



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

Date: August 24, 2016

To: Honorable Members of the Homeless Strategy Committee

From:  Miguel A. Santana  
City Administrative Officer

 Sharon M. Tso  
Chief Legislative Analyst

Subject: **STRATEGY 6B - SAFE PARKING PILOT PROGRAM FRAMEWORK**

## SUMMARY

On February 9, 2016, the City adopted a Comprehensive Homeless Strategy (CHS), which includes a series of targeted strategies aimed at addressing the City's growing homelessness crisis. According to the 2016 Homeless Count that was conducted by the Los Angeles Homeless Services Authority (LAHSA), the City has approximately 28,464 homeless individuals on any given night. As stated in Strategy 6B of the CHS, within the City's current homeless population, an often underserved population of the homeless exists which consists of individuals and families who reside within their vehicles as a form of shelter. LAHSA indicates, there are over 3,900 vehicles occupied by the homeless throughout the City.

This report presents the framework for establishing a one-year Safe Parking Pilot Program (SPPP) in the City, which would allow for homeless individuals and families who currently reside in their vehicles to do so legally in designated, non-residential areas in all Council Districts. The 2016-17 Adopted Homeless Budget, included an appropriation of \$770,198 to establish the SPPP and provide mobile showers for the homeless. The SPPP would provide homeless individuals the opportunity to enroll in case management, receive social services, and long-term housing. Additionally, this report provides an overview of the program elements that the Council would need to consider when creating a program. Upon review by the Homeless Strategy Committee, the SPPP Framework will be transmitted to the Homelessness and Poverty Committee (HPC) in response to an HPC instruction (Attachment 1) to staff issued on June 22, 2016 (C.F. 14-1057-S1). The HPC will provide further policy direction with regard to program design and implementation for the SPPP, and upon approval, will be subsequently transmitted to the Council for consideration. Upon Council direction, City staff would finalize guidelines associated with program design and implementation.

## **Background**

Vehicular dwelling for homeless individuals provides a sense of security that often alleviates fears associated with living on the streets overnight or in a shelter with strangers. Currently, under Los Angeles Municipal Code (LAMC) Section 85.02, individuals are prohibited from utilizing vehicles as living quarters either overnight, day-by-day, or otherwise on any City street, or upon any parking lot owned by or under the control of the City. However, as of 2014, the United States Court of Appeals for the Ninth Circuit declared that LAMC Section 85.02 is “unconstitutionally vague” and must be repealed or replaced with a constitutional version. Since the Ninth Circuit’s 2014 ruling, the City has not repealed or replaced LAMC Section 85.02. Therefore, individuals who are currently dwelling within their vehicles are doing so without the threat of enforcement. The SPPP is intended to replace LAMC Section 85.02 and provide homeless individuals and families who currently reside in their vehicles options to legally sleep in their vehicles during designated operating hours and in non-residential areas in all Council Districts.

Several programmatic elements must be taken into consideration under a SPPP, including location of overnight parking, hours of operation, rules and regulations, and criteria for eligible participation. For homeless individuals who are enrolled in the program, there would be three types of designated areas for them to park overnight: non-residential street segments, public lots, and private lots. Participants in the program could also need to have a form of identification on their vehicles that would verify their participation in the program to the appropriate officials. The programmatic aspects that are recommended for development of the SPPP framework are discussed in detail below.

## **PILOT PROGRAM FRAMEWORK ELEMENTS**

### Size/Capacity of Program

At its meeting on June 22, 2016, the HPC recommended a minimum of 75 parking spaces per Council District for the SPPP (C.F. 14-1057-S1). If every Councilmember identified the minimum number of parking spaces, the SPPP would only be able to accommodate 1,125 vehicles, which represents 29 percent of the 3,900 vehicles occupied by the homeless throughout the City. Although the City is not required to accommodate all of the existing vehicles and it is unlikely all 3,900 vehicles would qualify for the SPPP, but upon further evaluation the Council may desire to increase the City’s vehicular capacity for the SPPP and accommodate a greater percentage of potential vehicles. Attachment 2 provides the number of vehicle dwellers from the last Homeless Count in each Council District, as well as, minimum parking space scenarios that could accommodate a higher percentage of the number of existing vehicles.

### Types of Parking Areas/Lots

The Council may wish to consider increasing the minimum number of parking spaces from 75 to, at least, 150 parking spaces per Council District which may be met with a combination of street segments, public lots, and private lots to better accommodate the existing number of homeless individuals living in vehicles. Additionally, all identified areas designated for the SPPP would be at least 500 feet away from schools.

