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 provides light touch case management and supportive services to participants experiencing homelessness, with a focus on those who cannot navigate the homeless system without assistance. The focus of Safe Parking 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.

DEFINITIONS

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

2. **Diversion** is a strategy that prevents homelessness at the front door of the homeless response system by helping people identify immediate alternative housing arrangements and if, necessary, connecting them with services and financial assistance to help them return to permanent housing. All contractors within the Los Angeles County Coordinated Entry System, including Safe Parking program contractors, must incorporate Diversion practices into program design and program operations.

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 (HUD Categories 1 or 4) according to U.S. Department of Housing and Urban 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 LAC-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.

   8.1 LA County CES-approved triage tools include:

   8.1.1 CES Survey for Youth (formerly called the Next Step Tool)

   8.1.2 CES Survey Packet for Adults, VI-SPDAT

   8.1.3 VI-FSPDAT for Families with children

   8.2 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.

Updated 4/12/19
8.3 Must be administered in a place that allows the participant needed privacy for answering the questions.

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), outreach, and referrals.

10.1 Contractor must work collaboratively with SPA CES Regional Coordinator, SPA Outreach Coordinators, Outreach Teams, and the CES Matcher to identify eligible participants.

10.2 Contractor must participate in CES Case Conferencing/Case Coordination meetings in each SPA where Contractor’s Safe Parking Program is located to identify eligible participants.

10.3 Contractor must prioritize referrals from the CES Regional Coordinators/Matchers, CES Outreach Coordinators/Outreach Teams, Housing Navigators, 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 domestic violence, dating violence, human trafficking or other dangerous life-threatening condition that relates to violence against the individual or family
member 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.

**SERVICES AND ACTIVITIES**

14. Contractors providing Safe Parking program services and assistance must provide those services specifically needed by, and requested by, each participant. Safe Parking program services are provided either directly by Contractor or through subcontracted service arrangements. Each participant must be uniquely assessed for the types of services needed.

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 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. **Direct Support Services:** Contractors providing Safe Parking Program for Vehicle Dwellers w/ light touch case management are funded for and shall provide the following services directly to participants participating in the program:

16.1 Temporary overnight parking
16.2 Security
16.3 Sanitation (Restrooms)
16.4 Program Intake
16.5 CES Assessment
16.6 Light Touch Case Management, as requested

17. **Eligibility Screening:** Contractor is required to complete an eligibility screening to ensure the participants meets program eligibility for services. Verification of homeless status and vehicle requirements per **Appendix II** must be obtained at the time of screening to confirm eligibility.

18. **Participant Guideline Agreement:** All Contractors must provide participants with a Program Participation Guideline Agreement that documents a mutual understanding of program expectations between the Contractor and participant while enrolled in the program. The form must be signed, dated and placed in the participant’s master file.

19. **Grievance Procedure Acknowledgement Form:** All Contractors must provide participants with a Grievance Procedure Acknowledgement form that documents the Contractor has reviewed the
Grievance Procedure with the participant and provided them with a copy of the Grievance Procedure. The form must be signed, dated and placed in the participant’s master file.

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

20.1 Upon entry to the Safe Parking Program, Contractor shall complete a HMIS intake within 24 hours of admission into the program and enter the information into HMIS.

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

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

**LIGHT TOUCH CASE MANAGEMENT**

21. **Light Touch Case Management Services** is provided by the Safe Parking program staff to assist participants in accessing interim housing and permanent housing through referrals to programs. Light Touch Case management is inclusive of educating participants on community resource opportunities, providing linkage and referrals to community-based services and/or in-house resources, and assisting with scheduling appointments. The linkages, referrals and services provided should be recorded in HMIS. The following are key components of Light Touch Case Management Services:

21.1 Implementation of diversion (problem solving) strategies at initial point of contact to help participants avoid entering the homeless system and continuous engagement throughout their participation in Safe Parking to short-term their stay in Safe Parking.

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

21.3 Client CES Assessment and Enrollment.

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

21.7 Light Touch Case Management Services are voluntary and participant-centered. It is the responsibility of the Contractor to make the offer of these services as engaging as possible to support the participants.

21.8 Light Touch Case Management is not required for entry of the program. If a participant requests case management services, the Contractor must make attempts to connect participants to case management and supportive services.

21.9 Contractors must provide Light Touch Case Management that is offered in accordance with Housing First and Trauma-Informed Care principles, to assist the participant either to self-resolve their housing crisis and/or be connected to a permanent housing provider. Light Touch Case Management should make rapid connections to a broad continuum of resources and permanent housing.

21.10 If the participant chooses to participate in Light Touch Case Management Services, the Contractor must strive to meet with the participant. Contractor must document the content and outcome of case management meetings with participants in HMIS case notes.
21.12 Warm hand-offs and linkages to community resources to include but limited to: Housing, medical, benefits, educational, employment, and other resources.

