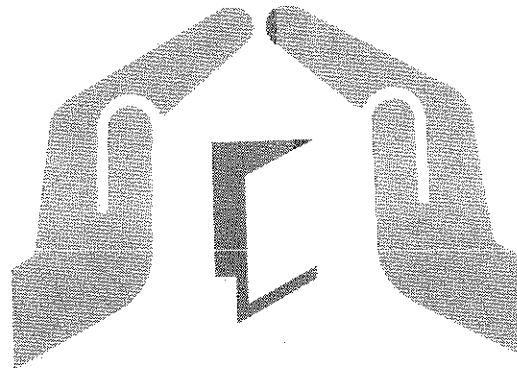


## SPA 5 Culver City Opt-In Form

Greater Los Angeles Homeless Count



**Greater  
Los Angeles  
Homeless  
Count**

This Opt-In Program Agreement for Partners (Agreement) sets forth roles and responsibilities between The Los Angeles Homeless Services Authority (LAHSA) and the Opt-In Partner during the annual Greater Los Angeles Homeless Count.

### BACKGROUND

LAHSA is a joint powers authority, formed by the City and County of Los Angeles in 1993, to address the problems of homelessness in Los Angeles. LAHSA is the lead agency of the Los Angeles Continuum of Care (LA CoC). The LA CoC includes 85 cities and the unincorporated areas of Los Angeles County, excluding only the cities of Glendale, Long Beach and Pasadena, as each of those three cities operate their own independent Continuums.

The Homeless Count occurs on a yearly basis and consists of four components: 1) the street count; 2) the demographic survey; 3) the shelter count; and 4) the youth count. The street count refers to the process of counting homeless persons residing in shelters or living on the street, in parks, cars or other places not meant for human habitation; as well as conducting the Housing Inventory Count (HIC), an enumeration of the number of shelters, beds and units dedicated to housing homeless persons.

The 2017 Homeless Count was the largest in the country, benefitting from the support of more than 7,800 volunteers. In 2017 the Homeless Count discovered that at any given point-in-time approximately 57,794 individuals experience homelessness in Los Angeles County. The data gathered from the 2017 Homeless Count is extremely valuable to our mission of ending homelessness. It supplies government agencies, service providers and housing providers with a reliable estimate of the homeless population in the City and County of Los Angeles, including sub-regions such as Service Planning Areas (SPAs), Supervisorial Districts (SDs), and Council Districts (CDs) within the City of Los Angeles. It also provides an array of demographic information.

The Opt-In Program gives cities, communities and other jurisdictions the opportunity to obtain locally-specific data at a high confidence level. Full enumeration of every agreed-upon census tract within each City/Community Area will provide more granular data and can substantially aid efforts to evaluate existing homeless services and plan for future measures to address local homelessness in your community.

### WHAT'S NEW FOR THE OPT-IN PROGRAM

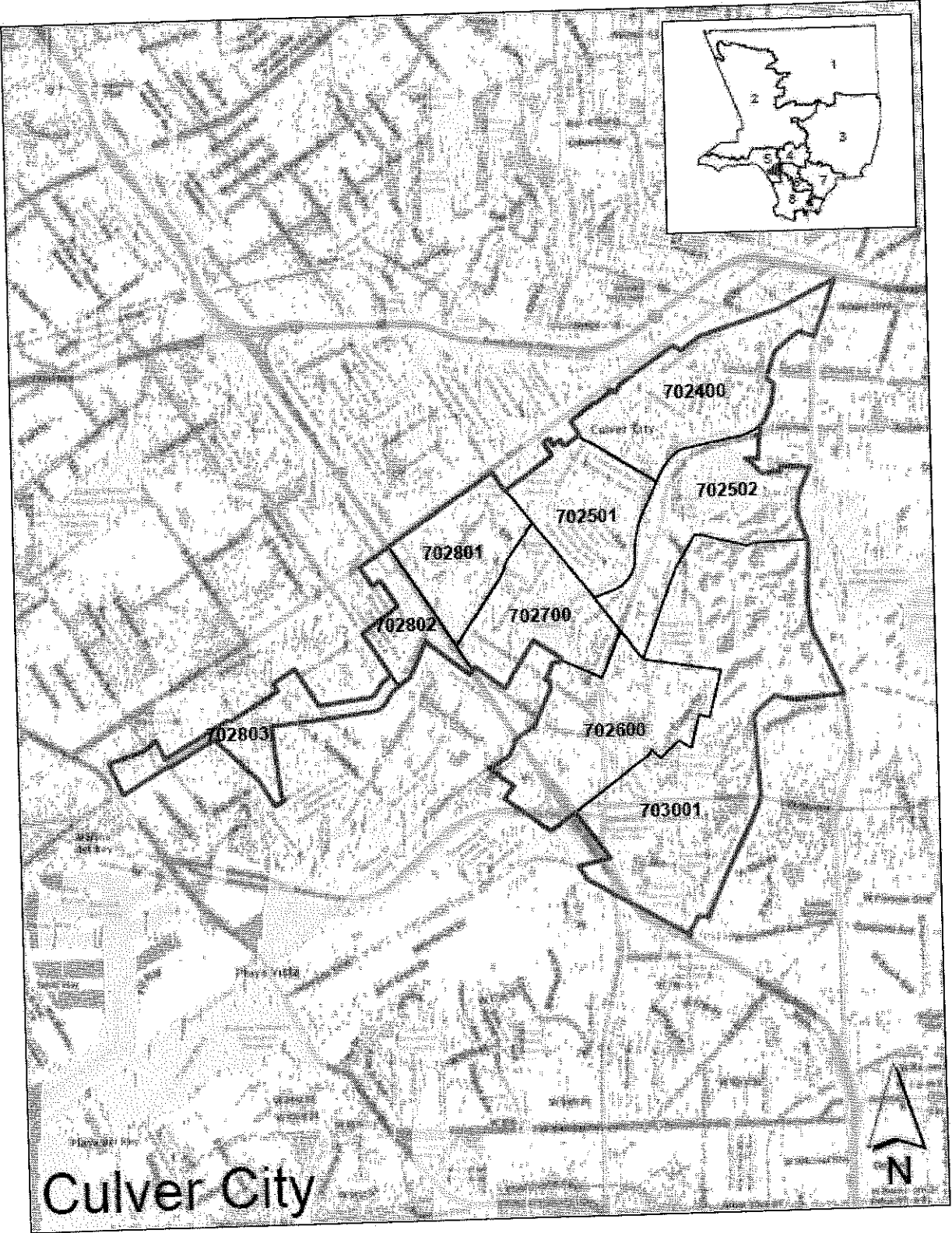
To enhance the Opt-In process for Homeless Count partners, we have made the following improvements:

- Multi-year Opt-In option (1 or 3 years)
- Less Opt-in responsibilities than prior years
- A digital Opt-In Agreement Form
- Security provided by LAHSA upon request

## **A. OPT-IN PARTNER RESPONSIBILITIES**

An Opt-In Partner is a city incorporated under the laws of the State of California; another form of local jurisdiction authorized by State law, city or county ordinance; or a faith-based or community organization that has committed to participate in the Opt-In Program. Opt-In Partners are responsible for completing or participating in activities that contribute to completing the full enumeration (a complete count) of all unsheltered homeless persons in the agreed-upon census tracts in their city/community area.  
(EXHIBIT A)

### **EXHIBIT A- Coverage Area**



2018 City / LA Neighborhood Council	Community Name	SPA	Census Tract	2018 Volunteers Required (Est.)	Walking/Driving	Road Miles	Area Sq Miles
Culver City	Culver City	5	702400	8	Driving	23.14	0.77
Culver City	Culver City	5	702501	4	Driving	15.23	0.52
Culver City	Culver City	5	702502	4	Driving	18.21	0.69
Culver City	Culver City	5	702600	8	Driving	30.57	0.84
Culver City	Culver City	5	702700	4	Driving	19.30	0.52
Culver City	Culver City	5	702801	4	Driving	18.36	0.46
Culver City	Culver City	5	702802	2	Driving	13.69	0.23
Culver City	Culver City	5	702803	2	Driving	13.70	0.33
Culver City	Culver City	5	703001	8	Driving	31.15	1.83
2018 Total Tracts and Volunteers			9	44	Total	183.35	6.18

**OPT-IN  
PARTICIPANTS DO  
NOT FILL IN THIS  
SECTION, FOR  
LAHSA EXECUTIVE  
OFFICE USE ONLY:**

☐ Please Check this box indicating all Opt-In Agreement responsibilities have been fulfilled.

To achieve continuous, reliable counts of unsheltered homeless persons, it is strongly encouraged that at least 30 days prior to the Homeless Count, your city/community area does not target homeless persons in order to conduct sweeps, as doing so would move homeless persons outside of the boundaries of your area and impact the accuracy of the Homeless Count.

The Opt-In Partner will choose the level of participation and responsibility in the Opt-In Program for the city/community area description indicated in EXHIBIT A, by checking the box(es) below:

### Opt-In Responsibilities

☐ 1. Deployment Site - Opt-In Partner agrees to complete the Deployment Site Worksheet - EXHIBIT B, to provide the name, address, telephone number, and capacity of each Deployment Site; provide the name, office number, cellular number and email address of the Deployment Site Access Provider. In order to assist with directing volunteers with disabilities on the days of the homeless count, opt-in partner further agrees to complete the Americans with Disabilities Act (ADA) Facilities Checklist provided in EXHIBIT G. A Deployment Site is a location within your area, on the day of the street count, from which volunteers will be deployed to perform the Homeless Count, which meets the following requirements:

- Is NOT currently a site where services are provided to homeless people at night;
- Has the capacity and sufficient space, tables, and chairs for the specified number of volunteers for your area;
- Can maintain sufficient cellular phone service coverage and/or has Wi-Fi access points, landline telephone lines, or another comparable means of communication in the absence of a sufficient mobile service signal;
- Has ample audio and video capacity to show all Homeless Count volunteer training videos;
- Is located within the Opt-In boundaries approved by LAHSA and includes, or is adjacent to, ample free parking;
- Has a confirmed Deployment Site Access Provider to assist with logistics and coordinating access during the Homeless Count, either by providing all necessary keys or being present to grant access during the Homeless Count. A Deployment Site Access Provider is the contact person or persons who will be responsible for providing access to each of the designated Deployment Sites in your area on the day of the training and on the day of the Homeless Count.