### Street Segments

With a street network comprised of approximately 6,500 centerline miles of streets and 800 centerlines miles of alleys, the City has the largest municipal street system network in the nation. Centerline miles represent the total length of a road from its starting point to its end point. The number and size of the lanes on that road are ignored when calculating its centerline mileage. Centerline mileage provides a more accurate number than lane mileage. For instance, if there are only 50 miles of roadway in a given city but it all consists of four-lane roads the lane mileage will amount to 200 miles, which would be misleading for the purposes of the SPPP. To help alleviate the limited supply of available parking lots (public and private), a SPPP would need to include the City's extensive street segment network in order to meet the high demand of homeless individuals that are currently dwelling within their vehicles.

The Department of Transportation (DOT), Department of City Planning (DCP), and impacted Bureaus within the Department of Public Works could identify appropriate street segments. It is suggested that 21 unique Safe Parking Zones (SPZ) using the LAPD's 21 Community Police Station areas as programmatic boundary lines be identified. Designated SPZs would be located on non-residential streets, which would be identified by the zoning of the surrounding parcels. Attachment 3 illustrates a draft map for the Hollenbeck Community Police Station. Upon the identification of non-residential street segments, the LAPD's Command Staff and Senior Lead Officers (SLOs) from each of the 21 divisions would review and, if necessary, recommend changes to their division's street segments in order to identify areas of concern and minimize potential negative impacts. This would allow LAPD Officers from each respective division to be made aware of the program and provide them the opportunity to monitor participants of the program for compliance. In focusing on non-residential corridors, homeless individuals currently residing in their vehicles would be relocated out of residential neighborhoods to identified SPZs.

Once the available non-residential streets have been reviewed by the LAPD within each of the 21 SPZs, Councilmembers would be able to review and modify the proposed maps, if and only if, the minimum number of parking spaces within the Council District are met. Until a minimum number of spots have been identified per Council District, individuals currently dwelling within their vehicles would be allowed to park in any non-residential area. Designated SPPP street

segments would have posted signs to identify areas participating in the program. Registered participants of the program would be exempt from the designated streets' parking restrictions during the nightly operation of the program, should they apply.

### Public Lots

As part of the City's adopted CHS, City staff are evaluating public lots and land for use as homeless services, facilities, and housing. Within the areas of homeless services and facilities, staff have explored the possibility of using public lots as potential sites for a SPPP. Input from the General Services Department (GSD), DOT, and other departments will be critical to the identification and evaluation of public lots for potential use as a SPPP lot. In order to mitigate potential negative effects to daily operations and revenue, the Council may wish to instruct the DOT, GSD, and others departments as appropriate to evaluate candidate lots for revenue potential, use of the lot by the Film Industry and general community purposes, and parking capacity. Once the lots have been identified, staff would provide each Councilmember with a list of lots that may be considered for the SPPP. Each Council Office would then have an opportunity to evaluate their lists and add lots to the SPPP through a Council Motion.

Once initiated, City staff would determine cost estimates, hours of operation, and the appropriate vehicular capacity per lot specifications. Upon the completion of the evaluation, the Councilmember may choose to notify the surrounding neighborhoods for community input. Ideally, hours of operation would be consistent with all aspects of the SPPP. However, hours of operation may vary on a lot-by-lot basis depending on preexisting hours of operation and usage of the lot. In terms of security for public lots, the City may consider contracting with an outside party that provides security services on a nightly basis. As this may be a costly option, the City can also consider monitoring participation and compliance within these lots through the use of lot monitors which could be supplemented by the LAPD, which could include these lots in their daily routes.

### Private Lots

In addition to the use of public assets, a SPPP may also include private lots and parcels. Private lots for the operation of a SPPP would include, but not be limited to, faith-based organizations and nonprofit agencies. Should private owners of lots choose to participate in the SPPP, they would notify the surrounding communities. Private Lot owners would be given discretion as to their program's requirements for participation, rules and regulations, hours of operation, and operational activities/amenities (i.e. access to or provision of bathrooms). Additionally, the Council could also consider applying the City's Rules and Regulations for the SPPP to private lot operators.

## **Programmatic Hours of Operation**

A SPPP should offer homeless individuals who reside in their vehicles a safe area to legally park on an overnight basis. Safe parking programs in other jurisdictions are operated between nine p.m. and six a.m., but hours of operation for the City's SPPP may vary on a lot-by-lot basis due to circumstances surrounding normal daily use of the lot.

For participants of the program who are using street segments, their vehicles would be exempted from overnight parking restrictions during adopted program hours. However, posted restrictions would apply during non-SPPP hours. Therefore, program participants would need to relocate their vehicles to comply with posted regulations. Similarly, for Safe Parking areas located on public lots, participants would need to leave the lots at posted daily hours in order to allow for the lots to be made available for the original intended use. With regard to private lots, hours of operation would be at the discretion of the private owners.

