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Section 1: NEA Policy and Strategy[1]

I.   NEA Policy Statement

Each agency should detail in no more than one page, a policy statement committing the agency to compliance with environmental and energy statutes, regulations, and Executive Orders (EOs). The commitment letter should be signed by the Senior Sustainability Officer (SSO) and coordinated with the Chief Financial Officer, Chief Information Officer, Chief Acquisition Officer, Senior Real Property Officer, General Counsel, and others as appropriate. The statement should identify the agency's priorities and significant efforts, including major projects and investments, planned for the upcoming year that demonstrate commitment to meeting sustainability targets and goals. This letter should be updated and signed annually and included with the annual submission.

Agencies are encouraged to highlight significant successes and challenges related to greenhouse gas (GHG) reduction, sustainability, environmental protection, energy conservation, and other appropriate related goals.

NEA Response:

As a small agency tenanted with other small agencies in the large, GSA-owned and operated Old Post Office Building, the National Endowment for the Arts (NEA) has limited scope for affecting the majority of the areas addressed in the government-wide guidance. Nonetheless, the NEA is a fully committed partner in the President's effort to provide Federal Leadership in Environmental, Energy, and Economic Performance. The NEA intends to pursue opportunities to incorporate practices supportive of this effort into applicable facets of our day-to-day operations to the best of our ability and capacity.

II.   Sustainability and the Agency Mission

This section should provide a clear and concise statement highlighting the relationship between sustainability and the agency mission(s). Agencies should highlight how achieving sustainability targets and goals will support the agency in carrying out its mission. The discussion should identify any mission related synergies[2] and/or challenges with achieving the goals identified in the agency plan. In addition, agencies should provide a brief description of actions the agency will take to address any identified conflicts or challenges in achieving sustainability goals.[3]

NEA Response:

The concept of stewardship of the public welfare, while not explicit in the NEA strategic plan, is inherent in the mission of every Federal agency. As such, NEA is fully committed to supporting compliance with the environmental and energy statutes, regulations, and Executive Orders to the best of our ability and capacity. Because the NEA is a small agency with no real property assets, our focus will be to incorporate those practices into our day-to-day business operation which will best support the intent of this effort.

III.   Greenhouse Gas Reduction Goals

Agencies should identify and briefly describe the targets they have established to reduce GHG emissions (agency scope 1&2 and scope 3 targets). This discussion should broadly and succinctly describe the agency's overall strategy for meeting the targets. A detailed discussion of goals and milestones will be included in Section II of this plan.

NEA Response:

Because we are one of several tenants housed within a GSA-owned and managed building, the NEA is unable to identify GHG scope 1, 2 and 3 emissions except for those generated by employee business travel and commuting. While our capacity to impact greenhouse gas emissions generated by utility consumption is limited to supporting building management efforts, we will, to the extent practical, pursue cooperation with these efforts down to the individual employee level. Our focus will be directed at raising the consciousness of each employee regarding their ability to contribute to the goals of this effort.

Because the NEA has a very high level of participation in the Federal transit benefits program and limits its business travel to that required to support mission objectives, we are confident that we have minimized our level of scope 3 GHG emissions. In the future we will continue to participate in the transit benefit program, enable employee participation in alternate work schedules and telecommuting programs, and pursue all feasible opportunities to reduce official travel.

IV. Plan Implementation

This section should illustrate the agency's process for effective implementation of EO 13514 and other applicable EOs and statutes. The written discussion should cover the following topics:

a. Internal Coordination and Communication
b. Coordination and Dissemination of the Plan to the Field[4]
c. Leadership & Accountability[5]
d. Agency Policy and Planning Integration
e. Agency Budget Integration
f. Methods for Evaluation of Progress

Agencies should identify responsible offices/staff involved in the development, implementation, evaluation, and update of the plan. Additionally, agencies should include a discussion on how the agency will communicate and coordinate internally regarding existing reporting requirements listed in Table 1: Critical Planning Coordination. In addition to completing Table 1 below, agencies should include a discussion on how the agency will continue to update, implement, and maintain existing plans, policies and internal systems such as formal environmental management systems to meet the goals of EO 13514.

