

SBA

SOP 00 17 2

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	2

INTRODUCTION

1. Purpose. The purpose of this SOP is to outline procedures for managing and allocating parking for the Small Business Administration (SBA).
2. Personnel Concerned. All SBA Headquarters employees.
3. Directives Canceled. SOP 00 17 1, dated 11/30/97.
4. Originator. The Office of Administration.

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		PAGE 1

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

Table of Contents

Table of Contents.....3

Chapter 15

 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 27

 Obtaining 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 is the Allocation of Parking Permits Prioritized?.....7

 4. How Does the Waiting List Work?.....8

 5. Who Qualifies to Join a Car/Van Pool?.....8

 6. How are Car/Van Pool Applications Ranked?.....9

 7. How Do I Pay for My Parking?10

 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?11

 10. How Can I Lose My Parking Privileges?11

Appendix 1

 Index to Forms and Reports.....13

Appendix 2

 SBA Form 1794.....15

Appendix 3

 SBA Form 1794A.....17

Appendix 4

 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 sections 102-74, sections 102-74, 265-310, "Parking Facilitator," govern this program.

3. What is the Government's Liability?

The Government is not liable for any damages 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. The contractor may charge the daily rate for any vehicle that does not display the current month's sticker properly. After the 10th of the month, the contractor will put a violation notice on your vehicle if the current month's sticker is not displayed. If you forget or misplace your parking pass, you may take a time-stamped garage ticket when you enter the garage, and have it validated by the SBA Parking Coordinator before 3p.m. on the same day. This will allow you to park without paying the daily parking fee. You may not get a validation sticker for any day when your garage FASCARD was used, and SBA will provide no more than two validations in 30 days.
- b. The garage is open to the general public from 6:30 a.m. to 8:00 p.m. As a monthly permit holder, your FACSCARD will provide access to the garage 24 hours a day.
- c. The speed limit is 5 miles per hour.
- d. Lost, stolen, or damaged possessions:

- (1) A lost or stolen FACSCARD must be immediately reported to the SBA Parking Coordinator. The Parking Coordinator will deactivate the FACSCARD from the security system and instruct you to contact the contractor directly to purchase a new card. It may cost you \$20.00.
- (2) Neither SBA nor the contractor is responsible for articles left in vehicles.
 - (3) The contractor will make every effort to protect your vehicle from damage while parked in the garage. If damage occurs, the contractor location manager will have claim forms available that must be filled out and filed with the contractor before leaving the garage. The SBA is not involved in the claims process, and is not liable for damage to cars parked in the contractor-operated parking garage.
- e. Handicapped spaces are marked with the international handicapped symbol. Vehicles parked in these spaces that do not properly display the international handicapped symbol may be towed by the contractor at the vehicle owner's expense.

Chapter 2

Obtaining 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 SBA Form 1794, "Application for Parking," to the Parking Coordinator in the Office of Administration (see Appendix 2).
- b. Generally, 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 one year, October 1 through September 30.
- c. If you submit an application at any other time during the year, it will be reviewed, and your name placed on the waiting list. Then, you may receive a space if one becomes available during 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 handicapped parking permit, submit a medical evaluation signed by a licensed physician saying that you have a temporary impairment that prevents you from using public transportation.

3. 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, a Deputy General Counsel, and the Deputy Chief Counsel for Advocacy.
- d. Car/van pool vehicles.
 - e. Privately-owned vehicles.

4. How Does the Waiting List Work?

Due to the limited number of parking spaces available through the SBA parking program, the Parking Coordinator maintains a list of applicants awaiting spaces. You may be placed on this list if:

- a. You submitted an application in August, but did not qualify for a parking permit at the time. Applications on the waiting list are placed in ranking order.
- b. Your application was submitted after the review period and no spaces were available at the time of your request. When you apply, your application is reviewed and placed in ranking order on the waiting list.

5. Who Qualifies to Join a Car/Van Pool?

You qualify as follows:

- a. The primary permit holder must be a full-time Federal employee of SBA working in Headquarters.
- b. Each car/van pool member, 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.

6. How are Car/Van Pool Applications Ranked?

Car/Van Pool 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 bonus points.	3.0
(3)	Each full-time other Federal employee member	3.0
(4)	Each part-time Federal employee point round trip weekly	0.5 per
(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, and 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).

