

From: [Human Resources](#)
To: [Human Resources](#)
Subject: FCC HQ Parking Reminders; Extension of Monthly Parking Subsidy; New Daily Parking Early Bird Rate
Date: Thursday, May 16, 2024 12:30:46 PM
Attachments: [45 L Street NE Monthly Contract Sentinel Square III - Penn Parking.pdf](#)
[Penn Parking Credit Card Enrollment Form.pdf](#)

Below are updates and reminders about parking at FCC HQ, including the availability of monthly and daily parking and the extension of the monthly parking subsidies.

We are also excited to announce a new daily parking Early Bird rate of \$10.00 for entry before 9:00am, effective immediately.

Monthly Parking Availability and Application Process

There are approximately 315 unreserved spaces, as well as 12 spots for motorcycles, available for FCC employees to park in the FCC HQ parking facility on a monthly basis. These monthly, unreserved parking spots will continue to be available for FCC employees only at this time, via our vendor, Penn Parking.

Questions about the monthly parking application process may be submitted to Mr. Mallima Birru, area manager for Penn Parking, who can be reached at (202) 246-7865 or mbirru@pennparking.com.

To apply for monthly parking, individuals should complete the attached documents - a contract and a credit card enrollment form - and submit them via fax to the number in the attachment, or via email to: mbirru@pennparking.com.

Monthly parkers will use an access card supplied by Penn Parking, at the parking ticketing machine located beyond the guard booth, to enter the parking garage, and will use this same access card at the ticketing machine in the exit lane of the garage. Monthly parkers will be able to park on weekends/after-hours using their access cards; but overnight parking is generally prohibited, and HQ monthly parking cannot be used for personal car storage.

Extension of Monthly Parking Subsidy

The FCC has determined to extend the previously announced monthly parking subsidy for another twelve (12) months. Although the cost of a parking spot under the HQ lease is approximately \$290 per month for the upcoming year, **from May 2024 through April 2025, FCC employees will continue to pay \$151 per month for an FCC HQ garage monthly, unreserved parking spot.**

In addition, from May 2024 through April 2025, the FCC will continue to offer an additional \$50 per month subsidy for employees at the GS-12, Step 10 (or equivalent salary) and below. This means that these employees will have a maximum monthly parking amount of \$101. Eligible employees will pay Penn Parking \$151 for a monthly spot, using the process described above, and then they may submit a monthly claim for reimbursement for \$50, using Standard Form 1164. Please reach out to LRPMSM if you need a copy of this form.

FCC HQ employees may check their annual salary based on grade/step level [here](#).

Please note that employees may not receive both a parking and transit subsidy.

Daily Parking, including new Early Bird Rate

Any spots that are not reserved for monthly parking will continue to be available for daily parking for FCC employees only, at this time. These daily spots are available on a first-come, first-served basis. Daily parkers will take a ticket upon entering the parking facility and pay the applicable rate at a designated kiosk. The current daily rate is \$17 per day. **Effective immediately, daily parkers who enter the garage before 9:00am will pay an Early Bird rate of \$10 per day.** There are no in-and-out privileges for daily parkers.

Handicapped Parking

There are several spots in the FCC HQ garage designated for individuals with disabilities. Individuals who believe they qualify for handicapped parking should reach out to the Administrative Service Center (ASC@fcc.gov) to initiate that process, which is handled through Federal Occupational Health (FOH). If approved to receive a handicapped parking placard, staff will still go through the parking vendor for application and payment for monthly spots, using the attached application and payment forms, or they may use the payment kiosks for daily parking.

If you have already completed this process and have been issued a handicapped placard, you do not need to initiate the process again.

Please ensure that your placard is visible in your vehicle when parking in the garage.

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

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.

If you have any questions about parking, please reach out to ASC@fcc.gov or LRPMSC@fcc.gov. Thank you.