NEA Response:

Because the NEA is a small agency with no field offices, staff, coordination and communications requirements are minimal. The development, implementation and update of this plan are managed within and under the leadership of the Office of the NEA Deputy Chairman for Management & Budget. All internal coordination and/or communication regarding this plan and its reporting requirements will be addressed though face-to-face conversation, email or memoranda. Integration within NEA's budget

is not required as planned actions will not require additional funding. Achievement of identified goals will be measured through annual review of commuter/official travel and the sustainability characteristics of applicable acquisitions.

Table 1: Critical Planning Coordination[6]

The purpose of this table is to illustrate the relationship between the sustainability plan and other planning and reporting efforts across the agency. This table should illustrate opportunities for integrating sustainability requirements into existing planning documents and vice versa. In the future, agencies should use this table as a guide for ensuring that sustainability programs are supported in the appropriate agency planning processes. Agencies should respond with 'yes, 'no', or 'n/a' in the box for whether the EO goal is relevant to and has been integrated into listed report/plan. Use 'yes' for integrated, 'no' for not yet integrated, and 'n/a' for not applicable.

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
"										
GPRA Strategic Plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Agency Capital Plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
A-11 300s	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Annual Energy Data Report	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
EISA Section 432 Facility Evaluations/Project Reporting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asset Management Plan / 3 Year Timeline	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Circular A-11 Exhibit 53s	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OMB Scorecards	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DOE's Annual Federal Fleet Report to Congress and the President[7]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Data Center Consolidation Plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Environmental Management System[8]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other (reports, policies, plans, etc.)[9]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

V. Evaluating Return on Investment

Projects, initiatives and efforts should be prioritized based on the lifecycle return on investment to the agency while taking into account economic, environmental, social, and mission related

costs and benefits. Agencies should use this section to describe how they take into account both monetary and non-monetary factors when prioritizing projects and initiatives.[10] This section should include a discussion on specific challenges associated with consideration of lifecycle costs, return on investment (ROI), and how the agency accounts for economic, environmental, social and mission factors in the planning and budgeting process.[11] Agencies should include a relevant discussion on various cost and benefit analyses including:

a. Economic Lifecycle Cost / Return on Investment
b. Social Costs & Benefits
c. Environmental Costs & Benefits
d. Mission-Specific Costs & Benefits
e. Operations & Maintenance and Deferred Investments
f. Climate Change Risk and Vulnerability
g. Other, as defined by agency[12]

Agencies should consult OMB Circulars A-4, Regulatory Impact Analysis (RIA) and A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, when developing the methods and plans for Section V.

NEA Response:

N/A. As outlined in item iii above, NEA has not identified specific projects and therefore cannot determine funding requirement or perform cost- benefit analyses.

VI. Transparency

This section should explain how the agency will communicate its progress and results both within the agency and to the public. The discussion should include information on how the agency will publish the information (i.e., hard copy, internet, website, etc.) and what the agency intends to make public.[13]

NEA Response:

A summary of this report will be posted on the NEA intranet and the NEA Open Government website.

I. **Summary of Accomplishments:**[14] Agencies only need to provide this narrative one time within Section 2 (you do not need to repeat this for each individual goal). This area should be a summary of the agency's past year achievements with respect to overall targets and goals established by Executive Orders, statutory requirements, and agency goals. Agencies should concisely identify programs and initiatives that are remarkable in terms of successes and/or challenges and provide an explanation of lessons learned. Small agencies, may find it appropriate to address specific projects, however this area is not intended to be an itemized list of every project.

NEA Response:

As a small agency tenanted with other agencies in a GSA-owned and operated building, NEA does not have the ability to respond to the quantitative targets. We have, however, pursued all other aspects of this order within our capability.

As a part of this effort, NEA fully supports the GSA building management's efforts to ensure the Old Post Office (OPO) building is operated on an environmentally sound basis.

Currently, all potable water sources utilize water-saving devices. Additionally, the NEA supports water conservation by the prompt reporting of any plumbing problems and the reinforcement of individual employee responsibility for conscientious water usage.

All areas of the OPO fitted with overhead lighting have been converted to low-energy long-life bulbs. Although replacement of these bulbs is the responsibility of GSA, NEA maintains a stock to ensure they are not replaced with incandescents when GSA stock is unavailable. The building's aging hallway lighting was also recently converted from an incandescent to a fluorescent system with only minimal loss of illumination.

