

To: Clark, Katherine[Clark.Katherine@epa.gov];
HQ_Facilities_Updates[HQ_Facilities_Updates@epa.gov]; Hq Parking
Participants[hqparkingparticipants@usepa.onmicrosoft.com]
Cc: Davis, Michael D.[Davis.Michaeld@epa.gov]; Layne, Heather[Layne.Heather@epa.gov]; Allen,
CatherineB[Allen.CatherineB@epa.gov]
From: Barton, Kathryn
Sent: Fri 9/8/2017 12:56:59 PM
Subject: RE: New parking requirements
[epa/oig_notificationmemo_08-01-16_epa-parking.pdf](#)

I wasn't able to find a full audit on OIG's website; however, in August 2016, a Project Notification memorandum was sent to OARM regarding the parking subsidy (attached). I've copied the OIG points of contact as there may be a completed report they can direct us to.

<https://www.epa.gov/office-inspector-general/notification-review-epas-parking-subsidy-program>

Kate Barton

From: Clark, Katherine
Sent: Thursday, September 07, 2017 9:31 AM
To: HQ_Facilities_Updates <HQ_Facilities_Updates@epa.gov>; Hq Parking Participants
<hqparkingparticipants@usepa.onmicrosoft.com>
Subject: RE: New parking requirements

Would you please send a copy of the OIG's audit findings to the Hq Parking Participants?

Thank you.

Katherine Clark

From: HQ_Facilities_Updates
Sent: Thursday, September 07, 2017 9:16 AM
To: Hq Parking Participants <hqparkingparticipants@usepa.onmicrosoft.com>

Subject: New parking requirements

The agency's parking programs were recently audited by the Office of Inspector General. Based on the findings of the audit and recent agency budget cuts, the EPA will no longer offer reduced-rate parking to employees. Therefore, effective **October 1, 2017**, the parking rate will increase to **\$293.45 for all parking categories**. This includes disability; unusual hours, van/carpools and motorcycle parking.

New parking requirements will also go into effect on **October 1, 2017**. HQ employees participating in the parking program can expect the following changes:

- All non-EPA (federal **and** non-federal) van/carpool members will be required to submit a memorandum, with the parking application, from their respective agency/company certifying that the employee does not receive transit subsidy benefits to commute to/from work. If the memorandum is not attached to the parking application, it will be denied.
- HQ executives will be considered a part of the "unusual hours" category to be consistent with the Code of Federal regulations, and that will be defined in the revised parking application.
- All participating employees will be required to recertify using revised EPA Form 5160-1 by **October 1, 2017**.
- Employees who choose to continue participating in the HQ parking program should make month payments using <https://pay.gov/public/home>.
- Employees who choose to discontinue participating in the HQ parking program must complete the parking withdrawal form and submit to headquartersparking@epa.gov.
- Employees who choose to discontinue participating in the HQ parking program that have set up automatic payments will need to cancel those payments with Pay.gov.
- Employees who choose to discontinue participating in the HQ parking program may work directly with Cristal Shimamura, RRB Parking Manager, to secure parking. Ms. Shimamura may be reached at 202-312-1317. The RRB offers discounted rates to federal employees. The rate for vehicles is \$319.00 and \$159.00 for motorcycles.

If you have any questions regarding the upcoming changes to the headquarters parking program, please contact the agency's HQ Parking Office at 202-564-2085.