This Scope of Required Services (SRS) for Safe Parking Program contains a written summary of, and links to, detailed information regarding the services that must be provided to eligible participants experiencing homelessness receiving safe parking services. This SRS and the documents that are linked hereto, in combination with the Program Standards (contained in a separate document), the Program Profile and Performance Targets, together, comprise the entire Statement of Work for Safe Parking Program. LAHSA maintains the right to make changes related to prioritization, matching, and other aspects of the implementation of the complete Coordinated Entry System which will be noticed to contractors through policies, interim guidance, and other forms of guidance as it deems necessary.

SAFE PARKING PROGRAM FOR VEHICLE DWELLERS OVERVIEW

The Safe Parking Program for Vehicle Dwellers provides a safe and stable parking environment and supportive services for households experiencing homelessness living in their vehicles for overnight stays. The Safe Parking Program with Housing Navigation provides supportive services to participants experiencing homelessness, with a focus on those who cannot navigate the homeless system without assistance. The focus of Safe Parking with Housing Navigation is to help participants move forward on the path to permanent housing. All services are provided are in service of the goal of permanent housing.

Safe Parking programs are an integral part of the Coordinated Entry System (CES) which was created to ensure a consistent approach to access and delivery of services in LA County. Therefore, Safe Parking Programs must work in collaboration with the CES. Safe Parking programs should fit seamlessly with the other Program components: Outreach, Bridge Housing, Housing Navigation, Access Centers, Drop-In Centers and Day Shelters, persons exiting Transitional Housing and Rapid Re-Housing or Permanent Supportive Housing.

DEFINITIONS

1. **Safe Parking Program for Vehicle Dwellers** provides a safe and stable parking environment and supportive services for households experiencing homelessness living in their vehicles for overnight stays.

2. **Housing Navigation** is housing-focused case management and supportive services that are all provided in service of the goal of permanent housing. Housing Navigation provides participants experiencing homelessness with a wide array of assistance and services while they are successfully: referred to, matched to, and/or enrolled in permanent housing programs. A complete list of services can be found in this document, under Services and Activities. Housing Navigation programs are an integral part of the Coordinated Entry System (CES) which was created to ensure consistent approaches for access to, and delivery of, services in Los Angeles County. Therefore, Housing Navigation must work in collaboration with the Coordinated Entry System (CES), and in coordination with the other Program components, including but not limited to: Outreach, Crisis Housing, Bridge Housing, Rapid Re-Housing, and/or Permanent Supportive Housing.

3. **Los Angeles Continuum of Care Homeless Management Information System (LA CoC HMIS):** HMIS is a HUD-mandated information technology system that is designed to capture client-level information over time, on the characteristics and service needs of homeless persons. Client data is maintained on a central server, which will contain all client information in an encrypted state. HMIS integrates data from all homeless service providers and organizations in the community and captures basic descriptive information on every person served.
Participation in LA CoC HMIS allows organizations to share information with other Participating Organizations to create a more coordinated and effective delivery system.

4. All programs operating in the LA Continuum of Care (CoC) must operate with a Housing First, Harm Reduction, Low Barrier and Trauma-Informed Care approach. Please see LAHSA Program Standards for more detailed definition of these terms.

ELIGIBILITY FOR SERVICES

5. **Population Served:** Program sites are reserved for specific populations to be served. Please see Appendix I for population specific details.

6. **Homeless Status:** Individuals or households must be determined to be homeless (Categories 1 or 4) according to Department of Urban and Development (HUD)’s Final Rule on “Defining Homeless” (24.CFR parts 91, 576 and 578), and living in a vehicle at the time of enrollment. Please see Appendix I for further guidance.

   6.1 Contractor will be responsible for documenting the determination of the participant’s homeless status utilizing the LAHSA Approved LA-CoC Homeless Certification forms.

   6.2 Contractor will be responsible for obtaining the LAC CoC Homeless Certification forms from any referring agency.

   6.3 All documentation is required to be placed in the participant master file.

   6.4 Contractor must document the participant’s homeless status in the Homeless Management Information System (HMIS).

7. **Vehicle Requirements:** Contractor must ensure all vehicles in Safe Parking program parking lots abide by the vehicle requirements set forth by City owned lots or privately-owned lots. Please see Appendix II for requirement on City/County of Los Angeles parking lots and privately-owned parking lots.

