

# SBA

SOP 00 17 1

---

# Parking Program

Office of Administration

U.S. Small Business Administration



**SMALL BUSINESS ADMINISTRATION  
STANDARD OPERATING PROCEDURES**  
Headquarters

SUBJECT: Parking Program	S.O.P.		REV
	SECTION 00	NO. 17	1

INTRODUCTION

1. Purpose. The purpose of this SOP is to outline the procedures for managing and allocating parking for the SBA.
2. Personnel Concerned. All SBA Headquarters employees.
3. Directives Canceled. SOP 00 17, dated 9/30/93.
4. Originator. The Office of Administration.

AUTHORIZED BY:		EFFECTIVE DATE 11-24-97
Thomas A. Dumaresq Assistant Administrator for Administration		PAGE 1

SBA Form 989 (5-90) Ref: SOP 00 23





## Table of Contents

Chapter 1 .....	5
General Overview of the Parking Program .....	5
1. What Does this SOP Cover? .....	5
2. What Regulations Govern the Parking Program? .....	5
3. What is the Government's Liability? .....	5
4. What are the Garage Rules? .....	5
Chapter 2 .....	7
Getting a Parking Permit .....	7
1. How and When Can I Apply for a Parking Permit? .....	7
2. If I am Handicapped, What Do I Need to Do to Apply for Parking? .....	7
3. How Does the Waiting List Work? .....	7
4. How is the Allocation of Parking Permits Prioritized? .....	8
5. How Do I Pay for My Parking? .....	8
6. Who Qualifies to Join a Car/Van Pool? .....	9
7. How are Parking Applications Ranked? .....	9
8. What if My Car/Van Pool Changes? .....	10
9. Once I Have Been Issued a Car/Van Pool Permit, How Do I Get My Monthly Car/Van Pool Permit? .....	10
10. How Can I Lose My Parking Privileges? .....	11
Appendix 1 .....	13
Index to Forms and Reports .....	13
Appendix 2 .....	15
SBA Form 1794 .....	15
Appendix 3 .....	17
SBA Form 1794A .....	17
Appendix 4 .....	19
Council of Governments Map .....	19

## Chapter 1

### General Overview of the Parking Program

#### 1. What Does this SOP Cover?

This standard operating procedure (SOP) covers the parking program at SBA Headquarters.

#### 2. What Regulations Govern the Parking Program?

The Federal Property Management Regulations at 41 CFR 101-20.104-1, "Allocation and assignment of parking for official needs," and 41 CFR 101-20.104-2, "Allocation and assignment of employee parking spaces," govern this program.

#### 3. What is the Government's Liability?

The Government isn't liable for damage to property or injury to anyone resulting from a Federal employee's use of a contractor-operated parking facility.

#### 4. What are the Garage Rules?

- a. Your monthly parking permit must be displayed whenever your vehicle is in the garage. Colonial Parking, Inc. may charge its daily rate for any vehicle that doesn't display the current month's sticker properly.
- b. The garage is open to the general public from 6:30 a.m. to 8:00 p.m. If you are a monthly permit holder, you have a FACSCARD, which will get you into the garage 24 hours a day.
- c. The speed limit is 5 miles per hour.
- d. Lost, stolen, or damaged possessions:
  - (1) If your FACSCARD is lost or stolen, tell the SBA Parking Coordinator right away. The Parking Coordinator will deactivate the FACSCARD from the security system and issue you a new one. It may cost you \$6.50.

- (2) Neither SBA nor Colonial Parking, Inc. is responsible for articles left in vehicles.
  - (3) Colonial Parking, Inc. makes every effort to protect your vehicle from damage while it is parked in the garage. However, if damage occurs, the Colonial Parking location manager has claim forms available that must be filled out and filed with Colonial Parking before leaving the garage. The SBA is not involved in the claims process, and is not liable for damages to cars parked in the Colonial Parking garage.
- e. Handicapped spaces are marked with the international handicapped symbol. You cannot park in them without an official handicap permit.

## Chapter 2

### Getting a Parking Permit

#### 1. How and When Can I Apply for a Parking Permit?

- a. To apply for a car/van pool or individual parking permit, you must submit an SBA Form 1794, "Application for Parking," to the Parking Coordinator in the Office of Administration (see appendix 2).
- b. The usual time to submit an application is during the month of August. Your application must be submitted between the 1st and last workday of August. The Parking Coordinator reviews all applications and assigns spaces by September 30. Assuming you pay monthly and have no disqualifying changes, your space is good for a year, October 1 through September 30.
- c. If you submit your application outside of August, your application will be reviewed, your name will be placed on the waiting list, and you may receive a space if one becomes available throughout the year.

#### 2. If I am Handicapped, What Do I Need to Do to Apply for Parking?

- a. Submit an SBA Form 1794A, "Application for Handicapped Permit" to the Parking Coordinator in the Office of Administration (see appendix 3). You must include copies of the official documentation from your licensed physician that you used to obtain your handicap parking permit from the state in which you live (i.e., the signed, completed application to the state and any justifications from your physician).
- b. To obtain a temporary handicap parking permit, submit a medical evaluation signed by a licensed physician saying that you have a temporary impairment that precludes using public transportation.

#### 3. How Does the Waiting List Work?

Because there are a limited number of parking spaces available through the SBA parking program, the Parking Coordinator maintains a waiting list of applicants who did not receive spaces. You may be placed on this list if:

- a. You submitted an application in August, but didn't qualify for a parking permit at

the time. Applications that were not filled are placed in ranking order on the waiting list.

