	
Are changes in park status reported within 30 days? If so, have all changes been forwarded to HCD? (CCR, title 25, section(s) 1014 and/or 2014)	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section B. Permits to Construct

Permits to Construct	Yes	No*	N/A	Comments
Are all permits to construct for mobilehome parks, mobilehome installations, accessory structures and earthquake resistance bracing systems maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fees for permits to construct consistent with CCR, title 25, sections 1020.1, 1020.4, and 1020.7, and/or 2020.4 and 2020.7?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are permits to construct for structures accompanied by a plot plan? (CCR, title 25, sections 1020 and 1020.3 and/or 2020 and 2020.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are double fees assessed for construction work commencing without first obtaining a permit to construct? (CCR, title 25, section(s) 1050 and/or 2050)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspection reports written for each inspection and specific code sections cited for each violation found? (CCR, title 25, section(s) 1611 and/or 2611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do inspection reports specify the applicable reinspection fees due when violations are noted? (CCR, title 25, sections 1020.1, 1020.4, 1020.7, and 1048, and/or 2020.4 and 2020.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do inspection reports provide an accurate description of cited violations? (CCR, title 25, section(s) 1611 and/or 2611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are reinspections performed to clear cited violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fees charged other than those stated in the regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section C. Complaint Handling

Complaint Handling	Yes	No*	N/A	Comments
Do the individual park file records include complaints received, along with the investigative report and actions taken when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complainants given advance notice of the pending investigation? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complainants kept apprised as to the investigation process? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complaint investigative reports written and violations cited with specific code references?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the Notices of Violation(s) provide a notice regarding complaint reinspection fees due when a second reinspection is required due to an ongoing violation? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complaint investigations with violations being followed up on in a timely manner? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is enforcement action taken when violations are not corrected within a reasonable amount of time? (CCR, title 25, sections 1610 and 1617 and/or 2610 and 2617?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complaints concerning an immediate threat to health and safety investigated within 5 days or less? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complaints concerning an unreasonable risk to health and safety investigated within 30 days? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Complaint Handling	Yes	No*	N/A	Comments
When complaints are referred by HCD's Mobilehome Assistance Center, are the results of the investigation reported to HCD within 35 days of receipt of the complaint? (CCR, title 25, section(s) 1004.5 and/or 2004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are complaint investigations conducted in compliance with the provisions of CCR, title 25, section(s) 1004.5 and/or 2004.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section D. Mobilehome Park Maintenance (MPM) Inspection Program

Pre-Inspection Conference	Yes	No*	N/A	Comments
Are meetings conducted with park operators to explain the MPM inspection process? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is verification of a park's PTO and operation occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Notice of Planned Inspection provided or posted at least 30 days prior to the park inspection? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the park operator and residents provided with park inspection information booklets prior to the inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the park operator and/or residents provided either a YouTube or HCD website link to view the MPM inspection video? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a list of resident names and addresses obtained prior to the MPM inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a list of registered mobilehome owners when the registered owners are not the occupants obtained? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all park owned units identified by space numbers and checked for registration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are individual written notices of the pending inspection provided to each resident? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section D. Mobilehome Park Maintenance (MPM) Inspection Program

Initial Park Inspection	Yes	No*	N/A	Comments
Are maintenance inspections conducted within 30-60 days following the Pre-Inspection Conference?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the inspection include all lots and common areas of the park?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are violations determined by the MPM Task Force the only violations being cited during the MPM inspection—immediate or unreasonable risks to life, health, and/or safety? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the park operator and one representative of the park residents afforded the opportunity to accompany the inspector during the MPM inspection? (HSC section 18400.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are detailed reports being written describing the inspection findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each cited violation reference the specific code section being violated? (CCR, title 25, section 1611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are park residents given 60 days to correct violations cited during the MPM inspection? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When an immediate hazard is observed, is a Notice of Violation(s) issued immediately to the responsible party? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are residents and park owners issued individual Notices of Violation(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Notices of Violation(s) issued within 10 days of the inspection? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the Notices of Violation(s) inform the park operator and/or residents of their right to request an informal conference? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section D. Mobilehome Park Maintenance (MPM) Inspection Program