   7.1 Contractor must ensure the vehicle is operable.

   7.2 Contractor must ensure the participant has a valid driver’s license to operate a vehicle.

   7.3 Contractor will be responsible for obtaining the valid current automobile registration or be assisted to seek registration beginning at program entry. See Appendix II

   7.4 Contractor will be responsible for obtaining the valid current insurance meeting state-mandated minimums or be assisted to seek one beginning at program entry. See Appendix II

8. **CES Triage Tool:** Contractor must utilize the population-appropriate LA County CES Triage Tool to determine eligibility for and connection to the appropriate housing intervention. Before completing the population-appropriate tool, Contractor must check participant’s CES record in the Homeless Management Information System (HMIS) for a previous result. If there is no record of an existing CES triage result in HMIS, Contractor must complete the appropriate and most recent version of the CES Triage Tool. If the participant has a previous CES triage tool result in HMIS, an additional triage tool should not be administered unless the staff believe the result of the score does not reflect the participant’s acuity. Please see LAHSA Interim Guidance document “Interim Guidance: Updating And Correcting Population-Appropriate CES Triage Tool Scores”, found in the LAHSA document library.
LA County CES-approved triage tools include:
8.1.1 CES Survey Packet for Adults, VI-SPDAT
8.1.2 VI-FSPDAT for Families with children
8.1.3 Next Step Tool for Youth.

The triage tools must be administered in an office setting or in the field, by staff who have completed training required by the LA CoC.

Must be administered in a place that allows the participant needed privacy for answering the question.

CES PARTICIPATION

9. **CES Participation**: Safe Parking programs are an integral part of the Coordinated Entry System (CES) which was created to ensure a consistent approach to access and delivery of services in Los Angeles County. Therefore, Safe Parking Programs must work in collaboration with the CES. Safe Parking programs should fit seamlessly with the other Program components: Outreach, Interim Housing, Housing Navigation, Access Centers, Drop-In Centers and Day Shelters, persons exiting Transitional Housing and Rapid Re-Housing or Permanent Supportive Housing.

IDENTIFYING PARTICIPANTS

10. Contractor must identify new participants through participation in the Coordinated Entry System (CES), general community referrals, and the Centralized Referral System (CRS).

10.1 Contractor must participate in CES Case Conferencing/Case Coordination meetings to identify eligible participants.

10.2 Contractor must work collaboratively with CES Regional Coordinator, Outreach Coordinator, Outreach Team, CES Matcher to identify eligible participants.

10.3 Contractor must prioritize referrals from Outreach Coordinators/Outreach Teams, CES Housing Navigators, CES Regional Coordinators/Matchers, or other partners, as directed by LAHSA. Contractor must reserve a portion of space parking spaces for certain partners, in a manner to be further specified by LAHSA.

10.4 Other referrals may be generated from:
   10.4.1 Non-County funded outreach workers and service providers
   10.4.2 Domestic Violence Providers
   10.4.3 First Responders
   10.4.4 Faith Based Service Providers
   10.4.5 Los Angeles County Health Agency
   10.4.6 Health care providers
   10.4.7 211
   10.4.8 Constituent referrals from local and regional government

11. Contractors must not screen out participants or deny referrals based on any of the following criteria:
   11.1 Lack of income;
11.2 The presence or perceived presence of mental health issues, physical health issues, disabilities or other psychosocial challenges;
11.3 Criminal background;
11.4 Any other criteria though to predict challenges/barriers to long-term stability

12. **Domestic Violence**: Participants who identify as actively fleeing a domestic violence situation must be offered an immediate connection with and provided placement into a domestic violence shelter (at the request of the participant) at a confidential location to ensure the safety and well-being of the Participant, if that is their choice.

12.1 Contractors are also required to work collaboratively with domestic violence shelters to ensure that services are made available to eligible participants participating in the domestic violence system.

13. **Youth**: If a member of the household requesting access to the Safe Parking Program is between the ages of eighteen (18) and twenty-one (21), as a part of the assessment process, Contractor shall complete and submit an Independent Living Program (ILP) Eligibility Verification Form to the Department of Children and Family Services (DCFS) to determine if the youth is eligible for ILP. Participants screened as eligible for ILP shall be encouraged to use ILP housing and resources.