All tenants in the OPO participate in a recycling program which accepts all types of paper, plastics, and cans. This program is robust, and the proceeds are used to support tenant participation in Small Agency Council activities.

NEA and the OPO management cooperatively pursue energy conservation through awareness programs which include frequent reminders to power down – as much as possible – electronic devices and lights overnight, on weekends, and holidays.

The NEA currently operates three vehicles, one of which uses alternative fuel. This summer we will be eliminating one gas vehicle. The remaining gas powered vehicle will be replaced with an alternate fuel model when it is replaced.

NEA is well integrated with our local and regional infrastructure. More than 80 percent of NEA employees are currently enrolled in the Federal transit benefit program. This strong rate of participation is the result of being located within two blocks of the Washington DC subway system and on several city bus routes. Additionally, a number of employees walk or cycle to work daily.

NEA currently promotes electronic stewardship by purchasing qualifying Energy Star products, enabling the power save features on all appliances, donating used computers to qualifying organizations, and disposing of equipment using environmentally sound practices. We will continue to pursue best practices in implementing an environmentally sound electronics life-cycle management program.

II. **Goal Performance Review:** Agencies need to provide this narrative (a-e) for each I individual goal. Agencies are not required to provide this narrative for each sub-goal. This area should include a detailed discussion of goals, targets, milestones, and methods for implementation. If a goal area does not apply to an agency, that agency should specify that the goal does not apply to the agency (i.e., the agency does not have any fleet vehicles). The discussion for each goal should include the following components:

   a. *Goal description* – **Scope 1 & 2 Greenhouse Gas Reduction**

NEA Response:

   N/A. As one of several small agencies tenanted in a GSA-owned and operated building, the NEA has no ability to manage or report on Scope 1 & 2 Green house Gas emissions

   b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[15]
   c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[16]. Discuss how workforce training and education will be used to implement the plan.[17] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.
   d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?
   e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables

show quantitative targets and the projected internal financial resources needed to achieve the targets.[18]

f. ***Agency status*** - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan.

a. ***Goal description*** – **Scope 3 Greenhouse Gas Reduction**

NEA Response:

> **As one of several small agencies tenanted in a GSA-owned and operated building, the NEA has no ability to manage or report on Scope 3 Green house Gas emissions other than those generated by commuter and business travel.**

b. ***Agency lead for goal*** – Identify those who have responsibility for target development, implementation, and oversight[19]

NEA Response:

> **Scope 3 Green house Gas emissions generated by commuter and business travel will be tracked by Agency Administrative Services staff in conjunction with their regularly assigned responsibilities.**

c. ***Implementation methods*** – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[20]. Discuss how workforce training and education will be used to implement the plan.[21] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

NEA Response:

> **Emissions generated by commuter travel for the majority of existing staff have been calculated to complete the Scope 3 GHG report and will be adjusted whenever they adjust their transit benefit status. Commuter emissions for newly reporting staff will be calculated at the time of check-in to the Agency. Business ground travel emissions were calculated by reviewing each travel order completed during the 2008 fiscal year and extracting all pertinent data for ground travel. Air travel data was provided by GSA's Travel Management**

Information System (MIS). During this next year, the NEA plans to explore an electronic means of tracking business travel data.

    d. ***Positions*** - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

NEA Response:

All work required to monitor and report on sustainability efforts is accomplished as a collateral duty by Agency Management & Budget and Information Technology Management staff.

    e. ***Planning table*** - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[22]

NEA Response:

NEA currently has a high level of participation in the use of public transit systems and limits official travel to that required to meet official requirements. For that reason, NEA's goal for the future is to not exceed the GHG scope 3 levels identified in this report.

    f. ***Agency status*** - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

NEA Response:

During this past year, more than 80% of all NEA employee used one or more forms of public transportation when commuting to and from the Agency on a daily basis. In future years we will continue to encourage this high rate of participation by offering the maximum allowable Federal transit benefit subsidy (pending available funding). We will also continue to monitor business travel to ensure only required travel is undertaken and that feasible alternatives to travel are substituted whenever possible or practical and appropriate.

a. *Goal description* – **Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**

NEA Response:

N/A. As one of several small agencies tenanted in a GSA-owned and operated building, the NEA has no ability to manage or report on Scope 1,2 or 3 Green house Gas emissions except for those generated by commuter and business travel. Development of an Agency comprehensive greenhouse gas inventory would not be productive.