### 2. Deployment Site Coordinator

☐ Opt-In Partner agrees to complete the Deployment Site Coordinator worksheet - EXHIBIT C, to designate and provide the name, office number, cellular number and email address of the Deployment Site Coordinator, who has the following responsibilities/duties:

- Directing the operations at a volunteer Deployment Site for the day of the Homeless Count including but not limited to the set-up of the site;
- Ensuring that volunteers are deployed in teams to the proper locations;
- Recruiting one Deployment Site Coordinator Assistant to assist with Deployment Site Coordinator tasks and responsibilities;
- Tracking all volunteer teams to ensure that they return in a timely manner;

- Assisting with volunteer questions;
- Reviewing all incoming tally sheets for accuracy;
- Ensuring all tally sheets, signed waiver forms, and completed team forms are filed correctly and returned to LAHSA on the same day as the Homeless Count;
- Coordinating the pick-up and drop-off of all Homeless Count materials with LAHSA;
- Communicating and coordinating with the LAHSA Regional Coordinator;
- Participating in training and ensuring other appropriate volunteer-staff attend trainings to support the successful implementation of the Homeless Count;
- Ensuring that each adult volunteer signs a release and waiver (EXHIBIT D), and a parent or legal guardian of each minor volunteer (under 18 years of age) completes and signs a release and waiver (EXHIBIT E), indemnifying LAHSA and your city/community area from any liability during their participation on the day of the Homeless Count. Minors must be at least 14 years of age;
- Supervise Deployment Site volunteers ages 14 and older;
- Coordinating with the LAHSA Regional Coordinator and providing regular communication regarding progress and issues;
- Coordinating with LAHSA Regional Coordinators regarding ADA requests from volunteers;

### 3. Volunteer Recruitment

- ☐ Opt-In Partner agrees to complete the Volunteer Recruitment Contact portion of- EXHIBIT D. Responsibilities for this position include: 1) Recruiting for the city/community area listed in EXHIBIT A; 2) Communicating that, depending upon deployment needs on the day of the Homeless Count, volunteers may be asked to be deployed to conduct Homeless Count activities outside of or adjacent to the city/community Area.

### 4. Food

- ☐ Opt-In Partner agrees to complete the Food Contact portion of- EXHIBIT D. Responsibilities include providing refreshments and/or a light snack to volunteers on the day of the Homeless Count.

## B. LAHSA RESPONSIBILITIES

In order to ensure a successful enumeration of homeless persons across the LA CoC, LAHSA will be responsible for providing the following:

1. A Planning Manager, who shall be responsible for managing the LAHSA Regional Coordinators and overseeing their execution of Homeless Count activities within each Service Planning Area (SPA);
2. A LAHSA Regional Coordinator, who will be the designated lead within the SPA and is responsible for managing, directing and overseeing the planning, logistics, coordination and execution of Homeless Count activities;
3. A consultant, who will analyze the data and provide the point-in-time Count results for the LA CoC, including homeless subpopulations and totals by geography, as well as a Homeless Count report;
4. Training the Deployment Site Coordinators and Homeless Count volunteers. Deployment Site Coordinators will receive training on Homeless Count preparation, data collection, safety procedures and other relevant training, as needed. Volunteers will receive training on standard enumeration and safety procedures;
5. Materials necessary for a successful Homeless Count, including, but not limited to, scanned copies (PDFs) of all the documentation needed to conduct the unsheltered and sheltered Homeless Count, as well as the demographic surveys;
6. A determination of the specific census tracts that need to be counted, in order to achieve a full enumeration of unsheltered homeless persons in your area. LAHSA and the Opt-In Partner must be in agreement regarding the census tracts to be counted (EXHIBIT A) prior to the execution of this AGREEMENT;
7. An estimate of the minimum number of volunteers needed to successfully complete the Homeless Count based upon the number of census tracts to be enumerated in each specified Opt-In area (EXHIBIT A);
8. A determination of the specific number of Deployment Sites that will be needed for a successful Homeless Count based upon the number of census tracts to be counted and the geographic characteristics of each specified Opt-In area (EXHIBIT A);
9. An Opt-In Summary Report produced by LAHSA, based on the successful enumeration of 100% of all census tracts in the Opt-In Partner's area (Exhibit A);
10. Coordinating the requests for ADA accommodations and associated expenses.

## **C. REGIONAL COORDINATOR RESPONSIBILITIES**

In order to ensure a successful enumeration of homeless persons within each participating city/community Area, a designated Regional Coordinator is responsible for assisting with the following:

1. Maintaining general oversight and management support in conducting the street count, youth count, shelter count and demographic survey;
2. Outreaching and recruiting of Opt-In Partners;

3. Collaborating with SPA stakeholders to leverage resources and coordinate logistical support prior to and during the Homeless Count, including, but not limited to, identifying potential Deployment Sites, obtaining security personnel and other relevant Homeless Count duties;
4. Providing support with volunteer outreach, recruitment and tracking;
5. Providing support by obtaining SPA-level sponsorships;
6. Supplying materials necessary for a successful Homeless Count;
7. Providing ongoing guidance, tools, and assistance to Site Coordinators and other relevant volunteers.

## **D. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY**

1. The Opt-In Partner hereby agrees to waive, discharge, and release LAHSA and any of its employees, agents, officers and stakeholders from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.
2. The Opt-In Partner further agrees to indemnify and hold LAHSA and any of its employees, agents, officers and stakeholders harmless from liability for any loss or claim for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to the 2017 Homeless Count.

## **F. OPT-IN COMMITMENT**

The Greater Los Angeles Homeless Count is conducted within the last 10 days of January each year. The execution of this agreement by an authorized official of your city or community organization signifies a commitment to participate in the Opt-In Program and to fulfill all of the responsibilities expected of Opt-In Partners as specified in this agreement.