7. How Do I Pay for My Parking?

Monthly parking payments are due to the Parking Coordinator in the Office of Administration by the 10th of each month. You may pay by check or money order made payable to the U.S. Small Business Administration or SBA. 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.

8. What if My Car/Van Pool Changes?

- a. The primary permit holder, has 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.
 - (3) A change in where the members live or meet.
- b. When a car/van pool loses a member, the pool has one month to find a new member before the Parking Coordinator re-evaluates eligibility. Whenever a new member joins the car/van pool, an updated application must be submitted. If decided to terminate your parking you must do the following.
 - (1) On the last day you enter the garage do not use your FASCARD, please get a validation ticket to get your parking validated for that day.
 - (2) Turn your FASCARD in to the Parking Coordinator. If you know in advance the exact day you are terminating your parking inform the Parking Coordinator to have your last payment prorated. SBA cannot issue refunds.
- c. You must notify the Parking Coordinator if you will not be using the garage FACSCARD during extended leave (illness, maternity, etc.).

You will either be responsible for payment for that time or forfeit your parking privileges and reapply when you return to work. An SBA employee may use your garage FACSCARD during your absence if he/she notifies the Parking Coordinator of his/her name and the license number of the vehicle that he/she will be driving. That employee will then be responsible for monthly payment while using the card. If payment is not made the garage FACSCARD will be deactivated.

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

- a. Obtain your permit from the Parking Coordinator during the first ten days of each month, during the times specified by the Parking Coordinator. If on leave or travel, you should arrange for someone else to get it for you. You will be required to show identification, sign and provide payment when picking up a permit.
- b. Your car/van pool may lose its space for a month if no one picks up the permit. After a 15-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 will lose parking privileges.
- c. Validation Problems. Abuse of the daily validation procedure may result in the loss of parking privileges. You may not get a validation sticker for any day when your garage FACSCARD was used. If your ticket is not validated, you must pay the daily parking fee as you exit the garage. Failure to pay the daily fee may result in the loss of your SBA parking permit.

- d. Late Payments: Payments are considered late after the 15th of the month. Failure to submit payment on time may result in the loss of parking privileges. You are responsible for any payments that you incurred even if your garage FACSCARD has been deactivated or has not been used. Penalties for non-payment will include disciplinary action for indebtedness for failure to timely pay taxes or other debts to the government. The penalty for the first offense can range from a reprimand to a five-day suspension; subsequent offenses can range from a five-day suspension to removal. In addition, the Agency can suspend parking privileges and garnish wages to recoup overdue payments.

Appendix 1
Index to Forms and Reports

Form	Title	Paragraph
SBA Form 1794	Application for Parking	2-1
SBA Form 1794A	Application for Handicapped Parking	2-2
	Council of Government s Map	2-5

Appendix 2
(paragraph 2-1)

 Small Business Administration - Application for Parking Permit									
Instructions: Provide the following information for every carpool participant. Use only one form for each pool unless the pool exceeds 8 members. Criteria for use: ___ carpool ___ vanpool				I certify that I am a member of a van/carpool and I am not participating in any other van/carpool. I understand that misuse or misrepresentation of van/carpooling membership application or regulation requirements will result in revocation of parking privileges.					
The person named in block one will be the primary permit holder once the application is approved and the permit is given. The primary permit holder is responsible for notifying the Office of Administrative Services of any changes in the composition of the van/carpool. Incomplete applications will be returned for resubmission.									
Participant's Name & Complete Home Address (include zip code)	Office Phone	Zone # (See back)	Agency	Agency Address	Make/Model/State License Plate, Number of Cars Driven	Number of Round Trips per week	Signature (See statement above)		
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
Comments:							Reserved for Staff Use Only		
							Date	Points	Space

SBA Form 1794 (7-93) previous edition obsolete
Must be accompanied by SBA Form 58


 Recycled Paper Product

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SBA Form 1794
Appendix 3
(paragraph 2-9)



Small Business Administration - Application for Handicapped Parking Permit

Instructions: Provide the following information.

Criteria for use: Handicapped (Medical statement/approved handicapped application for tags is required)

Do you have state issued handicapped license plates? Yes No

The person named in block one will be the primary permit holder. He/she must be the one with the handicapped permit. If anyone else drives with him/her - please list below. The primary permit holder is responsible for notifying the Office of Administrative Services of any changes on the application. Incomplete applications will be returned for resubmission.