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b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[23]
c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[24]. Discuss how workforce training and education will be used to implement the plan.[25] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.
d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?
e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[26]
f. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

a. *Goal description* – **High-Performance Sustainable Design / Green Buildings**

NEA Response:

N/A. NEA is one of several small agencies tenanted in a GSA-owned and operated building.

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b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[27]

c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[28]. Discuss how workforce training and education will be used to implement the plan.[29] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[30]

f. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

a. *Goal description* – **Regional and Local Planning**

NEA Response:

N/A. NEA is one of several small tenants in a GSA-owned and operated building and therefore represented by GSA in regional and local planning organizations.

b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[31]

c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[32]. Discuss how workforce training and education will be used to implement the plan.[33] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[34]

f. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

a. *Goal description* – *Water Use Efficiency and Management*

NEA Response:

N/A. NEA is one of several small tenants in a GSA-owned and operated building. GSA is responsible for a building water use efficiency and management policy.

b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[35]

c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[36]. Discuss how workforce training and education will be used to implement the plan.[37] Agencies should incorporate by reference other

existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

d. **Positions** - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

e. **Planning table** - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[38]

f. **Agency status** - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

a. **Goal description** *– Pollution Prevention and Waste Elimination*

NEA Response:

N/A. NEA is one of several small tenants in a GSA-owned and operated building. GSA is responsible for building pollution prevention and waste elimination policy.

b. **Agency lead for goal** – Identify those who have responsibility for target development, implementation, and oversight[39]

c. **Implementation methods** – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[40]. Discuss how workforce training and education will be used to implement the plan.[41] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between

goals and where benefits from one goal area may impact or increase benefits from another.

d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[42]

f. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

a. *Goal description – Sustainable Acquisition*

NEA Response:

Sustainable acquisition offers the greatest opportunity for NEA's participation in supporting Executive Order 13514. Although the majority of NEA product acquisition is accomplished through small purchasing rather than contracting, and generally is limited to purchasing office supplies and furniture, NEA intends to procure recycled, green, and environmentally sustainable products whenever practicable.

b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[43]

NEA Response:

The NEA Contracting Officer and all NEA purchase card holders will be responsible for procuring recycled, green, and environmentally-sustainable products whenever feasible.

c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[44]. Discuss how workforce training and education will be used to implement the plan.[45] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve

their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

NEA Response:

> **The NEA Contracting Officers as well as all NEA government purchase card holders will be directed to actively pursue identification and purchase of recycled, green, and environmentally sustainable products whenever feasible.**

d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

NEA Response:

> **All work required to monitor and report on sustainability efforts is accomplished as a collateral duty by Agency Administrative Services, Contracting and Information Technology Management staff.**

e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[46]

NEA Response:

> **N/A. The NEA expects to maintain if not improve its current practice of procuring office supplies and IT equipment which support Federal sustainability goals.**

f. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

NEA Response:

The NEA has historically procured printing paper with at least a 30% recycled material content and is currently testing higher content papers. We will also ensure that office supply procurements meet recycled content, green, and environmentally sustainable product guidelines whenever applicable. The agency will also ensure that equipment purchases comply with electronic stewardship guidelines.

a. *Goal description – Electronic Stewardship and Data Centers*

NEA Response:

NEA's goal is to reduce energy consumption through the use of server virtualization.

b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[47]

NEA Response:

The lead will be Michael Burke, our Chief Information Officer.