**CENTRALIZED REFERRAL SYSTEM**

14. **Centralized Referral System (CRS)**: The Centralized Referral System is a collaboration between LAHSA and the Los Angeles County Health Agency (Department of Health Services, Mental Health and Public Health) to coordinate interim housing resources. CRS will help facilitate successful referrals to the appropriate interim housing provider. CRS will be managed by Interim Housing Placement Coordinators at LAHSA, DHS, DMH and DPH. The Placement Coordinators will work closely with all Contractors to provide referrals based on eligibility, prioritization and bed availability.

14.1 Upon completion of CRS, Contractor must be prepared to receive and accept referrals for Safe Parking from the LAHSA Crisis and Bridge Housing Placement Coordinator and/or designated Los Angeles County Health Agency (Department of Health Services, Mental Health and Public Health) Placement Coordinators, as well as from the CES Lead agency and/or CES Matcher.

14.2 When the system utilizes HMIS for referrals, Contractor must participate in this practice.

14.3 Upon implementation of Centralized Referral System, Contractor must be prepared to receive and accept referrals for Safe Parking from Los Angeles County Health Agency (Departments of Health Services, Mental Health, and Public Health), as well as from the Coordinated Entry System.

14.4 Guidance on how to incorporate this practice will be provided by LAHSA before implementation.

**SERVICES AND ACTIVITIES**

15. **Diversion Screening**: All applicants to the program must be screened for diversion to determine if it is possible for them to access other housing options and remained housed or be rehoused temporarily or permanently instead of utilizing Safe Parking program services.
15.1 **Diversion:** The first conversation upon entry should be to assess for the possibility of Diversion so as to assist the person to self-resolve the housing crisis and/or make reasonable effort to possibly re-connect with supportive family and/or friends who could temporarily house the participant rather than reside in the Safe Parking Program. If resources are needed to successfully divert a person from entry into the homelessness system, a referral should be made to a Diversion/Prevention program (when available).

16. Contractors are to serve all eligible participants with a Housing First approach. Participants will not be rejected or exited from participation in Safe Parking program due to any unnecessary barriers such as sobriety, income, mental health needs, disabilities, or due to being generally considered “difficult to work with”.

17. Contractors providing Safe Parking Program for Vehicle Dwellers are funded for and shall provide the following services directly to participants participating in the program:

   17.1 Program Intake  
   17.2 CES Assessment  
   17.3 Temporary overnight parking  
   17.4 Sanitation  
   17.5 Case Management  
   17.6 Housing Navigation  
   17.7 Financial Assistance

18. **Program Intake:** Contractor is required to complete a program intake on all participants who participate in the Safe Parking Program.

   18.1 Upon entry to the Safe Parking Program, Contractor must complete a HMIS program intake.

   18.2 Contractor shall allow for intake of new participants at least 5 days a week during regular business hours, and it is recommended that providers accommodate employed participants by offering alternate scheduling for program intake.

   18.2 Contractor shall complete a full intake within 24 hours of program enrollment and enter it into HMIS.

   18.3 Parking space assignments must be entered into HMIS when the participant is assigned a space and enrolled in the program.

   18.4 Contractor must complete the intake into HMIS twice a day to ensure real time tracking of open spaces.

**PARKING PLACARDS**

19. **Temporary permitted overnight parking spaces** for households experiencing homelessness allows these households to stay in their vehicles with sanitation, security and access to support services.

   19.1 Participants shall receive parking placards which allow parking in designated program lots or in designated street segments as established by the City/County of Los Angeles Department of City Planning.

   19.2 Upon entry to the program, Contractor will provide participant with a monthly parking placard.
19.3 All parking placards are renewed monthly. Contractor will meet with the participant to issue a new monthly parking placard.

**CASE MANAGEMENT**

20. **Case Management and Support Services**: Housing-Focused Case Management Services are provided by Safe Parking staff to assist participants in moving forward in accessing permanent housing through an eventual referral to a housing program (such as RRH, Permanent Supportive Housing, affordable housing, etc.). The primary objective of housing-focused case management/support services is to extend support to participants, through an individualized case management relationship, that will ultimately translate to increased housing stability. This includes but is not limited to: support with completing housing applications, accompaniment to housing appointments and/or leasing appointments, and other support associated with the housing placement process. The following are key components of Safe Parking with Case Management:

20.1 Implementation of diversion (problem solving) strategies at initial point of contact to help participants avoid entering the homeless system.

20.2 Program enrollment and collection of documentation to establish eligibility for participation in Safe Parking.

20.3 Documentation of services provided, and referrals made through HMIS.

20.4 Client CES Assessment and Enrollment

20.5 Connection to SPA CES Lead and other resources.

20.6 Use of motivational interviewing and problem-solving strategies to help clients obtain permanent housing as quickly as possible.