### **SINGLE & MULTI-YEAR OPT-IN OPTIONS:**

Single-year Opt-In Option



Partners may opt in as a Homeless Count Partner for a single year.

#### Three-year Opt-In Option

Partners may opt-in as a Homeless Count Partner for three years. This will allow Opt-In Partners to sign one agreement to become an Opt-In Partner for Homeless Counts 2018 through 2020. If any Opt-In responsibilities change after the date an agreement is finalized, LAHSA will send an addendum to the Opt-In Partner to review and sign.

#### HOMELESS COUNT DATES:

2018: January 23, 24, 25  
2019 (tentative): January 22, 23, 24  
2020 (tentative): January 28, 29, 30

#### TERMINATION OF OPT-IN AGREEMENT FORMS:

Should either LAHSA or the Opt-In Partner choose to opt-out for any reason, the party opting out agrees to submit a written notice. For Opt-In Partners, the written notice to opt-out must be sent to the LAHSA Planning Manager six months prior to the date of the Homeless Count that the Partner wishes to opt out of.

## F. DATA

#### RELEASE OF DATA:

Homeless Count data gathered on the day of the Count shall not be duplicated or released (including but not limited to tally sheets, photocopies, photographs, scanned documents, emails, texts, and any other documentation) until LAHSA concludes its analysis of the data. LAHSA will submit its analysis to the U.S. Department of Housing and Urban Development and will publicly release the results in June.

Data related to the Homeless Count results must be taken from the final results published by LAHSA. Only these finalized results give the accurate picture of people experiencing homelessness in the region.

Any and all data releases MUST give recognition to LAHSA.

#### Opt-In Participation

	Name of Opt-In Partner	Name of Authorized Official, Title	Date	Opt-in for 2018	Opt-in for 3 years (2018-2020)
Opt-In for all four responsibilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Deployment Site	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Deployment Site Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Volunteer Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Food	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## EXHIBIT B- DEPLOYMENT SITE WORKSHEET

Name of Deployment Site

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Service Provider Area #

Upload Your Deployment Site Photo Here:

Browse...

Deployment Site Photo

**Volunteer Capacity**

ex: 23

**Parking Address (if  
different from  
location)**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

**Special Parking  
Instructions**

# of Tables

ex: 23

# of Chairs

ex: 23

Internet or WiFi  
Available☐ Yes☐ NoLAHSA Security  
Needed?☐ Yes☐ NoAudio/Video  
Capabilities☐ Yes☐ NoAccess Provider  
Name

First Name

Last Name

Access Provider  
E-mailAccess Provider  
Phone Number

Area Code

Phone Number

## EXHIBIT C- DEPLOYMENT SITE COORDINATOR (DSC) CONTACT SHEET

DSC Name

First Name

Last Name

DSC E-mail

DSC Phone Number

Area Code

Phone Number

**DSC 1 Assistant  
Name**

First Name	Last Name

**DSC 1 Assistant  
E-mail**

--

**DSC 1 Assistant  
Phone Number**

	-	
Area Code		Phone Number

**DSC 2 Assistant  
Name**

First Name	Last Name

**DSC 2 Assistant  
E-mail**

--

**DSC 2 Assistant  
Phone Number**

	-	
Area Code		Phone Number

## EXHIBIT D- Volunteer Recruitment (VR), Food, and Security Contact Sheet

**VR Contact**

First Name	Last Name

**VR E-mail**

--

**VR Phone Number**

	-	
Area Code		Phone Number

**Food Contact**

First Name	Last Name

**Food Contact E-mail**

--

Food Contact Phone  
Number

	-	
Area Code		Phone Number

## EXHIBIT E- RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT FOR ADULT VOLUNTEERS

### I. Terms of Participation In the Greater Los Angeles Homeless Count

I. I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2018 Greater Los Angeles Homeless Count (2018 Homeless Count), and that I may volunteer to assist in this important community effort as set forth in this Agreement. As a 2018 Homeless Count volunteer, I also understand that my behavior and actions will be expected to be morally responsible and ethical.

II. I understand and agree that my services are temporary, and therefore I will only be participating on the day(s) of January 23, 24, and/or 25 2018 from 8:00 p.m., (unless another time has been specified) until my Street Count shift is finished (approximately between 12:00 a.m. and 2:00 a.m., unless another time is specified). I further understand that I am eligible to participate on all three consecutive days.

III. I understand that my involvement in the 2018 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that I may withdraw from the 2018 Homeless Count at any time without any cause or justification.

IV. I understand and agree that I must complete a 30-minute training session either prior to or on the day of the Street Count as a requirement to participate in the 2018 Homeless Count.

V. I understand and agree that I will not receive any monetary compensation for attending the 30-minute training session, nor will I receive monetary compensation for any day that I volunteer for the 2018 Homeless Count, unless I am a registered Homeless Stipend Volunteer.

VI. I understand and agree that I am responsible for transportation to and from the training session and deployment sites on the specified days and times of such events.

### II. ASSUMPTION OF RISK

I understand and agree that my participation in the homeless count as a volunteer holds inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and I hereby agree to accept all risks of injury, of any nature whatsoever.

### Release, Indemnity, and Waiver of Liability

A. I understand that my participation is voluntary, and as such, I hereby agree to waive, discharge, and release LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Partners from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.

B. I further agree to indemnify and hold LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Partners harmless from liability for any loss or claim for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to my participation in the Homeless Count.