Implementation methods – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[48]. Discuss how workforce training and education will be used to implement the plan.[49] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

NEA Response:

We will achieve this goal through the use of improved software tools, staff technical training, and purchase of energy efficient hardware. Virtualization will reduce the number of servers required to perform existing tasks thus lowering power requirements. A side benefit is the reduction of heat output which further lowers energy consumption.

c. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not

limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

NEA Response:

NEA Information and Technology Management staff will have responsibility for target development, implementation, and oversight. Additional staff will not be required.

d. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[50]

NEA Response:

We expect to reduce servers by 40% over the next two years. This is based upon current technology needs and does not consider growth in new applications. Where new work increases equipment demands, we will employ virtualization and if appropriate, cloud computing.

e. *Agency status* - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

NEA Response:

We have reduced our servers by 20% to date through virtualization. We have also employed cloud computing for a wide range of financial tasks and some human resource work, which has reduced the need for new equipment. This was achieved with no additional bandwidth requirements.

a. *Goal description* – : *Agency Innovation*

NEA Response:

The overall goal of the NEA is to identify any aspect of day-to-day operations that could be better served through incorporation of practices or materials which would support the spirit and intent of the Federal sustainability effort.

b. *Agency lead for goal* – Identify those who have responsibility for target development, implementation, and oversight[51]

NEA Response:

The NEA Office of Management & Budget as well as the NEA Information Management and Technology Division share responsibility for target development, implementation, and oversight of NEA sustainability efforts.

   c. *Implementation methods* – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) will be used to support achievement of this goal[52]. Discuss how workforce training and education will be used to implement the plan.[53] Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

NEA Response:

NEA efforts will be focused on raising employee consciousness of the role they can play in enhancing the Agency sustainability profile and ensuring that each acquisition is placed with best environmental practices in mind.

   d. *Positions* - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

NEA Response:

All work required to monitor and report on sustainability efforts is accomplished as a collateral duty by Agency Management & Budget and Information Technology Management staff.

   e. *Planning table* - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.[54]

NEA Response:

N/A. NEA efforts will be focused on day-to-day efforts to enhance the Agency's sustainability profile.

f. ***Agency status*** - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan

NEA Response:

The NEA may be required to relocate from the OPO during fiscal year 2013 or later. If so, we will make every effort to be located in space with equivalent public transit availability, and will work with GSA to ensure that all build out and/or renovation plans for new office space incorporate sustainable design, construction, operation, and management.

1 . GOAL: Scope 1 & 2 Greenhouse Gas Reduction
   a. Buildings
      1) Reduce Facility Energy Intensity

NEA Response:

N/A. The NEA is one of several tenants in a GSA-owned and operated building. While NEA has no control over the building's energy management infrastructure, we fully support the GSA building management's efforts to ensure the Old Post Office (OPO) building is operated on an environmentally sound basis.

      2) Renewable Electricity Installation & Use

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building where all utilities are provided and managed by GSA.

   b. Fleet[55]

NEA Response:

N/A. The NEA currently operates only 3 vehicles, 1 of which is an alternate fuel hybrid. In the very near future we will eliminate one gas powered vehicle. The remaining gas powered vehicle will be replaced with an alternate fuel vehicle when eligible.

      1) Reduce Petroleum Use in Fleet Vehicles[56]

NEA Response: See section 1.b. above.

2) Increase Use of Alternative Fuels in Fleet AFVs[57]

NEA Response: See section 1.b. above.

3) Optimize Use of Vehicles and Right-Size Fleet.

NEA Response: NEA vehicles are appropriately sized to support our transportation requirements.

4) Increase Use of Low Emission and High Fuel Economy Vehicles.

NEA Response: See section 1.b. above.

c.   Other, as defined by agency[58]

NEA Response: N/A.

	SCOPE 1&2 GHG TARGET	Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	....	FY 20
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	hold	….	hold
	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	N/A	N/A	N/A	N/A	hold	hold	hold	hold	hold
	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year)[59]	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	….	N/A
	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year)[60]	%	N/A	N/A	N/A	N/A	N/A	N/A	hold	…..	hold
	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Other, as defined by agency		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Scope 1 & 2 - Reduction Target (reduced from FY08 base year)[61]	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

2 . **GOAL: Scope 3 Greenhouse Gas Reduction**
   a.   Federal employee travel

   NEA Response:

   N/A. The NEA will keep GHG scope 3 emissions at or below current levels identified in our Scope 3 GHG Target Tool submission.

   b.   Contracted waste disposal

   NEA Response:

   N/A. As one of several tenants in a GSA-owned and operated building, the NEA has no responsibility for contracted waste disposal.

   c.   Transmission and distribution losses from purchased energy

   NEA Response:

   N/A. As one of several tenants in a GSA-owned and operated building, the NEA does not purchase energy and incurs no transmission or distribution losses.

   d.   Other, as defined by Agency

   NEA Response:

N/A.

e.   Discuss any planned agency activity or policy implementation to improve data accuracy and overall data collection and analysis methods related to Scope 3 GHG emissions

NEA Response:

The NEA may acquire additional software to assist in the management of business travel data.