## **Parking Permit Issuance**

Individuals who are enrolled would be issued parking permits in the form of placards or program stickers to clearly identify participants of the Safe Parking Pilot Program. Parking placards would be issued to participants in the program who are assigned to public or private lots. The placards would be unique for each lot and lots cannot be oversubscribed i.e. the number of placards issued would be less than or equal to the number of parking spaces available. The estimated cost to produce 250 placards similar to DOT's mileage placards is \$240. The actual costs may be higher if the placards are not included with a larger order. Program stickers that adhere to a vehicle's bumper would be issued to all enrollees and exempt the registered vehicle from posted parking requirements/restrictions during program hours on designated street segments in non-residential areas. The average cost for each sticker is less than one dollar and includes an anti-tampering clear plastic film over the sticker to prevent fraud. Issuance of parking permits for the program will be contingent upon status of enrollment into the SPPP (i.e. temporary sticker vs. program enrollee), and will be considered on a case-by-case basis. In order to ensure that potential SPPP participants are homeless, homeless service providers will administer the VI-SPDAT assessment for the Coordinated Entry System (CES) to determine an individual's acuity with regard to homelessness.

Parking permits given to individuals on a temporary basis would be valid for a period of 30-days. Following the initial temporary permit issuance, an additional 30-day extension could be given to the participant at the discretion of the homeless service provider to allow participants to reconcile extenuating circumstances or obstacles that may preclude full program enrollment. Such obstacles may include, but are not limited to, the following:

- Lack of current registration and/or insurance;

- Pending motor vehicle citations or violations; and,
- Incomplete VI-SPDAT assessment.

Upon completion of the necessary requirements as outlined by the draft SPPP Guidelines (Attachment 4), participants would be able to attain full program enrollment. With full program enrollment, participants would have access to case management services and supportive services that could lead to long-term housing. Participants who are fully enrolled in the SPPP would be issued placards and/or stickers that are valid for a period of 90-days, with opportunities for renewal at the discretion of case managers or service providers. This would ensure that participants in the program are in continual contact with their assigned service providers or case managers, and are on the path to stable housing.

### **Program Enforcement, Rules and Regulations**

As a means to ensure participants are within compliance of the program and mitigate negative impacts on the surrounding communities, the SPPP will have a set of rules and regulations that participants would need to comply with in order to remain enrolled with the program. Rules and regulations would ensure that participants of the pilot program are held accountable to both the program and other participants. If a program participant is found to be in violation of the Rules and Regulations, they would have at most three opportunities to remedy the issue. Should a program participant continue to violate the rules and regulation, they will risk termination from the program, have their programmatic privileges revoked, and potentially be subject to violations and citations, as appropriate.

With regard to programmatic operations, areas designated for participation in the pilot program will have assigned, overnight hours of operation. In order to ensure that designated street segments and lots remain operational during their regular business hours, program participants would be required to vacate the designated area for its primary, daily use or risk suspension from the program. Should a program participant park within a designated program area outside of the assigned overnight hours, they would be warned to vacate the area, and then subsequently be subjected to posted restrictions, and potential violations and citations.

Based on our proposed timeline, beginning April 1, 2017, individuals who are dwelling within their vehicles would need to demonstrate that they are:

- 1) Participants of the SPPP by displaying their program stickers and/or placards; and,
- 2) Park in a designated SPZ or their assigned space in a designated lot during the designated overnight hours of operation.

Program participants would be subject to violations and citations, as appropriate, should they be found parking in areas and zones that are not designated for the SPPP.

Enforcement with regard to violations of the SPPP would vary depending on parking area types. For street segments, the Council may wish to consider using law enforcement (LAPD, DOT) for enforcement of the SPPP, as they would be able to incorporate these areas into their regular patrol routes. Signs would be posted to make street segments for the SPPP easily identifiable to law enforcement. As program participants on street segments would have program stickers attached to their vehicle, law enforcement would be able to easily identify individuals who are properly enrolled in the program, as well as, observe their programmatic compliance. For publicly-owned lots, the City may choose to either rely on law enforcement to monitor these lots on their regular patrols, hire a private security contractor, or allow volunteer lot monitors to monitor these lots on a nightly basis. Participants assigned to lots would have parking placards that would be easily identifiable to the monitoring entity. For privately-owned lots, the requirement of security would be at the discretion of the private operator. Participants in privately-owned lots would also have parking placards that are easily identifiable to the operator and/or monitoring entity.