**I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I would like to participate in the Greater Los Angeles Homeless Count.**

Volunteer Name: \_\_\_\_\_

Print Name

Volunteer Signature: \_\_\_\_\_

Signature

Day of Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month

Day

Year

## **EXHIBIT F- RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT FOR YOUTH VOLUNTEERS**

### **I. Terms of Participation In The Greater Los Angeles Homeless Count**

A. I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2018 Greater Los Angeles Homeless Count (2018 Homeless Count), and that my son, daughter or other minor dependent age 14 and up, may volunteer to assist in this important community effort as set forth in this Agreement. As a 2018 Homeless Count volunteer, I also understand and agree that my son's, daughter's or other dependent's behavior and actions will be expected to be morally responsible and ethical.

B. I understand and agree that my son's, daughter's or other minor dependent's volunteer service will be limited to assisting with various activities within a specified Deployment site, under the supervision of the Deployment Site Coordinator, and that he or she will not participate in Street Count activities outside of the Deployment site.

C. I understand that my son's, daughter's or other minor dependent's services are temporary, and therefore he or she will only be participating on one or more the day(s) of January 23, 24, and/or 25, 2018 from 8:00 p.m. (unless another time has been specified) until such time that may be considered "curfew" by applicable city ordinance(s).

D. I understand and agree that my son's, daughter's or other minor dependent's involvement in the 2018 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that my son, daughter or other minor dependent may withdraw from the 2018 Homeless Count at any time without any cause or justification.

E. I understand and agree that my son, daughter or other minor dependent will not receive any monetary compensation for attending the 30-minute training session, nor will he or she receive monetary compensation for any day that he or she volunteers for the 2018 Homeless Count.

F. I understand and agree that I am responsible for the transportation of my son, daughter or other minor dependent to and from the training session and deployment sites on the specified days and times of such events.

## II. ASSUMPTION OF RISK

I understand and agree that my son's, daughter's or other minor dependent's participation in the homeless count as a volunteer in the deployment site holds certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and I hereby agree to accept all risks of injury, of any nature whatsoever.

### Release, Indemnity, and Waiver of Liability

A. I understand that my son's, daughter's or other minor dependent's participation is voluntary, and as such I hereby agree to waive, discharge, and release LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Partners from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.

B. I further agree to indemnify and hold LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Partners harmless from liability for any loss or claims for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to my participation in the 2018 Homeless Count.

**I, the undersigned, hereby represent that I am the parent/legal guardian of the below-named youth volunteer, a person under the age of 18 years, and that I have the legal authority to execute this Release. I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I give permission to my son, daughter or other minor dependent to participate in the Homeless Count.**

Youth Volunteer Name:

\_\_\_\_\_  
Print Name

Parent/Guardian Name:

\_\_\_\_\_  
Print Name

Parent/Guardian Signature:

\_\_\_\_\_  
Signature

Day of Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## EXHIBIT G- ADA Facilites Checklist



All Deployment Site Opt-In Partners must complete this ADA Facilities Checklist. Deployment Sites are not required to be ADA compliant to participate in the Homeless Count. This checklist will assist LAHSA and communities in identifying Deployment Sites suitable for volunteers with disabilities. The site should consider barriers to those with a wide range of disabilities in the following areas:

- Availability of accessible parking, shuttles, and public transportation;
- Entrances and interior doorways – width, ramps, automatic door openers, etc.;
- Signage – location of accessible bathrooms, entrances, etc.;
- Corridors, doorways, and aisles – width for wheelchair access, etc.;
- Elevators – easy access and adequate braille signage;
- Meeting rooms – allow for extra room capacity & table space to accommodate wheelchairs & service animals, including banquet/reception/meal areas. Ensure there is space allocated for a clear line of sight to a sign language interpreter or to where a screen may be utilized for showing real-time captions;
- Accessible restrooms and; Relief area for service animals.

#### A. Parking Spaces

1. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces? (See Diagram A)

- ☐ Yes  
☐ No  
☐ NA

2. Is each accessible parking space clearly marked with the symbol of accessibility? (See Diagram B)

- ☐ Yes  
☐ No  
☐ NA

3. Does each accessible parking space have an adjacent access aisle

- ☐ Yes  
☐ No  
☐ NA

(blue striping)?  
(Diagram G)

4. Are the accessible parking spaces along the shortest accessible route to the accessible entrance? ☐ Yes  
☐ No  
☐ NA

5. Does each access aisle connect (i.e., no curb or other obstacle) to an accessible route from the parking area to the accessible entrance? ☐ Yes  
☐ No  
☐ NA

6. Is there at least one van-accessible space provided? (Diagram C) ☐ Yes  
☐ No  
☐ NA

7. Is there a sign indicating the vertical clearance dimensions for van access in garage or parking structure? (Diagram H) ☐ Yes  
☐ No  
☐ NA

## B. Sidewalks and Walkways

1. Is there a sidewalk connecting the parking area and any drop off/public transportation area to the walkway leading to the building? ☐ Yes  
☐ No  
☐ NA

2. Is an accessible route provided from public sidewalks to the accessible entrance? ☐ Yes  
☐ No  
☐ NA

3. Where an accessible route crosses a curb, is a curb ramp provided? ☐ Yes  
☐ No  
☐ NA

4. Are all sidewalks and walkways to the entrance free of any objects or obstructions, not interrupted by steps or by abrupt changes in level exceeding 1/2"? (i.e. damaged sidewalk, debris, etc.) ☐ Yes  
☐ No  
☐ NA

5. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? (See Diagram D) ☐ Yes  
☐ No  
☐ NA

6. Are there any protruding objects that hang over the pedestrian routes low enough for a person to run into? (i.e. low hanging tree branch, 80" minimum height) ☐ Yes  
☐ No  
☐ NA

7. Are handrails provided on both sides of the ramp that are mounted between 34 and 38 inches above the ramp surface, if it is longer than 6 feet? (Diagram I) ☐ Yes  
☐ No  
☐ NA

#### C. Sidewalks and Walkways

1. Can the door to the entrance be opened with one hand without tight grasping, pinching, or twisting of the wrist? (See Diagram E)

- ☐ Yes  
☐ No  
☐ NA

2. If the door is not automatic or power-operated, is there clearance provided on the latch, pull side of the door, so that a person using a wheelchair could maneuver?