SCOPE 3 GHG TARGET	Units[62]	FY 10	FY 11	FY 12	FY 13	FY 14	....	FY 20
Overall Agency Scope 3 Reduction Target (reduced from FY08 base year)[63]	%	N/A	N/A	N/A	N/A	N/A		N/A
Sub-Target for Federal Employee Travel	%	N/A	N/A	N/A	N/A	N/A	....	N/A
Sub-Target for Contracted Waste Disposal	%	N/A	N/A	N/A	N/A	N/A	....	N/A
Sub-Target for Transmission and Distribution Losses from Purchased Energy	%	N/A	N/A	N/A	N/A	N/A	....	N/A
Other, as defined by agency	%	N/A	N/A	N/A	N/A	N/A	....	N/A

3 . **GOAL: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**
Agencies may elect to add comments regarding development and management of their comprehensive GHG inventory. This should include a discussion in changes to the calculation methodology, especially as agencies are able to refine the data collection methods. A plan for continual improvement in data collection and emission estimation, particularly for Scope 3 indirect emissions, should be outlined with agencies considering addition of new Scope 3 categories to their inventories as data becomes available. Discuss any anticipated issues related to establishing a comprehensive GHG inventory and how the agency plans to integrate GHG reduction strategies into overall planning practices. Specific instructions for FY 2011 will be provided to agencies.

NEA Response:

As a small agency tenanted with other agencies in a GSA-owned and operated building, our opportunities to manage scope 3 greenhouse gas emissions are limited to those created by employee commuting and business travel. NEA is well integrated with our local and regional transportation infrastructure. 80 percent of all NEA employees are currently enrolled in the Federal transit benefit program. This strong rate of participation is the result of being located within two blocks of the Washington DC subway system and on several city bus routes. Additionally, a number of employees walk or cycle to work daily. The NEA also offers alternate works schedules which enable employees to reduce the number of commute days required per month. In addition, the NEA has an established telecommuting program. Our goal for future years is to maintain our currently high level of participation in these programs and encourage increased participation whenever possible, funding permitting. Participation in transit benefit programs will continue to be monitored monthly to ensure participation at a maximal rate.

Currently all business travel is limited to that necessary to fulfill Agency mission requirements. Future travel requirements may be reduced by ongoing efforts to expand the use of technology to manage the paneling process required to support our grant making mission. Reductions in this area will be limited, however, until available technology can ensure that all "long distance" panel participants experience the exact same level of audio and visual quality. This caveat is required to ensure equitability and quality determinations in our grant decision process. Additionally, in an effort to reduce the carbon footprint created by

official travel, NEA will require use of alternate fuel rental vehicles wherever available.

4 . **GOAL: High-Performance Sustainable Design / Green Buildings[64]**

a. Beginning in FY 2020, all new Federal buildings are designed to achieve zero-net energy by FY 2030.

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building.

b. All new construction, major renovation or repair and alteration of federal buildings complies with, "Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles)"

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building where all major building renovation or repair is under the purview of GSA

c. At least 15% of agency's existing buildings and building leases meet guiding principles by FY 2015 [5,000 GSF threshold for existing buildings and building leases]

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building.

d. Demonstrate annual progress toward 100% conformance with Guiding Principles for entire building inventory.

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building.

e. Demonstrate use of cost-effective, innovative building strategies to minimize energy, water and materials consumption.

NEA Response:

N/A. As one of several tenants in a GSA-owned and operated building, NEA's efforts are limited to supporting the efforts of the GSA building managers.

f. Manage existing building systems to reduce energy, water and materials consumption in a manner that achieves a net reduction in agency deferred maintenance costs.