22. Case Management Services: Contractors providing services and assistance must assist participants with services specifically needed and requested by each participant either directly, or through subcontracted service arrangements, or through leveraged partnership with other community partners. Each participant must be uniquely assessed for the types of services needed with a range of funded and leveraged activities that include but not limited to:

22.1 Documentation for free or low-cost state issued Identification card
22.2 Documentation for free or low-cost birth certificate
22.3 Mainstream Benefits (e.g. local DPSS benefits, Social Security benefits, CBEST)
22.4 Substance Abuse Services (e.g. medical detox, sobering center, inpatient treatment, outpatient treatment)
22.5 Mental Health Services (e.g. inpatient treatment, outpatient treatment)
22.6 Health Services (e.g. primary care, public health, TB services or health screenings)
22.7 Educational or Vocational Education Services
22.8 Legal Services
22.9 Employment Services (e.g. Work source Centers)
22.10 Diversion and Prevention Program
22.11 Interim Housing Programs (Crisis Housing, Bridge Housing, Safe Haven)
22.12 Transitional Housing Program
22.13 Rapid Re-Housing Program
22.14 Permanent Supportive Housing and other affordable housing options
22.15 Veteran housing programs: Any participant who identifies as having served in the United States Armed forces must be linked to the housing resources available through agencies funded to provide veteran services. (e.g. Supportive Services for Veterans (SSVF) or Department of Veterans Administration Services-HUD VASH).
22.16 Housing Opportunities for Person with AIDS (HOPWA) housing programs- Any participant who identifies as living with HIV/AIDS must be linked to HOPWA funded housing and supportive services.

PARKING PLACARDS

23. 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.

23.1 Participants shall receive parking placards to place in their vehicle which allow parking in designated program lots.

23.2 Upon entry to the program, Contractor will provide participants with a monthly parking placard.

23.3 All parking placards are renewed monthly. Contractor will meet with the participant to issue a new monthly parking placard.

LENGTH OF ENROLLMENT

24. Participants must follow program participant guidelines while enrolled in the Safe Parking program. See Exhibit A.

25. Eligible participants will be granted a monthly permit for Safe Parking in program lot(s).
25.1 Participants may renew their permits at discretion of Contractor/Service Provider.

25.2 Participants will request renewal through assigned contractor.

25.3 Participants actively engaged in program and services must be granted parking permit renewal.

25.4 Upon granting permit renewal Contractor must:

25.4.1 Document the reason(s) for the extension of time.

26. 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.

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

27.1 Participant is successfully placed into permanent housing.
27.2 Participant is successfully placed into an interim housing program.
27.3 Participant relocates outside of Los Angeles County.
27.4 Reunification services are utilized, or the participant self-resolves the housing crisis.
27.5 Participant is deemed a risk to the safety of the contractor’s staff.
27.6 Participant will be hospitalized or incarcerated for seven (7) days or more.

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

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

29.1 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.

29.2 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

30. Contractor must maintain a file for each participant that contains the following, but not limited to:
30.1 Program Participation Agreement
30.2 Grievance Procedures Acknowledgement Form
30.3 LA CoC Homeless Certification Form (See Appendix I)
30.4 Form 1119 - Consent to Share Protected Personal Information
30.5 Form 1125 – HMIS Intake and Enrollment
30.6 Valid Driver’s License for Participant (See Appendix I) & valid identification for other household members
30.7 Valid Vehicle Registration (See Appendix II)
30.8 Valid Automobile Insurance (See Appendix II)
30.9 Proof of Income OR Form 1087 – Self Declaration of Income / No Income Form
30.10 Form 1186 - Housing Stability Plan
30.11 Form 1082 - Monthly update
30.12 HMIS Report [CLNT-106] Client Service Notes (updated monthly)

Updated 4/12/19
FACILITIES AND OPERATIONS

31. Contractor must operate a clean, safe and well-maintained Safe Parking program for participants experiencing homelessness in a facility located at the Project Address specified in the Program Profile of the Contract.

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.

34.1 Programs should also provide portable restrooms and hand washing stations or grant access to permanent facilities on site for use by participants.

34.2 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.

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

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

36. **Health and Safety:**

36.1 **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.

36.2 **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.

36.3 Safe Parking location shall be adequately lit.
36.4 **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.

36.4.1 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.

36.4.2 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.

**PROGRAM PARTICIPATION GUIDELINES (See Exhibit A)**

37. Contractor must incorporate, as a part of their program, a set of program participation guidelines that serves as protocols for ensuring the safety and security of program participants, as well as program staff.

38. Program participation guidelines must incorporate language to support a Housing First, Low Barrier, Trauma-Informed and Harm Reduction approach.

39. Program participation guidelines must be participant-centered to minimize barriers for program enrollment into a Safe Parking Program space and prevent/minimize exits from the program due to Rule violations.

40. Program participation guidelines should not include any guidelines that are perceived as punitive and/or created beyond standard tenant safety criteria.