- ☐ Yes  
☐ No  
☐ NA

3. If a main entrance is not accessible, is there directional signage indicating the location of the accessible entrance? (Diagram L)

- ☐ Yes  
☐ No  
☐ NA

4. Is space available for a wheelchair user to approach, maneuver, and open the door? (Diagram J)

- ☐ Yes  
☐ No  
☐ NA

#### D. Accessible Routes To All Services/Activity Areas

1. Is there a route without steps from the accessible entrance to the following locations?  
a. Meeting Area  
b. Eating Area (i.e., outdoor events or banquets)  
c. Accessible Restrooms

- ☐ Yes  
☐ No  
☐ NA

2. Is there an accessible route that connects the entrance to all programs,

- ☐ Yes  
☐ No  
☐ NA

**services or activities  
areas?**

3. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period of time?

- ☐ Yes  
☐ No  
☐ NA

3a. Are the hall call buttons for the elevator no higher than 48 inches from the floor? (Diagram K)

- ☐ Yes  
☐ No  
☐ NA

4a. Is the accessible route free of steps and abrupt level changes?

- ☐ Yes  
☐ No  
☐ NA

4b. If the accessible route changes levels, does it do so using a ramp, lift or elevator?

- ☐ Yes  
☐ No  
☐ NA

5. Is an elevator provided to each of the levels on which each program, service or activity is located?

- ☐ Yes  
☐ No  
☐ NA

5a. Does the floor area of the elevator car have enough space to enter and reach the controls for a person using a wheelchair?

- ☐ Yes  
☐ No  
☐ NA

5b. Are raised letters and Braille characters used to identify each control?

- ☐ Yes  
☐ No  
☐ NA

5c. Can the elevator or wheelchair lift be

called and operated  
automatically without  
using a special key or  
having to turn on the  
elevator from a  
remote location?

- ☐ Yes  
☐ No  
☐ NA

5d. Is the elevator  
equipped with audible  
tones, bells or verbal  
annunciators to  
announce each floor?

- ☐ Yes  
☐ No  
☐ NA

6. If the accessible  
route requires  
passing through a  
doorway, is it at least  
36" wide, opened  
easily, and equipped  
with a lever handle)?

- ☐ Yes  
☐ No  
☐ NA

6a. If not easy to  
open, can it be  
propped open?

- ☐ Yes  
☐ No  
☐ NA

#### E. Restrooms

1. Does the restroom  
entrance sign have a  
universal access  
symbol on the door?

- ☐ Yes  
☐ No  
☐ NA

1a. Is there a raised  
and brailed sign  
located on latch side  
of the door?

2. Is the door 36"  
minimum width when  
door is at 90 degrees?

- ☐ Yes  
☐ No  
☐ NA

3. If there is a raised  
threshold, is it no  
higher than 3/4 inch at  
the door and beveled  
on both sides?

- ☐ Yes  
☐ No  
☐ NA

4. Can the sinks and toilet flushing mechanisms, and other hardware be used with one hand without tight grasping, pinching, or twisting of the wrist?

- ☐ Yes  
☐ No  
☐ NA

4a. Is there enough space (19") under at least one of the bathroom sinks so that a person using a wheelchair can fit close enough to use it?

- ☐ Yes  
☐ No  
☐ NA

4b. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall or below 27 inches above the floor?

- ☐ Yes  
☐ No  
☐ NA

4c. Is the toilet paper dispenser mounted below the side grab bar with the centerline of the toilet paper dispenser between 7 inches and 9 inches' in front of the toilet, and at least 15 inches high?

- ☐ Yes  
☐ No  
☐ NA

5. Are the drain and hot water pipes for the sinks insulated or configured to protect against contact? (Diagram M)

- ☐ Yes  
☐ No  
☐ NA

6. If mirrors are provided, are the bottom edges of the mirror no higher than 40"?

- ☐ Yes  
☐ No  
☐ NA

7. Is at least one restroom stall

designated with  
appropriate signage  
as wheelchair  
accessible? ☐ Yes  
☐ No  
☐ NA

7a. Are there at least ☐ Yes  
42" long horizontal ☐ No  
grab bars mounted on ☐ NA  
the side wall, 33-36"  
above and parallel to  
floor?

7b. Is a second ☐ Yes  
horizontal grab bar ☐ No  
mounted on the back ☐ NA  
wall above the floor?

7c. Is the accessible ☐ Yes  
stall located at the ☐ No  
end of the row of ☐ NA  
toilet stalls? If not,  
does the door open  
out?