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building and has no control over building systems.

g.   Optimize performance of the agency's real property portfolio – examine opportunities to decrease environmental impact through consolidation, reuse and disposal of existing assets prior to adding new assets

NEA Response:

N/A. The NEA holds no real property, but is a tenant in a GSA-owned and operated building.

h.   Ensure use of best practices and technology in rehabilitation of historic Federal properties.

NEA Response:

N/A. As a tenant in a GSA-owned and operated historic Federal property, NEA is not responsible for building rehabilitation projects.

SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles[65])	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Owned Facilities Targets	%	N/A	N/A	N/A	N/A	N/A	N/A
Leased Facilities Targets	%	N/A	N/A	N/A	N/A	N/A	N/A
Total Facility Targets	%	N/A	N/A	N/A	N/A	N/A	N/A %
Other, as defined by agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A

5 .   GOAL: Regional and Local Planning[66]

a.   Incorporate participation in regional transportation planning (recognition and use of existing community transportation infrastructure) into existing policy and guidance

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building and therefore represented by GSA in regional transportation planning. Because our current location is well served by local and regional bus and train service, use of public transportation by Agency employees is 80%.

b.   Align agency policies to increase effectiveness of local energy planning

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building and therefore represented by GSA in all local energy planning efforts.

c.   Incorporate sustainable building location into policy and planning for new Federal facilities and leases

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building and would be represented by GSA if required to relocate.

d.   Update agency policy and guidance to ensure that all Environmental Impact Statements and Environmental Assessments required under the National Environmental Policy Act (NEPA) for proposed new or expanded Federal facilities identify and analyze impacts associated with energy usage and alternative energy sources

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building and does not plan to build a new facility in the future.

e.   Update agency policy and guidance to ensure coordination and (where appropriate) consultation with Federal, State, Tribal and local management authorities regarding impacts to local ecosystems, watersheds and environmental management associated with proposed new or expanded Federal facilities

NEA Response:

N/A. As one of several tenants in a GSA-owned and operated building, the NEA is represented by GSA in these coordination efforts.

6 .   GOAL: Water Use Efficiency and Management[67]
a.   Reduce potable water use intensity by at least 26% by FY 2020

NEA Response:

N/A. As one of several tenants in a GSA-owned and operated building, NEA efforts in reducing potable water consumption are limited to supporting building management efforts by soliciting employee cooperation in water conservation.

b.   Reduce industrial, landscaping, and agricultural water use by at least 20% by FY 2020.

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building where water use reduction efforts are managed by GSA

c.   Identify and implement water reuse strategies

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building. Implementation of water reuse strategies are the purview of GSA

d. Achieve objectives established by EPA in Stormwater Guidance for Federal Facilities[68]

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building. Implementation of water reuse strategies are the purview of GSA

WATER USE EFFICIENCY & MGMT	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	....	FY 20
Potable Water Reduction Targets (gal/SF reduced from FY07 base year)	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**....**	**N/A**
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%	**- N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**....**	**N/A**
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Other, as defined by agency	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**

7 . GOAL: Pollution Prevention and Waste Elimination[69]
a. Increase source reduction of pollutants and waste

NEA Response:

The NEA along with other tenants participates in a recycling program which accepts all types of paper, plastics, and cans. This program is robust, and the proceeds are used to support tenant participation in Small Agency Council training activities.

b. Divert at least 50% non-hazardous solid waste by FY 2015, excluding construction and demolition (C&D) debris

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building where responsibility for the diversion of non-hazardous solid waste is provided and managed by GSA.

c. Divert at least 50% C&D materials and debris by FY 2015

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building where GSA has responsibility for the diversion of C&D materials.

d. Reduce printing paper use

NEA Response:

The NEA is currently pursuing development of an electronic panel book production capability which will potentially enable a substantial reduction in our printing paper consumption.

e. Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber

NEA Response:

100% of all printing paper used by this Agency contain at least 30% postconsumer fiber and. we are currently testing papers with higher contents.

f. Reduce and minimize the acquisition, use, and disposal of hazardous chemicals and materials

NEA Response:

N/A. The NEA does not acquire, use or dispose of hazardous chemicals or materials.