20.7 Contractor must provide housing-focused case management that is offered in accordance with Housing First and Trauma Informed Care principles, to assist the participant either to self-resolve the housing crisis and/or be connected to a permanent housing provider. Case Management should make rapid connections to a broad continuum of resources and permanent housing, emphasizing a short-term stay in the Safe Parking.

20.8 Case Management services are voluntary and client-centered and it is the responsibility of the Contractor to attempt to make the offer of these services as engaging as possible to support the participants.

20.9 **Case Management Ratio**: Contractors are recommended to maintain a ratio of approximately one (1) to every twenty-five (25) Participants for optimal service delivery.

20.9.1 Caseloads should be determined through consultation between line and supervisory staff while examining the level of acuity/need, the amount of contact that is needed to successfully engage the household, and the length of time needed to meet participants where they reside.

20.10 Housing-focused case management sessions shall be dedicated to assessing and reassessing needs, educating participants on community resource opportunities, developing Housing Stability Plans, scheduling appointments, and providing necessarily follow up to ensure housing stability plans are progressing on schedule and needs are adequately being addressed.
20.11 If the parking program reaches capacity, case management services may be offered to participants on waitlist for parking placards/permits, even if parking spaces are not currently available.

20.12 Case management must be conducted on a regular basis and contractor must routinely document the content and outcome of case management meetings with participants in HMIS case notes.

20.13 Contractors may designate case management space at the site or at another site (program or administrative) that is reasonably close and easily accessible by program participants.

**HOUSING STABILITY PLAN**

21. **Housing Stability Plan:** Following intake and assessment, Case Managers must develop a Housing Stability Plan in coordination with the participant for any participant that is not yet linked to a housing provider or Housing Navigator. The Housing Stability Plan will be the road map of services that are needed and to be provided, actions that need to be taken (by both staff and the participant) and referrals that need to be made. Housing Plans summarize the participant’s goals, and immediate action steps toward those goals. The Plans are updated as the person’s situation changes, and steps are completed or revised. People in crisis experience varying levels of stress overload and may be unaware of the impacts on their ability to make or carry out plans, control emotions or recall information. They may agree to goal plans but be unable to carry them out. Accordingly, staff must avoid plans that include many action steps or require people to rapidly acquire new knowledge or skills or make significant or simultaneous behavior changes. Progress and problems implementing the plan should be reviewed and updated frequently.

21.1 The Housing Stability Plan should be considered the participant’s plan and should be signed by the participant as it is developed and updated.

21.2 Once the Housing Stability Plan is completed, the contractor must record the date of completion in HMIS.

21.3 Case Managers must complete a Monthly Update with the participant to assess progress towards achieving the goals defined in the Housing Stability Plan.

21.4 Contractors must track all services and financial assistance provided to participants in HMIS with the goal of the participant achieving housing stability and sustainability upon exit from the program.

21.5 Contractor must assist participants with a range of funded and leveraged activities that address the stated goals of the participant in the Housing Stability Plan, including but not limited to:

- 21.5.1 Accessing personal identification (this is critical for a quick referral to permanent housing)
- 21.5.2 Diversion and Prevention Assistance
- 21.5.3 Accessing certification of the current income (this is critical for quick referral to permanent housing)
- 21.5.4 Mainstream Benefits
- 21.5.5 Substance Abuse services
- 21.5.6 Mental Health and Health Services
- 21.5.7 Vocational Services
- 21.5.8 Educational Supports
- 21.5.9 Legal Services
- 21.5.10 Life Skills Development
21.5.11 Independent Living Program
21.5.12 Rapid Re-Housing Program
21.5.13 Housing Navigation assistance
21.5.14 CoC Permanent Supportive Housing
21.5.15 LA County Department of Health Services, Housing for Health or Housing and Jobs Collaborative
21.5.16 LA County Department of Mental Health, Countywide Benefits Entitlement Service Assistance Program
21.5.17 Veterans Administration housing programs
21.5.18 Housing Opportunities for Persons with Aids (HOPWA) housing

22. **Housing Navigation**

22.1 Contractor will work with participants and staff to facilitate appointments with Housing Navigators and Housing Matchers for those participants who have been prioritized by CES for matching to permanent housing.

22.2 Contractor must be willing to collaborate with and allow Housing Navigators from outside agencies to provide case management services to program participants.