### **Parking Citation Homeless Community Service Program**

Individuals who dwell in their vehicle must have current registration for their vehicle to become a full-time participant of the SPPP. However, pre-existing violations and citations often prevent these individuals from obtaining current registration. In order to help alleviate these issues and ensure participation in the SPPP, DOT has developed a Parking Citation Homeless Community Service Program (PCHCSP) that would permit eligible individuals to perform community service in-lieu of payment of a parking penalty. The California Vehicle Code (CVC) allows the implementation of a community service program for parking citations only through the authorization of the Mayor and Council. The proposed PCHCSP pilot provides a mechanism for homeless individuals, as defined in Title 42 of the Public Health and Welfare Code, who have received a parking citation to perform community service in-lieu of paying the outstanding parking fine. The PCHCSP would build on partnerships between DOT, LAHSA, City Attorney's Office, Council Offices, Mayor's Office, social service agencies, and parking and law enforcement. The goal is to have the PCHCSP pilot implemented in parallel with the SPPP.

Additionally, this program only applies to fines and vehicle citations that have been issued by the City of Los Angeles. Citations issued with regard to life and safety violations do not qualify for the PCHCSP. Once violations and citations have been remedied through this program, vehicle owners would be able to successfully obtain current registration and enroll into the SPPP. Eligibility for participation with the program would be limited to individuals that LAHSA has determined to be homeless through the proper VI-SPDAT assessment.

## **SAFE PARKING PILOT PROGRAM TIMELINE**

### Pre-Implementation - September 1, 2016 to December 31, 2016

August 25, 2016

- HSC meeting, Safe Parking report presented for review. No recommendation.
- LAHSA, CLA, and CAO's office to develop final Safe Parking Policy Framework and prospective budget scenarios

September 2016

- Homelessness and Poverty Committee presentation
- City Council Repeals and Replaces LAMC 85.02 and Authorizes Safe Parking program
- Council could request a report by Staff within 30 days on the following items:
  - Identification of potential public and private parking lots, and street segments
  - LADOT Community Service Program for Parking Violations
  - Coupon Program for Waste Disposal
  - LAHSA Outreach Protocol for Vehicle Dwellers
  - Safe Parking Pilot Program Rules and Regulations
  - LAHSA refines budget scenarios per Committee priorities/Money is allocated and committed
  - CAO/CLA to report on potential use/establishment of Homeless Services Trust Fund for program use

October 2016

- City departments prepare follow-up reports
- LAHSA finalizes program design and procurement process

November/December 2016

- Safe parking street segments are identified by Council Districts (ongoing)
- Potential public lots are evaluated
- Potential private lots approved for compliance
- Flyers are created to announce program
- Production and preliminary distribution of vehicle stickers/placards for those who are eligible
- LAHSA contracts with service provider(s)
- Outreach by LAHSA ERT, DOT, and LAPD begins to tell vehicle dwellers that they can only park in designated non-residential areas starting Jan. 1 (applies only to CDs that have identified restricted areas, i.e. street segments)
- Vehicle dwellers begin to be referred to service provider(s)



### Pilot Program Implementation Phase 1 - January 1, 2017 to March 31, 2017

- Vehicle dwellers will be referred to service provider(s)
- Service providers begin to evaluate participants of the program through CES survey
- If qualified, service providers begin to distribute Safe Parking stickers/parking placards
- Quarterly Status Report #1.

### Phase 2 - April 1, 2017 to June 30, 2017

- Service providers may issue temporary Safe Parking stickers/parking placards; if program demand exceeds capacity during Phase 1
- Vehicle dwellers outside of the designated SPZs may be cited.
- Quarterly Status Report #2.

### Phase 3 - July 1, 2017 to September 30, 2017

- Vehicle dwellers outside of the designated Safe Parking zones and vehicle dwellers who are not active participants in the SPPP may be cited.
- Quarterly Status Report #3.

### Phase 4 - October 1, 2017 to December 31, 2017

- Quarterly Status Report #4 - Evaluate pilot program and provide recommendations to either end the program or convert to permanent program that is modified by pilot program analysis.
- City Departments and LAHSA to make recommendations based on pilot program analysis.

### **Challenges**

Some of the challenges with regard to the implementation of a SPPP, include, but are not limited to, the following:

- Additional resources (funding and staff) dedicated to Phase I Vehicular Outreach (e.g. additional staff for LAHSA's ERT Teams);
- Lead time between appropriation of funds and hiring of staff;
- Maximization of staff resources and performing outreach (i.e. staff dedicated to vehicular outreach would need direction in locating areas where homeless individuals are currently residing in vehicles);
- Contract procurement of homeless service providers who may monitor lots for the SPPP; and,
- Property evaluation and disposition of public lots for a SPPP.