Participant's Name & Complete Home Address (include zip code)	Office Phone	Zone # (See back)	Agency	Agency Address	Make/Model/State License Plate, Number of Cars Driven	Number of Round Trips per week	Signature (See statement above)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Comments:

Reserved for Staff Use Only

Date

Space

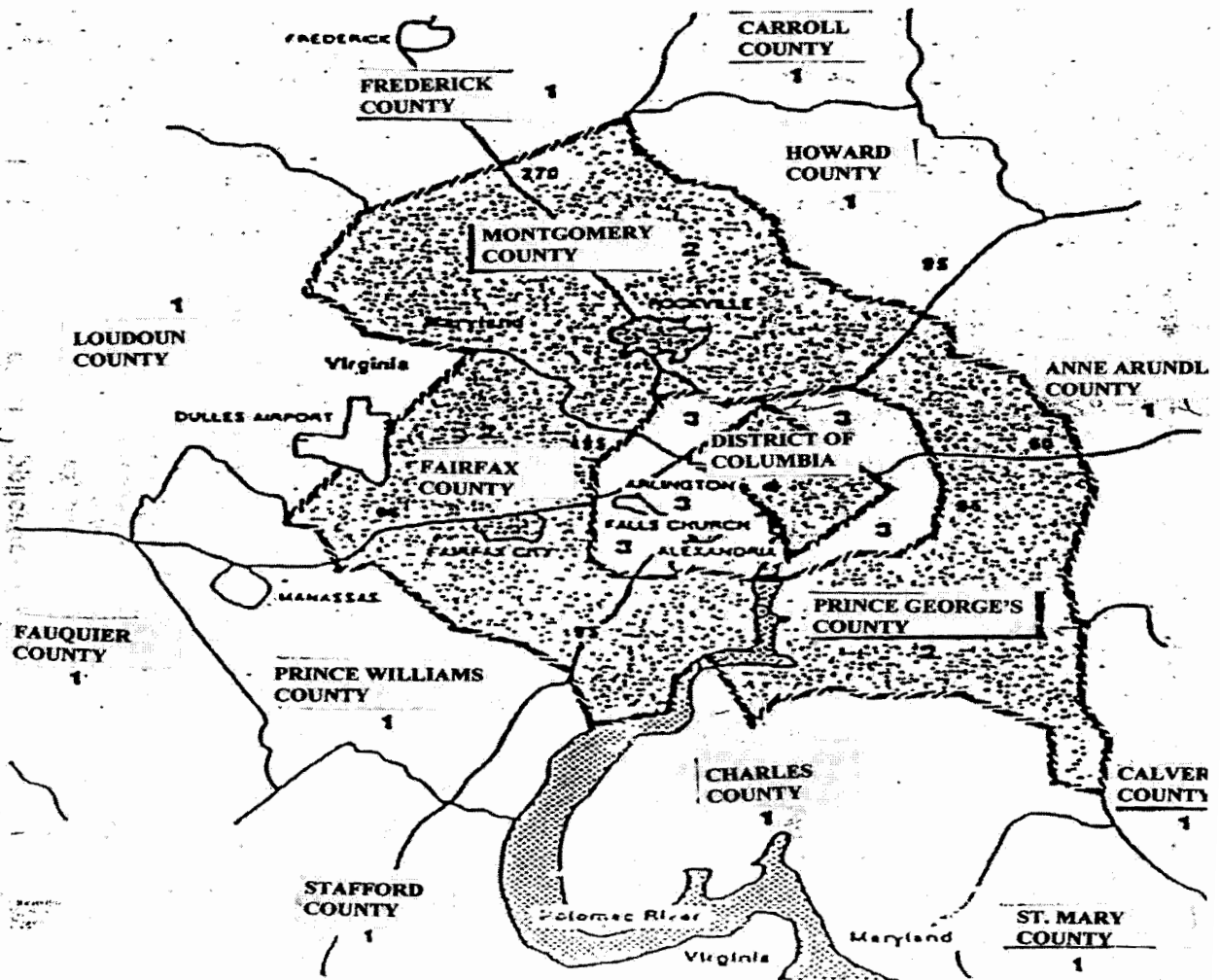
SBA Form 1794A (7-93) previous edition obsolete
 Must be accompanied by SBA Form 58



This form was electronically produced by Elite Federal Forms, Inc.

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

Council of Governments
Residential Zone Dismissal Plan
for the Washington Metropolitan Area



Numbers Represent Dismissal Stages