Reinspections	Yes	No*	N/A	Comments
Are reinspections for unreasonable risks conducted in a timely manner (end of 60 days for initial inspections and 30 days for reinspections)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are follow up reinspections conducted on immediate threats to health and safety violations within 5 days or less? (CCR, title 25, section 1004.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Final Compliance Orders issued to the park and residents for uncorrected violations and given an additional 30 days to comply? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Final Compliance Orders being followed up on in a timely manner (end of 30 days)? (HSC section 18420 and CCR, title 25, section 1612)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are letters issued notifying the park operator of the intent to suspend the PTO when a park fails to comply with Final Compliance Orders? (HSC sections 18420 and 18517)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate administrative action taken against the park/residents for failing to comply? (HSC section 18700)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are time extensions granted for compliance? (HSC section 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a list of uncorrected violations against the park posted in a central conspicuous location in the park that is available to residents? (HSC sections 18420 and 18512)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Final Compliance Order issued to a park inform the park operator of their right to an informal conference and/or hearing? (CCR, title 25, sections 1612 and 1752)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the Final Compliance Orders contain the statement mandated by HSC section 18401?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reinspections	Yes	No*	N/A	Comments
Is the park required to correct resident violations when the resident fails to correct them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section E. Inspection Report Writing

Inspection Reports	Yes	No*	N/A	Comments
Is a written notice provided to the person responsible for correction and the responsible person from the park? (HSC sections 18401 and 18420)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do inspection reports include all citable violations observed? (HSC section 18420 and CCR, title 25, section(s) 1611 and/or 2611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspection reports and violations clearly written and described in layman's terms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each report reflect the correct code reference for each violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are reports issued at the time of the inspection? (HSC section 18420 and CCR, title 25, section(s) 1611 and/or 2611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each report give an allotted time for correction? (HSC section 18402)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Section F. Resource Accessibility and Enforcement

Resource Accessibility	Yes	No*	N/A	Comments
Do inspectors possess or have access to the current HSC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspectors equipped with or have access to the current mobilehome and special occupancy park regulations? (CCR, title 25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are inspectors equipped with or have access to the current California Building Standards Code? (CCR, title 24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do inspectors carry the required tools to conduct a proper inspection? (e.g., tape measure, continuity tester, polarity tester, flashlight, GFCI and AFCI testers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

Certification Statement

Note: Complete all required LEA Compliance Plans before signing this statement.

I/We, _____, as the LEA representative attest:

1. That I/we have personally examined and am/are familiar with the information contained in this submittal, including any and all documents accompanying this Certification Statement.
2. That, based on my/our inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is, to the best of my/our knowledge, true, accurate, and complete.
3. That I/we am/are fully authorized to make this attestation on behalf of this agency.
4. I/we am/are aware that there are significant consequences for submitting false information, pursuant to Health and Safety Code section 18300.

Representative name _____ Title _____

Representative signature _____ Date _____

Representative name _____ Title _____

Representative signature _____ Date _____

Return the Evaluation Questionnaire, including the signed Certification Statement and LEA Compliance Plan(s), as applicable, to HCD at LEA@hcd.ca.gov.

LEA Compliance Plan

- ✓ Complete a separate LEA Corrective Action for EACH compliance question that requires one. Attach additional pages as necessary.
- ✓ **Only submit an LEA Compliance Plan for violations you were unable to correct BEFORE certifying.**
- ✓ Completion of this document does not relieve the agency of its affirmative responsibility to operate in compliance with applicable laws and regulations. Failure to operate in compliance may result in enforcement actions by HCD.

Agency Contact Information

Name_____

Address_____

City_____ State_____ Zip_____

Contact Person_____ Title_____

Email_____ Telephone_____

LEA Corrective Action

1. What is the compliance question section for which you are reporting noncompliance?

2. Provide a brief description of the violation. Include the Health and Safety Code or California Code of Regulations, title 25 section number(s) if available.

Code section (if available)_____

Brief description of the requirement

3. What action will you take to return to compliance? Attach additional documents if necessary.

4. Anticipated compliance date of the corrective action_____

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Code section (if available)_____

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1. What is the compliance question section for which you are reporting noncompliance?

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Code section (if available)_____

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Code section (if available)_____

Brief description of the requirement

3. What action will you take to return to compliance? Attach additional documents if necessary.

4. Anticipated compliance date of the corrective action_____