### **Next Steps**

Upon review by the HSC, the SPPP Framework will be transmitted to the Homeless and Poverty Committee (HPC) in response to an HPC instruction to staff issued on June 22, 2016

(C.F. 14-1057-S1). The HPC will provide further policy direction with regard to program design and implementation for the SPPP, and upon approval, will be subsequently transmitted to the Council for consideration.

**File No. 14-1057, 14-1057-S1**

**HOMELESSNESS AND POVERTY COMMITTEE REPORT and ORDINANCES relative to amending and or repealing Section 85.02 of the Los Angeles Municipal Code (LAMC) prohibiting the use of streets and public parking lots for habitation.**

**Recommendations for Council action:**

- 1. REQUEST the City Attorney to repeal the unconstitutional version of Section 85.02 of the LAMC and replace it with a version of Section 85.02 that prohibits vehicular living on residential streets and on the same block as schools.**
- 2. REQUEST the City Attorney to create the legal framework for a Safe Parking Program that allows enrolled participants to park in designated street segments or lots managed by a city-hired homeless service provider, prohibits vehicular lodging on both residential and non-residential streets in Council Districts participating in the program that have reached a critical mass of 75 safe parking spaces, and sunsets the prohibition of vehicular living in residential areas entirely on December 31, 2016, if the city has failed to create a Safe Parking Program.**
- 3. INSTRUCT the Los Angeles Homelessness Authority, Chief Legislative Analyst, City Administrative Officer, and the Planning Department, with the assistance of the City Attorney, to report back in 45 days with specific program elements, guidelines, and a timeline for implementation of a Los Angeles Safe Parking Program with a focus on:**
  - a. Contracting with homeless service providers to provide housing vouchers, case management, and supportive services to people living in their vehicles.**
  - b. Providing parking placards and assigned, legal overnight parking spaces in publicly and privately owned lots including, but not limited to, those owned by houses of worship and non-profit agencies, as well as on designated street segments, to individuals enrolled in the program.**
  - c. Allowing enrolled participants displaying their Safe Parking Program placards to park legally despite other provisions prohibiting vehicular living.**
  - d. Providing bathrooms in lots designated for the Safe Parking Program.**

**Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.**

**Community Impact Statement: Yes.**

**Hollywood United Neighborhood Council**

**Summary:**

**On June 22, 2016, the Homelessness and Poverty Committee considered the City Attorney reports dated March 17, 2015 and March 26, 2015 and ordinances amending and or repealing**

Section 85.02 of the Los Angeles Municipal Code prohibiting the use of streets and public parking lots for habitation.

Representatives from the City Attorney's Office provided some background on the matter and responded to questions from the committee members. After consideration and having provided an opportunity for public comment, the Committee recommended that Council approve the recommendations as reflected above. The matter is now submitted to Council for its consideration.

Respectfully Submitted,

HOMELESSNESS AND POVERTY COMMITTEE

A handwritten signature in black ink, appearing to be a stylized 'M' or similar initials, located to the right of the committee name.

<b>MEMBER</b>	<b>VOTE</b>
HARRIS-DAWSON:	YES
HUZAR:	ABSENT
BONIN:	YES
PRICE:	YES
CEDILLO:	ABSENT

EV  
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**-NOT OFFICIAL UNTIL COUNCIL ACTS-**

<b>Council District (CD)</b>	<b>Total Vehicles*</b>
1	228
2	340
3	218
4	91
5	87
6	183
7	220
8	209
9	395
10	211
11	653
12	177
13	272
14	212
15	412
<b>TOTAL</b>	<b>3,908</b>
Average	261
Median	218

\*Includes cars, vans, and campers/RVs.