22.3 Case management services will be carefully coordinated between the Safe Parking Program and Housing Navigators to ensure coordinated and useful provision of services.

**FINANCIAL ASSISTANCE**

23. Contractor will not provide financial assistance directly to any program participant, rather will ensure financial assistance is paid directly to the Department of Motor Vehicles (DMV), Insurance Company, Smog Check Station or Automobile repair company.

24. Eligible categories of financial assistance and guidance can be found in Appendix III.

24.1 Contractor must monitor and coordinate the use and disbursement of financial assistance. This includes timely and accurate data entry in the HMIS, documentation of financial expenditures in HMIS.

24.2 Contractor must ensure receipt of all financial assistance payments that are made to support the participant’s needs are in the participant’s master file. See Appendix III for further guidance on required documentation.

**LENGTH OF ENROLLMENT**

25. Participants must follow program rules while enrolled in the Safe Parking program. See Exhibit A

26. Eligible participants will be granted a monthly permit for Safe Parking in program lot(s).

26.1 Participants may renew their permits at discretion of Contractor/Service Provider.

26.2 Participants will request renewal through assigned contractor.

26.3 Participants actively engaged in program and services must be granted parking permit renewal. Participants that have not engaged in housing search and location activities, may be exited from the Safe Parking program.
26.4 Upon granting permit renewal Contractor must:

26.4.1 Document the reason(s) for the extension of time. This documentation must reference the pertinent goals outlined in participant’s Housing Stability Plan.

26.4.2 If connected to a housing resource or intervention, identify that stable housing or other temporary housing program the participant is waiting to access.

27. While maintaining a census of filled parking spaces is a priority, participants who miss check-in for three (3) consecutive nights without notice of their absence and does not reappear for the fourth night may be exited from their Safe Parking space to allow that space to be used by a new participant. If the participant returns for services after being exited, efforts must be made to address the participant’s needs and re-enroll into Safe Parking Program.

28. Contractor may exit participant from enrollment in Safe Parking when the following conditions are met:

28.1 Participant is successfully placed into permanent housing.

28.2 Participant relocates outside of Los Angeles County.

28.3 Reunification services are utilized or the participant self-resolves the housing crisis.

28.4 Participant is deemed a risk to the safety of the contractor’s staff.

28.5 Participant will be hospitalized or incarcerated for seven (7) days or more.

29. Contractor may re-enroll participants that have been exited due to unapproved absences.

30. Contractor must complete an Exit Plan for all participants.

30.1 Exit Plans for participants not entering Permanent Housing placement should include referrals and linkages to other resources, with a warm hand-off provided by Contractor where possible.

30.2 Exits must be entered into HMIS and indicate where the Participant has “exited to”. “Unknown destination” entries in HMIS are to be discouraged.

PARTICIPANT MASTER FILE

31. Contractor must maintain a file for each participant that contains the following, but not limited to:

31.1 Program Participation Agreement

31.2 Grievance Procedures Acknowledgement Form

31.3 LA CoC Homeless Certification Form (See Appendix I)

31.4 Form 1119 - Consent to Share Protected Personal Information

31.5 Form 1125 – HMIS Intake and Enrollment

31.6 Valid Driver’s License for Participant (See Appendix I) & valid identification for other household members

31.7 Valid Vehicle Registration (See Appendix II)

31.8 Valid Automobile Insurance (See Appendix II)

31.9 Proof of Income OR Form 1087 – Self Declaration of Income / No Income Form

31.10 Form 1186 - Housing Stability Plan

31.11 Form 1082 - Monthly update

31.12 HMIS Report [CLNT-106] Client Service Notes (updated monthly)

Updated 4/12/19
31.13 HMIS Report [CLNT-101] Case Notes (updated monthly)
31.14 Documentation of assisting the participant in gathering verification of income, homeless history and identification to help them move quickly into housing.
31.15 Copies of rental applications or other documents showing the effort that was done to get the person into housing.
31.16 Financial Assistance receipts and documentation (if applicable)
31.17 Form 1156 – HMIS Update and Annual Assessment
31.18 Form 1126 – HMIS Exit
31.19 Form 1081 - Exit Summary

FACILITIES AND OPERATIONS

32. Types of Sites: Programs can be located at privately-owned (e.g. churches or businesses) or publicly-owned lots.

33. Spacing between Spots: A minimum of one car space that is 9’ in width if serving individuals, and a minimum of two car spaces (each being 9’ in width) if serving families, between program spots to give participants privacy and reduce possibility of conflict between participants.