8. If a coat hook is ☐ Yes  
provided, is it ☐ No  
mounted at a 48" ☐ NA  
maximum height?

#### F. Drinking Fountain (If Applicable)

1. If the drinking ☐ Yes  
fountain is a wall- ☐ No  
mounted unit, is there ☐ NA  
clear floor space in  
front and under the  
fountain so that a  
person using a  
wheelchair can get  
close to the spout and  
controls?

2. If the drinking ☐ Yes  
fountain is a floor- ☐ No  
mounted unit, is there ☐ NA  
clear floor space for a  
side approach so that



a person using a wheelchair can get close to the spout and controls even though the fountain has no space under it?

3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain?

- ☐ Yes  
☐ No  
☐ NA

4. Does the water rise at least 4 inches high when force is applied to the controls of the fountain?

- ☐ Yes  
☐ No  
☐ NA

5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist?

- ☐ Yes  
☐ No  
☐ NA

6. Is the bottom of the apron of the fountain above the floor so that it provides the space needed for a wheelchair to pull up under it, but does not protrude more than 4" from the wall, so it is not a hazard to people who are blind or have low vision and use a cane to detect hazards?

- ☐ Yes  
☐ No  
☐ NA

IN WITNESS WHEREOF, the Opt-In Partner and the Los Angeles Homeless Services Authority have caused this Agreement to be executed by their duly authorized representatives.

**Deployment Site**

**Name of Opt-In  
Partner**

**Name of Authorized  
Official**

First Name

Last Name

**Title**

**Date**

Month

Day

Year



**Signature**

Submit

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### **Deployment Site Coordinator**

IN WITNESS WHEREOF, the Opt-In Partner and the Los Angeles Homeless Services Authority have caused this Agreement to be executed by their duly authorized representatives.

**Name of Opt-In  
Partner**

**Name of Authorized  
Official**

First Name

Last Name

**Title**

**Date**

Month

Day

Year



**Signature**

Submit

### **Volunteer Recruitment**

IN WITNESS WHEREOF, the Opt-In Partner and the Los Angeles Homeless Services Authority have caused this Agreement to be executed by their duly authorized representatives.

**Name of Opt-In  
Partner**


**Name of Authorized  
Official**

First Name

Last Name

**Title**

**Date**

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
Month		Day		Year	

**Signature**

Submit

**Food**

IN WITNESS WHEREOF, the Opt-In Partner and the Los Angeles Homeless Services Authority have caused this Agreement to be executed by their duly authorized representatives.


**Name of Opt-In Partner**

**Name of Authorized Official**

<input type="text"/>	<input type="text"/>
First Name	Last Name

**Title**

**Date**

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
Month		Day		Year	


**Signature**

Submit

For: LOS ANGELES HOMELESS SERVICES AUTHORITY (LAHSA)

**By: Peter Lynn,  
Executive Director**

**Date**

-  -    
Month Day Year

Submit

**Diagrams**

Diagram A

Number of Accessible Parking Spaces			
Total Parking Lot (Lot or Garage)	Total Minimum Number of Accessible Spaces (includes accessible & van)	Accessible Spaces	Van Parking Spaces
1 to 25	1	0	1
26 to 50	2	1	1
51 to 75	3	2	1
76 to 100	4	3	1
101 to 150	5	4	1
151 to 200	6	5	1
201 to 300	7	6	1
301 to 400	8	7	1
401 to 500	9	7	2
501 to 999	2 percent of total spaces		1 of 6
Over 1,000	20 spaces plus 1 space for every 100 spaces, or fraction thereof, over 1,000		1 of 6

Diagram B



Diagram C



Diagram D

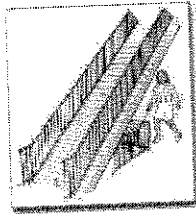


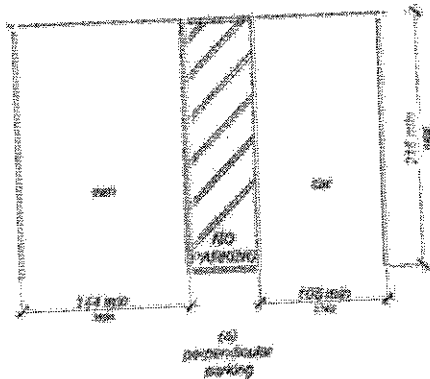
Diagram E



Diagram F

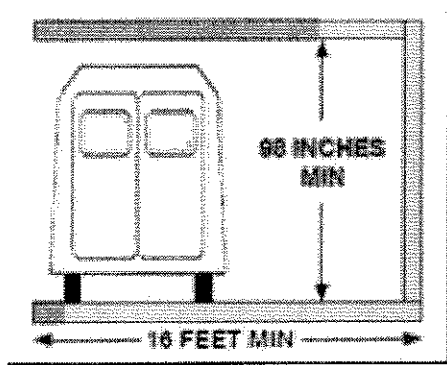


Diagram G – Van Accessible Stall



Van parking stall can be 9' + 8' or 12' + 5' (CBC 11B-502.2)  
 Exception: Van parking spaces shall be permitted to be 108 inches (2743 mm) wide minimum  
 where the access aisle is 96 inches (2438mm) wide minimum.