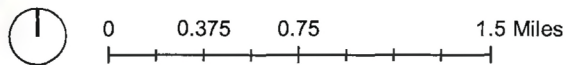
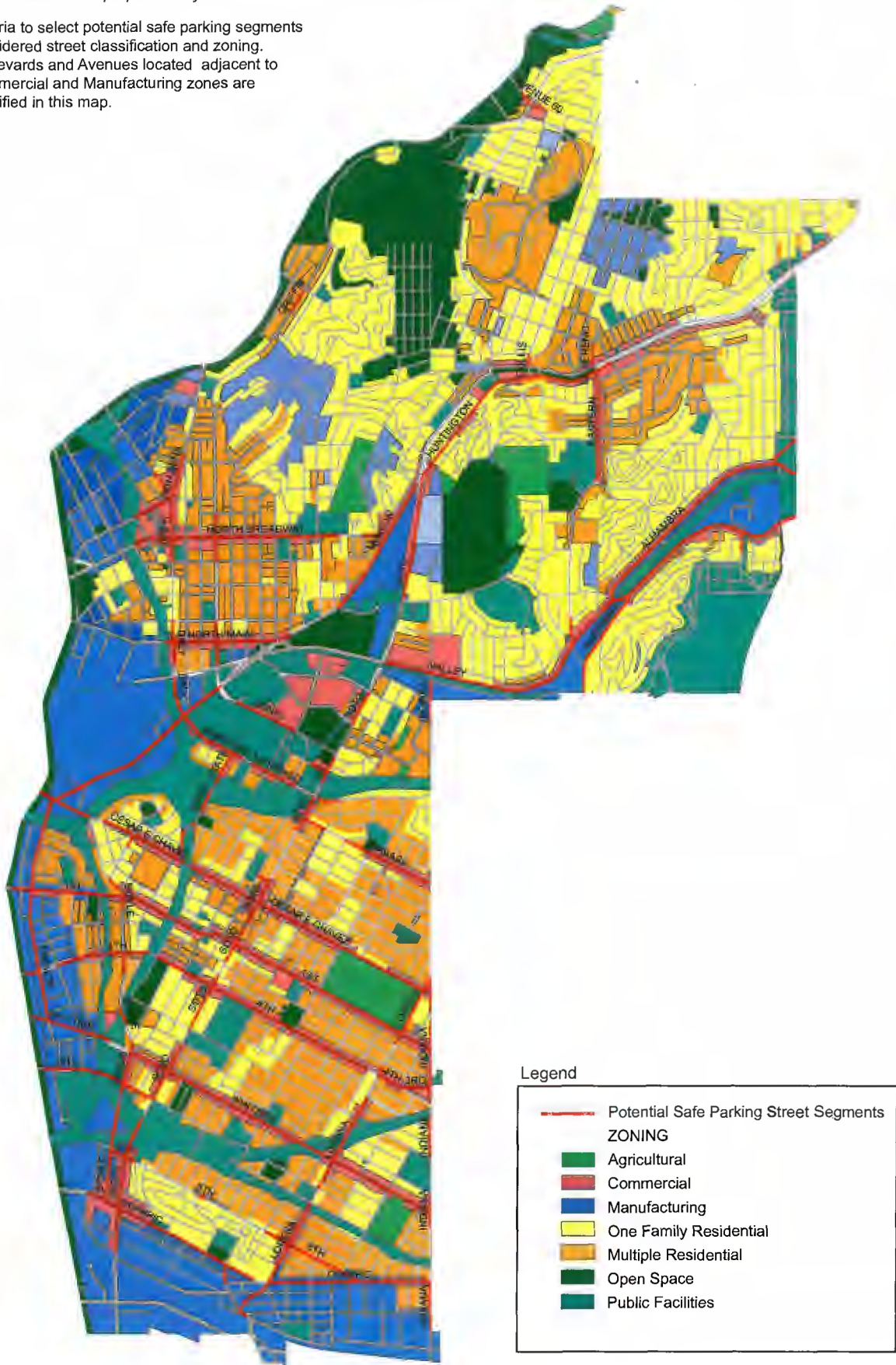
<b>Min. Number of Parking Spaces per CD</b>	<b>Number of Citywide Parking Spaces (Each CD Provides Minimum Spaces)</b>
50	750
75	1,125
100	1,500
125	1,875
150	2,250
175	2,625
200	3,000
225	3,375
250	3,750
275	4,125
300	4,500

# Potential Safe Parking Street Segments

LAPD Hollenbeck Division

*Draft for discussion purposes only*

Criteria to select potential safe parking segments considered street classification and zoning. Boulevards and Avenues located adjacent to Commercial and Manufacturing zones are identified in this map.



**DRAFT Program Policy  
Framework: Safe Parking for  
Vehicle Dwellers in the City of  
Los Angeles**

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DRAFT



## 1. Introduction and Context- City of Los Angeles Comprehensive Homeless Strategy

*In the City of Los Angeles alone, thousands of homeless individuals are living in their vehicles as a last form of housing. Vehicle dwelling by the homeless population is scattered across the City, with some areas having a greater density of occupied vehicles than others. Vehicles provide a sense of security for homeless individuals, as they help alleviate fears that are commonly associated with living on the streets or in shelters.*

*Throughout the City, several areas designated by ordinances do not allow for overnight parking of oversized vehicles. As a result, homeless individuals who live in their vehicles must move their vehicles or face the risk of getting issued parking fines. This lack of stability further entrenches these individuals into homelessness, stymieing their path to self-sufficiency and housing.*