34. Bathrooms and Sanitation: Program site should provide trash receptacles that are accessible for use by participants during operating hours. Programs should also provide portable restrooms and hand washing stations or grant access to permanent facilities on site for use by participants. Programs must offer a minimum of 1 toilet and 1 sink per 20 participants.

35. Graywater/Blackwater Disposal: Programs may provide assistance for Recreational Vehicle users to safely dispose of waste water at approved locations. Unless proper facilities exist at the Program location, no disposal of graywater/blackwater is permitted by participants on or around the lot.

36. Contractor may provide vouchers/assistance for no-cost Recreational Vehicle wastewater dumping.

37. Contractor shall procure all applicable licenses or permits necessary to meet the code regulations required to operate the Program funded under this Agreement.

38. Health and Safety:

38.1 Clean and Safe Facilities: Contractor shall ensure that the Safe Parking facility meet all local State, and federal health and safety requirements. Contractors must ensure that all Safe Parking service sites, including supportive services sites are maintained in a clean, sanitary healthful condition and are otherwise safe for their intended or actual use. Failure to do so will be considered a material breach of this contract and will result in LAHSA taking remedial actions up to and including termination of this Agreement.

38.2 Inspections: Authorized representatives of City, County, and LAHSA agencies shall have the right to monitor and conduct on-site inspections at any Subcontractors’ site(s) that house and provide Safe Parking services to homeless individuals. The City, County, and LAHSA reserve the right to conduct unannounced site visits, as deemed necessary.

38.3 Safe Parking location shall be adequately lit.
38.4  **Health and Fire Inspections:** Contractor understands and agrees that City/County may have the appropriate Department of Public Health or Fire (Los Angeles County or jurisdictional city) inspect the Contract service sites, including Safe Parking and supportive service sites, as often as once every three months or upon receipt of a complaint to determine if the facility is sanitary, healthful, and otherwise safe for its intended or actual use.

38.4.1 Contractor shall be provided with a written report as to the conditions at the facility and shall either correct any and all deficiencies within thirty (30) calendar days of receipt of the report or may request an extension of time from the appropriate Public Health or Fire Department to make such corrections.

38.4.2 Contractor shall forward a copy of the Health or Fire Department’s response to LAHSA. Failure to permit inspection or cure the defect(s) in a timely manner will be considered a material breach of this contract and will result in LAHSA taking remedial actions up to and including termination of this Agreement.

39. **Program Rules and Regulations:** Safe Parking Program rules will be enforced by Contractor. A listing of all applicable Safe Parking program rules can be found as an exhibit to this Scope of Required Services. LAHSA reserves the right to review and approve program rules at any time throughout the duration of the contract.