Diagram H  
Vertical Clearance



Vehicle pull-up spaces, access aisles serving them, and a vehicular route from an entrance to the passenger loading zone and from the passenger loading zone to a vehicular exit shall provide a vertical clearance of 114 inches (2896 mm) minimum. (CBC 11B - 503.5)

Diagram I – Handrails

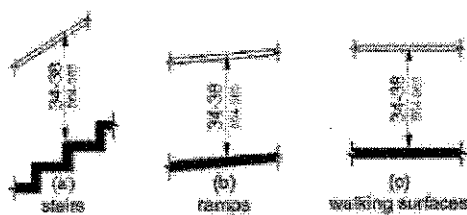
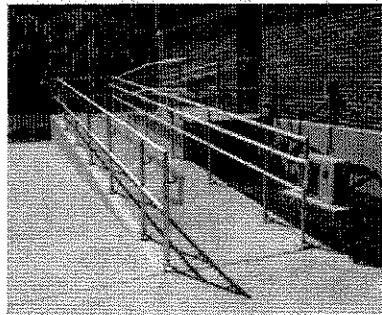
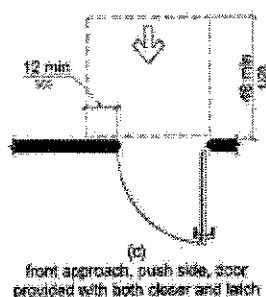
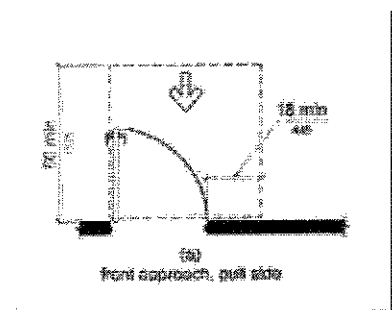


FIGURE 11B-505.4  
HANDRAIL HEIGHT



Top of gripping surfaces of handrails shall be 34 inches (864 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces. Handrails shall be at a consistent height above walking surfaces, stair nosings, and ramp surfaces. (CBC 11B- 505.4)



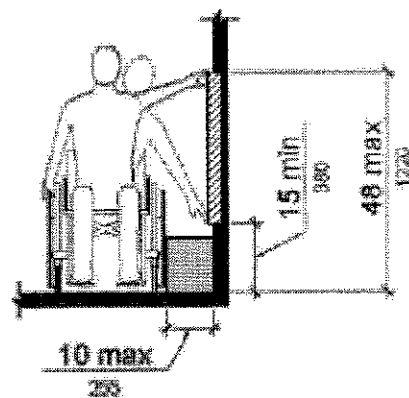
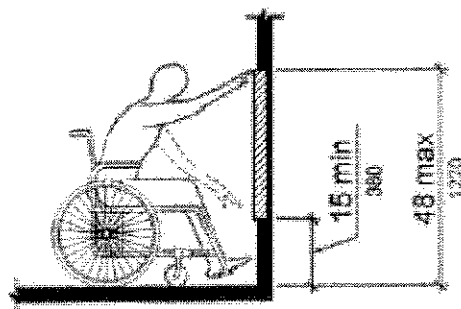


**Diagram J – Door Entry Approach**  
Appropriate space perpendicular and parallel to a doorway permits a wheelchair user, people using walkers and other mobility devices to open the door safely and independently. Following are two common examples of required minimum maneuvering clearances:

1. Approaching the door and pulling it toward you to open requires 60 inches of clear space perpendicular to the doorway and 18 inches' parallel to the doorway.

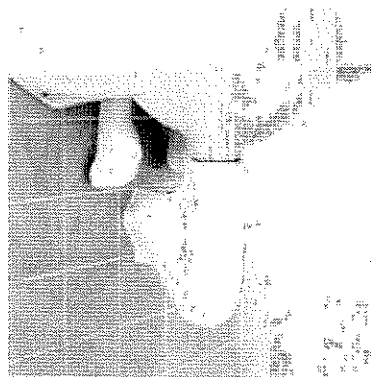
2. Approaching the door and pushing it away from you to open requires 48 inches of clear space perpendicular to the doorway.

**Diagram K – Elevator Call Button**



**Diagram L – Accessible Entrance Signage**

**Diagram M – Pipe Insulation**



## Resources

Links to detailed checklists are provided in the resource section.

U.S. Department of Justice Civil Rights Division Disability Rights Section

Evaluating the Accessibility of a Meeting Site

<http://www.ada.gov/business/accessiblemtg.htm#evalaccess>

City of Los Angeles Department on Disability

Guide to Accessible Event Planning

[http://ens.lacity.org/dod/indexpage/dodindexpage169433612\\_11152005.pdf](http://ens.lacity.org/dod/indexpage/dodindexpage169433612_11152005.pdf)

Planning Accessible Meetings

AXIS Center for Public Awareness of People with Disabilities

<http://www.merrillassociates.com/topic/2000/11/planning-accessible-meetings/>

Checklist for Planning Accessible Meetings and Events

U.S. Department of Transportation, Disability Resource Center

<http://www.connectoncampus.ca/resources/access.pdf>

A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired

by Jennifer Sutton

<http://www.acb.org/accessible-formats.html#ag14>

Section 504 Programs and Activities Accessibility Handbook

Federal Communications Commission (FCC)

[http://www.fcc.gov/cgb/dro/504/504\\_handbook.pdf](http://www.fcc.gov/cgb/dro/504/504_handbook.pdf)

CA Building Code – 2013, Chapter 11B

Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing

[http://www.ecodes.biz/ecodes\\_support/free\\_resources/2013California/13Building/PDFs/Chapter%2011B%20-%20Accessibility%20to%20Public%20Buildings.pdf](http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Building/PDFs/Chapter%2011B%20-%20Accessibility%20to%20Public%20Buildings.pdf)