*To help alleviate this issue, the City should establish a Safe Parking program that allows for overnight parking at predetermined locations for homeless individuals who currently dwell in their vehicles as a form of shelter. A Safe Parking program in the City presents opportunities for further integration into city systems and processes that help better serve the homeless population. Safe Parking further enhances the concept of No Wrong Door, as the program can be used to connect homeless individuals to homeless service providers and case management services, including CES.*

To assist individuals who depend on their vehicles as an alternative to shelters or encampments, the Safe Parking program will include:

- A legal framework that allows for the use of designated city-owned lots and public street segments for overnight parking
- A streamlined permitting process that would allow for non-profit and faith-based organizations to opt-in and utilize their parking lots for overnight parking
- A program framework that supports the permitting process and makes case management and housing navigation services available to those using the Safe Parking

## 2. Principles and Key Objectives

Many of the principles that underlie the program policy framework are derived from best practices for any program serving persons experiencing homelessness. Taken together, these principles will provide guidance in the planning and development of the Safe Parking program and should be reflected in all aspects of the program's operations.

### **Housing First and CES- centered**

This principle guides the operation of programs by maintaining a focus on helping individuals and families access and sustain permanent housing as quickly as possible, and delivering services on an as-needed and entirely voluntary basis without mandated therapy or services compliance.

When a program participant decides to engage in Case Management and other services, those services will flow through the Coordinated Entry System (CES) for the Los Angeles region. CES is a no-wrong door, countywide system that engages and connects people experiencing homelessness to the optimal housing resource for their needs.

### **Empowering**

Program participants have the right and responsibility to be involved in decision-making related to service provision, and have access to information and support needed to make informed choices and become active members of the support team

### **Key Objectives**

The Safe Parking program will be focused on achieving objectives around occupancy, housing placement, and data tracking, as measured by the following metrics:

- **Number of Clients Served:** Safe Parking provider facilities should maintain a 90% or higher occupancy rate throughout the year.
- **Housing Placement:** Safe Parking spots are temporary, and participants should be actively seeking permanent housing with the assistance of case management staff
- **HMIS:** In order to accurately track individual and program objectives, Safe Parking providers will enter all participants into the HMIS system and maintain a 95% data quality in HMIS.

### 3. Safe Parking Program Site Standards

*These criteria may be scaled up or down depending on the physical location where Safe Parking is to take place.*

- a) Types of Sites: Safe Parking programs can be located at privately-owned (e.g., churches or business owner) or publicly-owned lots. Contracts are drafted for each individual site.
- b) Number of Safe Parking Spots: there is no minimum or maximum number of spots per lot.
- c) Spacing Between Spots: a minimum of three spaces between safe parking spots to give participants privacy and reduce possibility of conflict between participants.
- d) Bathrooms & Sanitation: Safe Parking sites should provide trash receptacles that are accessible for use by participants during operating hours. Safe Parking programs should also provide portable restrooms or facilities on site for use by participants wherever possible.
- e) Graywater/Blackwater Disposal: Safe Parking programs may provide assistance for Recreational Vehicle users to safely dispose of waste water at approved locations. Unless proper facilities exist at the Safe parking location, no disposal of graywater/blackwater is permitted by participants on or around the lot.
- f) Other Services: Showers, office space, storage space or other services are not required at safe parking lot locations, but are ideally provided if program budgets allow.

#### 4. Program Operation Standards

*These criteria can be modeled with Safe Parking programs at any scale.*

##### Program Components:

- a) **Safe Parking Spots:** Temporary permitted overnight parking spaces for homeless families and individuals to stay in their vehicles without being cited. Participants are queued in a waitlist for a permit, and permits are distributed on a first-come, first-serve basis.
- b) **Case Management:** Case management services are also offered to participants on the waitlist for permits, if spaces are not currently available. Case Management and Housing Navigation are not required for program participation; however, all participants must be entered into HMIS/CES.
- c) **Sanitation:** Program operators may provide vouchers/assistance for no-cost Recreational Vehicle wastewater dumping
- d) **Temporary Financial Assistance:** Financial assistance for participants, provided for the purpose of obtaining valid driver's licenses, vehicle registrations, smog checks, vehicle repairs and state-minimum insurance.
- e) **Other:** site hosts can provide additional authorized services at their own expense.

##### Hours of Operation:

- a) Safe Parking program lots should generally be accessible to participants during nighttime hours, from approximately 7pm-7am, 7 days a week. Hours may vary by location based on site requirements.
- b) Case management services are offered during normal business hours, and it is recommended that providers accommodate employed participants by offering alternate scheduling for case management.