40. Safe Parking shall be provided FREE of charge to all participants.

**CONTRACTOR OBLIGATIONS**

41. See LAHSA Program Standards for a detailed list of Contractor obligations.
## APPENDIX I: Safe Parking Eligibility

<table>
<thead>
<tr>
<th>Population Defined</th>
<th>Individuals</th>
<th>Families</th>
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<tbody>
<tr>
<td>Population</td>
<td>Individuals over the age of 18</td>
<td>• Families are households consisting of one or more minor children (17 or under) in the legal custody of one or two adults who are living together and working cooperatively to care for the children.</td>
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<td></td>
<td><strong>Youth:</strong> Individuals who are between the age of 18-24 or if under the age of 18 must be legally emancipated.</td>
<td>• This includes both 2-parent and 1-parent families, including those with same sex partners, families with intergenerational or extended family members, unmarried couples with children, families that contain adults who are not the biological parents of the children, and other family configurations.</td>
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<tr>
<td>Participant Driver’s License and household members’ identification</td>
<td>Participants are required to have a driver’s license. Participant driver’s license is required but not necessary for program enrollment/intake if the license is lost and must need to be replaced. If lost, Contractor must work with participant to assist the participant in obtaining a driver’s license. Safe Parking providers must work to obtain valid identification for all household members while they are in the Safe Parking program. Valid identification is not necessary at enrollment/intake for household members.</td>
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<tr>
<td>Homeless Status</td>
<td>Participants must be determined to be homeless (Categories 1 &amp; 4) per United States Department of Housing and Urban Development (HUD)’s final rule on “defining homeless” (24 CFR Part 578) AND living in their vehicle.</td>
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<td><strong>Category 1:</strong> Literal Homeless- An individual or family who lacks a fixed, regular, and adequate nighttime residence, which includes one of the following:</td>
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<td>i. Has primary nighttime residence that is a public or private place not meant for human habitation. Examples include street, park, vehicle, abandoned building, bus/train station, airport, camping ground);</td>
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<td></td>
<td>ii. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (Emergency shelter, transitional housing, motel/motel paid by government or charitable organization); or</td>
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<td></td>
<td>iii. Exiting an institution where (s)he has resided for 90 days or less AND were residing in an emergency shelter or place not meant for human habitation immediately before entering institution. Examples of Institutions include a medical hospital, psychiatric hospital, jail, prison, substance abuse treatment facility, and dependent care facility.</td>
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<td><strong>Category 4:</strong> Individuals/families fleeing or attempting to flee domestic violence, dating violence, violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member and includes ALL of the following:</td>
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<td></td>
<td>i. Have no identified residence, resources or support networks; <strong>AND</strong></td>
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<td></td>
<td>ii. Lack the resources and support networks needed to obtain other permanent housing.</td>
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<tr>
<td>The LA CoC Homeless Certification Forms</td>
<td>Participants who meet HUD Category 1 &amp; 4 must have their Homeless status documented using the LA CoC Homeless Certification forms and follow prescribed LAHSA Homeless Status documentation standards. Upon being presented with a request for services, Safe Parking Programs must run the participant’s HMIS CLNT -127 Homeless Status Timeline report for the prior three years from Program Entry. They must use the information in the report to identify the appropriate LA CoC</td>
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</table>
Homeless Certification Form needed to document the participant’s current homelessness and use the information to make necessary referrals.

The LA CoC Homeless Certification forms include the following:

- Observation of Homeless Status Form- Form 2199
- Third Party Verification of Homeless Status Form-Form 1444
- Self-Certification of Homeless Status Form- Form 1448

The LA CoC Homeless Certification Form that should be used will depend on the participant’s housing situation the night prior to Program Entry. Participants should not be turned away because they are unable to provide third-party documentation of homelessness.

If Safe Parking Programs with Light Touch Case Management is unable establish a participant’s current homelessness using the LA CoC Homeless Certification Forms at Program Entry, they may complete an Observation of Homeless Status Form -Form 2199 to enroll the participant in the Safe Parking Program.

The LA CoC Homeless Certification form must be uploaded to HMIS in the file upload tab in the program profile.

<table>
<thead>
<tr>
<th>Population Appropriate CES Triage Tool</th>
<th>The Safe Parking population specific site will determine what appropriate CES Triage Tool to use.</th>
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<tbody>
<tr>
<td></td>
<td>• CES Survey Packet for Youth (Formerly called Next Step Tool for Youth)</td>
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<td>• CES Survey Packet for Adults</td>
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<td></td>
<td>• VI-FSPDAT for Families with Children</td>
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**Note:** Must be completed and entered into HMIS within three (3) business days of program enrollment, if not previously administered.

<table>
<thead>
<tr>
<th>Ongoing Need</th>
<th>Participant continues to demonstrate they need the Safe Parking Program monthly. Monthly Parking Placards are renewed based on program requirements.</th>
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</thead>
</table>

| Geography    | Must be a current resident of the County of Los Angeles. If the participant reports they were residing the night before within the County of Los Angeles, the night before assessment they would be considered a current resident of the County of Los Angeles. |

| Unaccompanied Minors | Unaccompanied Minors are not eligible for enrollment or services in programs that serve adults. An exemption exists for unaccompanied minors who are legally emancipated. |
### APPENDIX II: Vehicle Requirements

<table>
<thead>
<tr>
<th><strong>Vehicle Requirements</strong></th>
<th><strong>Contractor Obligation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant vehicle must be operable.</td>
<td>Contractor must ensure they abide by the City/County of Los Angeles Owned parking lot guidelines.</td>
</tr>
<tr>
<td>Participant vehicle must have valid current insurance meeting state-mandated minimums or be assisted to seek one beginning at program entry. Copy of automobile insurance must be placed in the participant’s master file.</td>
<td>Contractor must ensure they abide by the privately-owned parking lot guidelines.</td>
</tr>
<tr>
<td>Minimum liability coverage for private passenger vehicles are as listed below, pursuant to California Insurance Code §11580.1b:</td>
<td></td>
</tr>
<tr>
<td>- $15,000 for injury/death to one person.</td>
<td></td>
</tr>
<tr>
<td>- $30,000 for injury/death to more than one person.</td>
<td></td>
</tr>
<tr>
<td>- $5,000 for damage to property.</td>
<td></td>
</tr>
<tr>
<td>Participant’s vehicle must have valid current vehicle registration or be assisted to seek registration beginning at program entry. Copy of automobile registration must be placed in the participant’s master file.</td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX III: Financial Assistance For all Populations

