

From: [Human Resources](#)
To: [Human Resources](#)
Subject: Parking Update
Date: Monday, April 28, 2025 10:48:38 AM
Attachments: [45 L Street NE Monthly Contract Sentinel Square III - Penn Parking.pdf](#)
[Penn Parking Credit Card Enrollment Form.pdf](#)

Thank you for your patience these last several weeks as we've all been back in the office full-time. Below is additional information about parking in both the near-term and long-term.

As we previously did for April, May will serve as an additional transition month with respect to parking, as we continue to make adjustments and work with our parking vendor to streamline parking concurrent with the increased in-office presence. For the month of May, the FCC HQ garage will likely continue to be at capacity. There will not be daily parking available for May since the monthly spots will be fully reserved.

Although you may still apply for monthly parking for the month of May, you will be placed on a wait list if all monthly parking spots have already been reserved. Employees may apply for monthly parking by completing the attached parking application and payment form and emailing them to Penn Parking at Mbirru@pennparking.com. For questions, please call the Penn Parking helpdesk at 410-782-9112.

Parking for June and Beyond – Subsidy, Parking Priorities, and Handicapped Parking

Please read the below in its entirety, as it contains important information for parking applications after May.

Parking Subsidy

The current parking subsidy – which caps the cost of a monthly space for employees at \$151 – expires at the end of April, as does the additional parking subsidy of \$50 for employees at the GS-12, step 10 (or equivalent) salary. The FCC plans to continue offering a subsidy if consistent with law, rule, and regulation, but the Agency will reduce it in a phased approach over the next ~year. Accordingly, monthly parking costs will increase for all employees as follows:

Months	Monthly Parking Cost
May 2025 (transition month)	\$151/month; additional \$50 subsidy for employees at the GS-12, step 10 (or equivalent) salary
June, July, August, September 2025	\$176/month
October, November, December 2025	\$201/month
January, February, March 2026	\$226/month

April 2026 and beyond	\$250/month
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After May 2025, employees do not need to take any additional steps to receive the subsidy; it is factored into the amount that the vendor charges FCC employees for parking each month. For May 2025, employees at the GS-12, step 10 (or equivalent) salary may submit a monthly claim for reimbursement for \$50, using Standard Form 1164. Please reach out to LRPMSD if you need a copy of this form. After May 2025, the additional \$50 subsidy will no longer be available.

Parking Priorities and Application Deadline (May 10, 2025)

For monthly parking in June and thereafter, parking spots will be allocated based on the following priorities, consisted with 41 CFR § 102-74.305:

1. **Severely disabled employees:** Persons who have a severe, permanent impairment which for all practical purposes precludes the use of public transportation or other parking facilities in the area, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Priority requires medical certification and medical review by Federal Occupational Health (FOH).
2. **Executives and employees who work unusual hours:** Executives means the FCC Chief of Staff; Senior Leadership (SL) employees from the Chairwoman and Commissioners' offices; Bureau and Office Chiefs and their Deputies; and all members of the Senior Executive Service. Employees who work unusual hours consists of Watch Officers in the PSHSB Operations Center.
3. **Van pools/carpools:** Spaces will be allocated based solely on the number of FCC employees included in the van pool or carpool who regularly commute together. Ties will be broken based on the combined FCC seniority (based on Entry on Duty (EOD) date) of vehicle occupants.
4. **Individual/single occupant vehicles:** All applicants who do not fall within one of the above categories. Priority will be determined by an employee's most recent EOD date (i.e. the most recent date the employee began working at the FCC), and ties will be broken based on Service Computation Date (SCD) (the date the employee began federal service).

If you want to receive a monthly parking spot for June, you must complete and submit the attached parking application and payment form to Mbirru@pennparking.com no later than **May 10, 2025.**

If you have already submitted a parking application, regardless of whether you were

approved for a spot or not, you do **not** need to submit a new one. However, if you submitted an application but you no longer want a parking spot, please notify Penn Parking by May 10th, at the email address above, that you are withdrawing your application.

In order to ensure that parking spaces are allocated consistent with required priorities, we will be reviewing all parking applications that have already been approved, and any new ones we receive by May 10, and creating a parking priority list, sorted in accordance with the above priorities. Thus, there may be some individuals who previously received authorization for a monthly parking spot, but who may no longer receive a spot if they are lower on the parking priority list than individuals in other priority categories.

Employees will be notified as soon as possible after May 10 whether they have received a parking spot for June. If you already have a parking spot and do not receive any notification, that means you are approved, and no additional action is required on your part.

For June and beyond, if the garage is full, parking spots will only become available under one of two circumstances:

- Someone applies and is in one of the first three priority groups outlined above. In that case, the person lowest on the individual/single occupant vehicle approved parker list will be required to relinquish their parking spot; or
- If an approved parker decides to de-enroll. In that case, the next person on the individual/single occupant vehicle priority list, based on FCC seniority, will be notified that a spot is available.

Penn Parking handles provision of parking garage access cards, so newly-approved employees will need to work with them to receive one.

Handicapped Parking

There are several spots in the FCC HQ garage designated for individuals with disabilities. These are not assigned spaces, but are available on a first-come, first-serve basis **only for individuals who have applied for and received handicapped parking approval from FOH, through their certification process, and received an FCC-issued handicap parking placard or hangtag.**

If you have a handicapped parking placard issued by a state or municipality, that may not be used for parking in designated handicap spots at the FCC HQ garage. Employees must go through the FOH process to receive a placard that may be used for HQ parking.

Individuals who believe they qualify for handicapped parking should reach out to the Administrative Service Center (ASC@fcc.gov) to initiate the FOH review process. If approved to receive a handicapped parking placard, employees will still go through the parking vendor for

application and payment for monthly spots, using the attached application and payment forms.

If you have already completed this process and have been issued a handicapped placard after an FOH evaluation of your application, you do not need to initiate the process again. You must ensure that your handicapped placard is visible in your vehicle when parking in the garage.

Please note that there are a limited number of handicapped parking spaces in the FCC HQ garage. If you receive FOH approval for a handicapped parking placard, you are still first on the parking priority list to be able to park in the garage as a monthly parker. However, if there are no handicapped spots available for use when you arrive at HQ on a given day, you will need to park in one of the other available, non-handicapped spots in the garage.

Other General Reminders

The garage will continue to be open from 5:00am to 8:00pm Monday through Friday. Monthly parkers have access to the garage after-hours. Overnight parking is not permitted.

There are several spots designated for electric vehicle charging. The maximum time allowed in these spots is 4 hours. Employees may not park for the day, or more than 4 hours, in those spots, and they are solely for use to charge electric vehicles.