CHAPTER 10. VEHICLE PARKING

10-1. General. This Chapter sets forth HUD's policy for the justification, acquisition, and payment of vehicle parking in the Field. Headquarters parking policy is set forth in HUD Handbook 2200.2 REV., Headquarters Building Parking Plan. General parking for employees will not be funded by the Department. Arrangements for employees' parking may be negotiated between employee organizations or individual employees and prospective vendors.

10-2. Criteria for Justification. The Department will request the General Services Administration (GSA) to acquire and will reimburse through the Federal Buildings Fund and/or through other established means of funding, parking spaces for the following:

a. Government-owned and/or leased vehicles assigned to HUD for which parking spaces are not provided for in a nearby GSA operated motor pool facility.

b. Handicapped employees who have a severe, permanent physical or mental impairment which, for all practical purposes, precludes use of public transportation, and employees unable to operate a vehicle as a result of a permanent impairment (e.g., the blind) and are driven to their place of employment by someone else.

c. Privately-owned vehicle of the Regional Administrator - Regional Housing Commissioner in a Regional Office and the Manager of a Field Office who must frequently use his/her vehicle in conducting the official business of the Department.

d. A minimal number of visitor parking spaces in areas where alternate or commercial "in and out" parking facilities are not available in proximity to the HUD Office.

10-3. Responsibility.

a. The Manager of the Office is responsible for determining parking requirements and initiating requests for parking spaces for both Government-furnished and/or privately-owned vehicles. All requests stemming from Field locations must be certified only by the Manager

(10-3.) of the Office and submitted to the Office of Administration, Administrative Services Division, for appropriate action. (See Appendix 10 for sample format for certification).

b. The Director, Administrative Services Division (ASD), upon review and approval, shall forward the request to

the Communications and Space Management Division (ASM) for program approval. A medical certification by the Public Health Service or by a private physician may be required, as deemed appropriate, to substantiate parking for the handicapped.

c. ASM, based on their review of the requirement and funds availability, may advise the ASD to process a SF-81, Request for Space, to GSA. The ASD shall provide the ASM copies of all related correspondence.

d. When requirements change and a parking space is no longer required, the Manager of the Office shall immediately notify the ASD, who will take immediate action with GSA to relinquish the space and notify ASM accordingly.

e. GSA has overall responsibility for obtaining space to satisfy HUD's parking requirements. If parking spaces are not available at Government-controlled (Federal/ leased) locations, GSA may delegate authority to the agency to procure spaces.

10-4. Recertification. The Manager of an Office shall review and recertify at the beginning of each fiscal year parking spaces assigned to his/her Office. The recertification shall be forwarded to the ASD. The ASD shall provide ASM a consolidated report by location by October 31 of each year.