- b. Your application was submitted after the review period and there were no spaces available at the time of your request. When you apply, your application is reviewed and placed in ranking order on the waiting list.

#### **4. How is the Allocation of Parking Permits Prioritized?**

Priorities for parking spaces are as follows:

- a. Government-owned vehicles.
- b. Severely handicapped employees.
- c. Executive personnel:
  - (1) Presidential appointees;
  - (2) Headquarters Management Board Members; and
  - (3) One space each for the Deputy Inspector General, Deputy General Counsel, and Deputy Chief Counsel for Advocacy.
- d. Car/van pool vehicles.
- e. Privately-owned vehicles.

#### **5. How Do I Pay for My Parking?**

You pay monthly, by check or money order payable to the U.S. Small Business Administration or SBA, when you pick up your permit from the Parking Coordinator in the Office of Administration. The Parking Coordinator will notify all permit holders of the days and times to pay for and pick up monthly permits. No cash is accepted. Parking fees may change at any time and are non-refundable. Contact the Office of Administration for current fees.

## 6. Who Qualifies to Join a Car/Van Pool?

You qualify as follows:

- a. To be the applicant C the primary permit holder C you must be a full-time Federal employee of SBA working in Headquarters.
- b. To be a car/van pool member, you must be:
  - (1) A Federal SBA employee;
  - (2) A Federal employee of another Federal agency; or
  - (3) A private-sector person who works regularly in the Southwest DC area.
- c. Whether as the primary permit holder or as a member, you may be in only one car/van pool.

## 7. How are Parking Applications Ranked?

Parking applications are evaluated based on where and by whom the members are employed, and where the members live or the car/van pool originates. Each application earns points based on the criteria listed below. The applications are then ranked based on the number of points earned.

- a. The first ranking factor is the type of employee.

<u>Type of Employee</u>	<u>Points</u>
(1) Each full-time SBA Federal employee member	5.0
(2) Three or more full-time SBA Federal employees	3.0 bonus points
(3) Each full-time other Federal employee member	3.0
(4) Each part-time Federal employee	0.5 point per round trip weekly
(5) First private-sector person	2.0
(6) Each additional private-sector person	0.0

- b. Another ranking factor is where car/van pool members live or meet:

<u>Home or Meeting Place</u>	<u>Points</u>
(1) Beyond Montgomery, Prince Georges, or Fairfax County	4
(2) Inside Montgomery, Prince Georges, or Fairfax County, but inside the Beltway	3
(3) Inside the Beltway, but outside the District of Columbia	2
(4) Inside the District of Columbia	1

- c. To determine distance points, the Parking Coordinator uses the map prepared by the Council of Governments which is used in the Federal plan for dismissing employees during emergencies and bad weather. A copy of the map is in appendix 4 of this SOP.
- d. Ties are decided in favor of the car/van pool with the most Federal service (total number of years divided by number of members).

## **8. What if My Car/Van Pool Changes?**

- a. You, the primary permit holder, have 2 workdays to report the following, in writing, to the Parking Coordinator:
- (1) A change in your car/van pool membership; and/or
  - (2) A change in work address or work phone number of the members of the pool.
- b. When a car/van pool loses a member, the pool has one month to find a new member before the Parking Coordinator reevaluates your eligibility. Whenever a new member joins your car/van pool, you must submit an updated application.

## **9. Once I Have Been Issued a Car/Van Pool Permit, How Do I Get My Monthly Car/Van Pool Permit?**

- a. Pick up your permit from the Parking Coordinator during the last 2 workdays of each month, between 8:30 and 11:30 am. If you will be on leave or travel, you should arrange for a car/van pool member or someone else to get it for you. Anyone

picking up a permit must show identification, sign for the permit, and provide payment.

- b. If no one picks up the permit, your car/van pool may lose its space for a month. After a 10-day grace period, the Parking Coordinator will offer your unclaimed permit to an applicant on the waiting list.

## 10. How Can I Lose My Parking Privileges?

- a. Misrepresenting Membership. The primary permit holder is responsible for meeting requirements for car/van pool membership. Applications will be examined for validity. The minimum penalty for misrepresentation is loss of parking privileges. Suspected cases of misrepresentations may be referred to the Office of the Inspector General for investigation.
- b. Returned Checks. If a check is returned for insufficient funds, the permit holder must pay by money order for as long as he or she is a permit holder thereafter. If you don't replace a returned check with a money order within 3 days after notification, you lose parking privileges.
- c. Validation Problems. Abuse of the daily validation procedure may result in the loss of parking privileges. If you forget or misplace your parking pass and need to get a time-stamped garage ticket, you must have it validated by the SBA Parking Coordinator before 3 p.m. on the same day. If your ticket isn't validated, you must pay the daily parking fee as you leave the garage. Failure to pay the daily fee may result in the loss of your SBA parking permit. You may have no more than three validations in 30 days.



**Appendix 1****Index to Forms and Reports**

<b>Form</b>	<b>Title</b>	<b>Paragraph</b>
SBA Form 1794	Application for Parking	2-1
SBA Form 1794A	Application for Handicapped Parking	2-2

<b>Report</b>	<b>Title</b>	<b>Paragraph</b>
Reserved		



**Appendix 2**  
(paragraph 2-1)  
**SBA Form 1794**



**Appendix 3**  
(paragraph 2-9)  
**SBA Form 1794A**



**Appendix 4**  
(paragraph 2-5)  
**Council of Governments Map**