41. Program participation guidelines should address safety and security concerns, including any agency policy and procedure for search and seizure of property (search and confiscation of weapons and other contraband).

42. Contractor must create a Program Participation Guideline Agreement Form. Contractor must review the form with the participant. The form must include a participant consent section that is signed and dated by the participant with a witness signature signed by the contractor. Upon signature of the Program Participation Guideline Agreement, the participant is consenting to participate in the program and is certifying that they have read (or have been read) the program guidelines, and that they understand and consent to the expectations regarding abiding by the program guidelines.

43. Program participation guidelines must be made available to LAHSA staff upon request and will be subject to review and approval by LAHSA at any time throughout the duration of the contract.

**CONTRACTOR OBLIGATIONS**

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

45. See LAHSA Program Standards for a detailed description of requirements.

46. Contractor agrees to maintain and make accessible to participants experiencing homelessness, Families and Youth, the services funded and/or required under this Agreement.

Updated 4/12/19
PERSONNEL

47. Contractor must ensure that all staff and volunteers that are contracted to provide services specifically targeted to transition age youth be finger printed and pass a criminal background (Live Scan) check before working/interacting with any youth who are served in the program.

48. Contractor must provide security services by qualified staff to ensure the safety of all participants and staff.

49. Contractor must ensure that staff salaries align with the County of Los Angeles’ living wage ordinance.
## APPENDIX I: Safe Parking Eligibility for Adults, Youth and Families

<table>
<thead>
<tr>
<th>Population Served</th>
<th>Adults: Individuals over the age of 18</th>
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<tbody>
<tr>
<td></td>
<td>Youth: Individuals who are between the age of 18-24 or if under the age of 18 must be legally emancipated.</td>
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<tr>
<td></td>
<td>Family is composed of any of the following below:</td>
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<tr>
<td></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.</td>
</tr>
<tr>
<td></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>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
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</table>

| Participant Driver’s License and Household Members’ Identification | 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. |

| Homeless Status | Participants must be determined to be homeless (Categories 1 & 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. |

**Category 1:** Literal Homeless- An individual or family who lacks a fixed, regular, and adequate nighttime residence, which includes one of the following:

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;  

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  

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.

**Category 4:** 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:  

i. Have no identified residence, resources or support networks; AND  

ii. Lack the resources and support networks needed to obtain other permanent housing.

| The LA CoC Homeless | Participants who meet HUD Category 1 & 4 must have their Homeless status documented using the LA CoC Homeless Certification forms and follow prescribed LAHSA Homeless Status documentation |
| Certification forms | standards. Upon being presented with a request for services, Safe Parking Programs with Light Touch Case Management 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 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. |
| Population Appropriate CES Triage Tool | The Safe Parking population specific site will determine what appropriate CES Triage Tool to use.  
- CES Survey Packet for Youth (Formerly called Next Step Tool for Youth)  
- CES Survey Packet for Adults  
- VI-FSPDAT for Families with Children  
**Note:** Must be completed and entered into HMIS within three (3) business days of program enrollment, if not previously administered. |
| Ongoing Need | Participant continues to demonstrate they are in need of Safe Parking Program on a monthly basis. Monthly Parking Placards are renewed based on program requirements. |
| Geography | Participants 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>Vehicle Requirements</th>
<th>City/County of Los Angeles Owned Parking Lot</th>
<th>Privately Owned Parking Lot</th>
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<tbody>
<tr>
<td></td>
<td>• Participant vehicle must be operable.</td>
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<tr>
<td></td>
<td>• Participant’s vehicle must have valid current automobile registration. Copy of automobile registration must be placed in the participant’s master file.</td>
<td>• Participant’s vehicle must have valid current automobile 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>
</tr>
<tr>
<td></td>
<td>• Participant vehicle must have valid current insurance meeting state-mandated minimums. Copy of automobile insurance must be placed in the participant’s master file.</td>
<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>
</tr>
<tr>
<td></td>
<td>• Minimum liability coverage for private passenger vehicles are as listed below, pursuant to California Insurance Code §11580.1b:</td>
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</tr>
<tr>
<td></td>
<td>• $15,000 for injury/death to one person.</td>
<td>• $15,000 for injury/death to one person.</td>
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<td></td>
<td>• $30,000 for injury/death to more than one person.</td>
<td>• $30,000 for injury/death to more than one person.</td>
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<tr>
<td></td>
<td>• $5,000 for damage to property.</td>
<td>• $5,000 for damage to property.</td>
</tr>
<tr>
<td>Contractor Obligation</td>
<td>Contractor must ensure they abide by the City/County of Los Angeles Owned parking lot guidelines.</td>
<td>Contractor must ensure they abide by the privately-owned parking lot guidelines.</td>
</tr>
</tbody>
</table>
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 guidelines must be followed to promote a safe environment for all households participating in the Safe Parking Program. Failure to comply with the following program participant guidelines may result in a Notice of Noncompliance and can lead to termination if guidelines are not adhered to.

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 depose 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.

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