##### Staffing:

- a) **Program Director:** Oversees the coordination and administration of all aspects of the program including planning, organizing, staffing, budgeting, and program activities.
- b) **Program Manager:** provides oversight for program on a full-time basis and performs case management duties as needed. Recommended ratio for management is 1 FTE per
- c) **Program Coordinator:** recommended for large-capacity programs to ensure adequate management to line staff ratios.
- d) **Case Manager:** provides participants with assessment/intake and Housing Navigation through CES. Case Manager is responsible for client assessment, and will develop, update, monitor and maintain the Individual Housing Plan (IHPs). Recommended ratio is 1:25.
- e) **Housing Navigator:** Housing Coordinator is responsible for linking assessed clients with housing opportunities in the community through CES documenting Client updates in HMIS. Recommended ratio is 1:25.
- f) **HMIS Administrator:** enters initial and ongoing participant information into HMIS database. Recommended ratio is 1:100
- g) **Lot Monitor/Security:** Lot monitors should be able to monitor all participating lots in one program day to ensure that participants adhere to program Operating Hours. Ensures program

compliance, accurate monitor logs, and reports any issues as they arise, including violations and safety issues.

Participant Eligibility

- a) **Homeless Verification:** participants must meet HUD definition of homelessness.
- b) **Income Verification:** participants submit income verification documents upon intake
- c) **Valid Driver's License:** participants must have valid driver's license.
- d) **Operational and Registered Vehicle:** participant must be able to operate their vehicle, and vehicle must have a current valid registration. **Active Participation:** participants stay in safe parking lots on a regular basis and renew their permits on a monthly basis
- e) **Program Compliance:** participants agree to adhere to all Safe Parking rules upon intake
- f) **Additional Criteria:** It may be necessary for LAHSA or providers to use additional criteria for program entry or create individualized protocols or procedures (e.g., population, time restrictions or vehicle type).

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## 5. Program Rules

*These constitute a suggested Code of Conduct for program participants to maintain order, safety, and minimal impact on the surrounding communities.*

### PROGRAM OPERATIONS, RULES AND REGULATIONS:

These rules will be enforced. Failure to comply with these rules and regulations will result in termination from the Safe Parking Program. We reserve the right to terminate your participation in the Safe Parking Program at any time, for any reason, and without warning. When not presenting a safety issue or major rule infraction, e.g., carrying firearms, or any major infraction which requires immediate program termination, program non-compliance will be addressed through the issuance of verbal *and/or* written warnings.

A total of three warnings will be issued to participants for minor infractions, e.g., leaving the lot late, and the permit holder's permit will be revoked for thirty days upon the third warning. In some instances, one or more permit holder may be relocated to a different lot for thirty days to address interpersonal conflict. After the 30-day revocation or relocation, the permit holders will be required to meet with program staff to discuss reinstatement.

- 1) Guns or firearms of any kind are strictly prohibited, and the use of alcohol and/or drugs will not be tolerated. Failure to abide by this rule will result in immediate removal from the assigned location.
- 2) Urinating, defecating, or dumping of RV waste on the property is strictly prohibited. Failure to abide by this rule will result in immediate removal from the assigned location.
- 3) Absolutely no violent acts, verbal or physical, with other clients will be tolerated. If you have an issue with another client contact the Safe Parking office and we will handle it administratively.
- 4) Camping tarps or camping equipment beyond the top of the vehicle is prohibited.
- 5) Cooking outside the vehicle is absolutely not allowed.
- 6) All trash will be disposed of offsite and the area will be kept tidy.
- 7) Loud music is not permitted.
- 8) Parking lot is for sleeping use only.
- 9) Overnight stays will be limited to the hours assigned. Adherence to in and out times is mandatory.
- 10) Users must keep barking dogs in their vehicle at all times. Animals must be kept on a leash at all times on the property. Animal waste must be picked up immediately and disposed of properly.
- 11) No guests are permitted.
- 12) If bathroom facilities are provided, showering or bathing is not permitted.
- 13) Parking lot owner or operator cannot be held liable for damages caused by a third party to the parked vehicle or its occupants.
- 14) Absolutely no more than one vehicle allowed per household staying at the site.
- 15) Absolutely no use of the facility services i.e., ELECTRICITY, water, trash or any of the hoses at the site. Failure to comply with this rule will result in immediate termination from our program.
- 16) Please respect the privacy of the surrounding neighbors and their property.
- 18) Do not park within 3 blocks of the lot you are assigned to at any time.

## **6. Next Steps**

The Los Angeles City Council will explore options to replace the current Overnight Parking Ban and enable LAHSA to pilot a Safe Parking Program

Once directed by Council, LAHSA will proceed with identifying target areas to be served and candidate sites, creating program operations standards, and contracting once funding has been awarded.

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