



## Safe Parking Program for Homeless

### Program Description

This program is designed for adults using their vehicles as housing. The Safe Parking Program operated Trinity Center will provide a safe parking environment as well as supportive services for people who are living in their vehicles.

A vehicle allows people to access resources, look for employment (or get to and from a job) and/or get to and from school.

The loss of a vehicle can be one of the final steps to chronic homelessness. A goal of the Safe Parking Program is stopping the downward spiral of homelessness by bringing stability to individuals who are living in their vehicles.

Trinity Center will plan, coordinate, manage, and operate a Safe Parking Program at St. John Vianney Catholic Church (SJV) in Walnut Creek in collaboration with St. John Vianney staff, Walnut Creek Police Department, and Guardian Security. Members of these organizations will meet regularly to evaluate the program. Issues will be addressed as they occur with written reports outlining resolution.

**Location:** Mullen Commons lower level parking area, St. John Vianney Catholic Church. Restrooms will be available in the lower level of the Mullen Commons. Accessible path of travel from the accessible parking to the facilities served shall be provided in accordance with 2016 CBC, Section 11B-206. Existing lighting will be used; no new lighting will be installed. SJV will provide a maximum of 12 parking stalls. These stalls are not used overnight. The number of vehicles will be 8-10 with the extra spaces to be used by handicap participants if required. Access into and out of the parking lot will be via Ygnacio Valley Rd to avoid program traffic on Marchbanks and subsequent neighborhoods.

**Signage:** No signage will be provided. Participation is limited to those who are enrolled at Trinity Center. Instructions for arrival, parking, and exit will be provided at enrollment.

**Staffing:** Guardian Security will provide one staff person per shift to perform security services for the program from 9:15 pm to 6:15 am, seven days a week. Alternative accommodations may need to be made during major religious holidays.

**Hours:** Hours are set by SJV to avoid conflict with worship services and other campus activities. Members may arrive by 9:15 pm and must leave the parking area by 6:00 am. Members may arrive after 9:15 pm only with advance notice for employment or medical reasons. Any incidents of participants refusing to leave the parking area by 6:00 am will be reported to the program manager, SJV program contact and WC police. Participant will receive 1 warning prior



to termination from the program. During operating hours, participants will be required to stay with their vehicles, except for use of restrooms.

**Trash Removal:** SJV will provide trash bins and participants will sign an agreement to keep their vehicles and their parking spaces clear of trash or they will lose the parking privilege.

**Participants:** 8-10 cars per night; 1-2 persons per vehicle unless otherwise authorized. Participants will be members of Trinity Center and will sign a member agreement that outlines the program requirements, rules and regulations and consequences for non-compliance. Participant will receive 1 warning prior to termination from the program.

**Screening:** Trinity Center will screen and enroll applicants and provide Walnut Creek Police Department, Guardian Security staff and St. John Vianney with enrollment names, vehicle make, and model and license number. Screening process includes background checks for history of violent crime, sexual assault, open warrants by police. Potential participants that have such history will not be eligible for the program.

In addition to the overnight parking, participants have access to day services for showers, food, and other services at Trinity Center.

**Pilot:**

The program will run year-round with a 5-month pilot and subsequent evaluation. Trinity Center will provide monthly reports to SJV leadership and Walnut Creek Police.

The target start date for the St. John Vianney, Walnut Creek location is pending approval by the Planning Commission and subsequent appeal process.

**Incidents:**

Guardian Security and Trinity Center will report to the Walnut Creek Police Department all incidences of observed or alleged criminal activity occurring during program hours. Loud music or excessive noise will not be allowed on the premises. Violators will receive a warning and potential termination if incidents are repeated.

**Termination:**

St. John Vianney and/or the Walnut Creek Police Department, upon written notification to Trinity Center, may terminate this agreement should any of the following occur:

- Battery, assault, physical attack, or other violence perpetrated by a program participant
- Unresolvable issues prior to or and the end of the pilot

**Insurance**

Trinity Center will procure and maintain the following insurance:

- General Liability: \$2,000,000
- Automobile Liability: \$1,000,000



- Worker's Compensation and Employers Liability: \$1,000,000 per accident

Trinity Center will provide certificates of insurance to St. John Vianney and the Catholic Diocese of Oakland, CA.

**Safe Parking Program Benefits to Community:**

- A safe monitored place where uninterrupted, overnight sleeping in vehicles is permitted
- Provision of case management connecting homeless to services, shelter programs, and Housing Navigation through CARE Centers and CORE teams
- Access to restroom and shower facilities
- Access to breakfast, lunch, and food pantry programs
- Reduced number of police calls for parking violations and towing by assisting participants with a legal space to park and with one-time funds for auto registration, insurance, and CDL fees
- Assist participants with homeless court applications to clear parking tickets

**Eligibility:**

To be eligible for the Safe Parking Program through Trinity Center, individuals must:

- Agree to abide by the rules of the Safe Parking Program outlined in the Member Agreement and sign the agreement
- Be present from 9:15 pm to 6:00 am every day (or communicate with the staff when they've found alternative places to sleep)
- Work with CARE Center staff to develop a plan for more permanent shelter and meet regularly to evaluate progress toward their housing goals
- Respect quiet-time, church property, neighborhood property, other clients, staff and volunteers, keep vehicles and parking area clean and orderly.
- Participants cannot have a criminal conviction of a violent crime, sex offence or crime against a child

**Serving Those in Need:**

The SPP is a temporary program as participants work toward a sustainable housing situation. Clients receive help with completing applications for housing that is affordable, suggestions for short and long-term housing options, counseling on safety-net programs and enrollment in benefit programs, assistance with Homeless Court issues, and ensured access to healthcare.

**Sources of Funding:**

Grant Proposals:

- City of Walnut Creek (startup funds)
- Local Churches, individuals, civic organizations
- Community Foundations
- Crowdrise or GoFundMe



**Program Oversight:**

- Trinity Center Walnut Creek - As a program of Trinity Center, staff will provide program oversight, enrollment tracking via HMIS data entry, VI-SPDAT (housing assessment), case management and day services for adult.
- Guardian Security – Security guard will monitor check-in and check-out, monitor use of the parking area and restrooms, report to police as necessary (see incidents).
- St. John Vianney – SJV will provide space, trash disposal, volunteers

**Measuring Impact**

The Safe Parking Program measures impact by documenting and evaluating:

- A) the number of persons and families hosted and fed
- B) the number of clients benefitting from newly accessed homeless services
- C) the number of client persons and families accessing transitional or sustainable housing