<table>
<thead>
<tr>
<th>Financial Assistance</th>
<th>Guidance</th>
<th>Participant’s File</th>
</tr>
</thead>
</table>
| **State Minimum Insurance**           | Contractor must ensure the insurance meets the State-mandated minimum liability coverage for participant/vehicle operator referenced in the Appendix II. The payment must be made directly to the auto insurance company. | **State Minimum Insurance:**  
  - Photocopy of proof of auto insurance  
  - Receipt of auto insurance purchase. |
| **Driver’s License**                  | To obtain or renew valid vehicle operator’s license for participant head of household/vehicle owner. The payment must be made directly to the Department of Motor Vehicles (DMV).                             | **Driver’s License:**  
  - Receipt of payment from California Department of Motor Vehicles. |
| **Vehicle Registration Fees**         | **Vehicle Registration:**  
  - To obtain or renew valid vehicle registration and license plates for participant vehicle. The payment must be made directly to the Department of Motor Vehicle (DMV).  
  **Smog Check:**  
  - For vehicles requiring smog check and repairs in order to obtain valid California registration. The payment must be made directly to the Smog Check Certification Station. | **Vehicle Registration:**  
  - Photocopy of current auto vehicle registration  
  - Receipt of payment from California Department of Motor Vehicles  
  **Smog Check:**  
  - Photocopy of smog certification  
  - Receipt of payment from licensed Test and/or Repair smog certification facility. |
| **Automobile Repair**                 | The payment must be made directly to the Auto Repair company. A total of $500.00 can be spent for automobile repairs per automobile.                                                                       | **Automobile Repair:**  
  - Receipt of automobile repairs from an auto repair company. |
| **IRS Compliance**                    | Contractor must comply with IRS rules reporting payments to independent contractors. See IRS guidance [https://www.irs.gov/businesses/small-businesses-self-employed/reporting-payments-to-independent-contractors](https://www.irs.gov/businesses/small-businesses-self-employed/reporting-payments-to-independent-contractors) | No documentation needed in participant’s file, but the agency must be able to show they are complying with IRS requirements. |
The Safe Parking Program for Vehicle Dwellers provides a safe and stable environment and supportive services for households experiencing homelessness living in their vehicles for overnight stays. The following rules must be followed to promote a safe environment for all households participating in the Safe Parking Program. Failure to comply with the following rules could result in termination from the program.

1. No weapons of any kind are permitted on the safe parking facility.
2. Alcohol and/or drugs on the property are not permitted.
3. Acts of physical violence, assaultive behavior and/or verbally threatening to physically harm a staff or participants in the program will result in immediate termination from the program.
4. Urinating, defecating, or dumping of RV waste on the property are not permitted. Participants must always utilize appropriate facilities to properly dispose of any bodily waste or waste materials.
5. Participants are prohibited from using camping tarps or camping equipment beyond the top of the vehicle.
6. Participants are prohibited from cooking outside their vehicle or in the safe parking facility.
7. Participants must keep their area tidy and free from trash and debris.
8. Participants are not permitted to have loud music.
9. Participants must adhere to the program entrance and exit hours.
10. Participants must always take care of animals belonging to them. This includes the following: Ensuring all animal waste is picked up immediately and disposed of properly; Ensuring animals are not left unattended; and ensuring animals that are outside of the vehicle have a leash at all times.
11. Participants who are enrolled in the program are the only ones permitted to stay in the safe parking facility. No guests outside the participant household are permitted to stay in the vehicle overnight.
12. Participant is not permitted to shower or bath in sinks.
13. Participant is allowed one vehicle per household.
14. Participant is not permitted to use utility or water services on the facility unless it is granted by the Safe Parking program management.
15. Participants must respect the privacy of all program participants, surrounding neighbors and their property.
16. Parking lot owner or operator cannot be held liable for damages caused by a third party to the parked vehicle or its occupants.