g. Increase diversion of compostable and organic materials from the waste stream

NEA Response:

N/A. As one of several tenants in a GSA-owned and operated building, NEA has no control over/responsibility for the diversion of compostable and organic materials from the waste stream. This responsibility is under the purview of GSA.

h. Implement integrated pest management and landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials

NEA Response:

N/A. NEA is one of several tenants in a GSA-owned and operated building. All pest and landscape management are the responsibility of GSA.

i. Increase agency use of acceptable alternative chemicals and processes

NEA Response:

N/A. The NEA does not use any chemicals and therefore does not need to incorporate use of alternative chemicals or processes.

j. Decrease agency use of chemicals to assist agency in achieving FY 2020 GHG reduction targets [See Section II - 1 and 2 above]

NEA Response:

N/A. The NEA does not use chemicals.

k. Report in accordance with Sections (301-313) of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986[70]

NEA Response:

N/A. The NEA has no data to report.

POLLUTION PREVENTION & WASTE ELIMINATION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Non-Hazardous Solid Waste Diversion Targets (non C&D)	%	**N/A**	**N/A**	**N/A?**	**N/A**	**N/A**	50%
C&D Material & Debris Diversion Targets	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	50%
Other, as defined by agency	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**

8 . **GOAL: Sustainable Acquisition[71]**

a. Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, biobased, environmentally preferable[72] (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.[73] .

NEA Response:

The NEA Contracting Officers as well as all NEA government purchase card holders will be directed to actively pursue identification and purchase of recycled, green, and environmentally-sustainable products, whenever feasible.

b. Update agency affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all Federally-mandated designated products and services are included in all relevant acquisitions.[74]

NEA Response:

NEA's procurement policy is to rely on UNICOR, Ability One, GSA, and all types of small businesses to effectively meet a wide range of our Agency needs for green products and services to satisfy requirements and support the Agency acquisition of goods and services through the use of sustainable environmental practices.

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	….	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	**N/A**	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Water Efficient Products	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Biobased Products	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Recycled Content Products	%	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Environmentally Preferable Products/Services (excluding EPEAT)	%	N/A	N/A	N/A	N/A	N/A
SNAP/non-ozone depleting substances	%	N/A	N/A	N/A	N/A	N/A
Other, as defined by agency	**N/A**					

9 .   GOAL: Electronic Stewardship[75] and Data Centers[76]

    a.   Establish and implement policy and guidance to ensure use of power management, duplex printing, and other energy efficient or environmentally preferred options and features on all eligible agency electronic products.

          NEA Response:

          NEA's standard business practice for the acquisition of computers and related equipment is to purchase Energy Star compliant products. At this time all desktop computers are compliant and most printers are compliant. With respect to printing, most work is for panel and council books which are all printed two-sided. All network printers have duplex printing capability which is recommended for all work.

    b.   Update agency policy to reflect environmentally sound practices for disposition of all agency excess or surplus electronic products.

          NEA Response:

          When equipment is replaced, the first choice is to donate equipment to area schools. This has been an effective strategy for many years. Typically the only equipment not donated is non-functioning, which is disposed in an environmentally-friendly way.

    c.   Update agency policy to ensure implementation of best management practices for energy efficient management of servers and Federal data centers.

          NEA Response:

          NEA procures cloud computing services from other organizations. Products include Email services, National Finance Center payroll services, OPM Electronic Official Personnel File services, and the FAA Delphi Financial System. Services provided in-house are accomplished using virtual servers to reduce both the energy footprint and rack space required by such hardware.

    d.   Goals should identify how the agency intends to meet technology energy consumption reduction goals in its data centers.

          NEA Response:

          Agency-owned servers are operated in a shared data center with the National Endowment for the Humanities (NEH). This reduces cost of operations and energy consumption. Broadband services are provided through the data center by a service which can vary the available active fiber as our needs change. It is unlikely NEA can further reduce its energy footprint in its data center.

    e.   Discuss how the agency is planning on meeting the technology energy reduction goals in data centers. Include details on the investment plan, covered vs. non-covered facilities, and how the agency identified the covered facilities.

NEA Response:

NEA uses a computer "facility" provided by GSA. We share this server room with NEH. We do not control the energy efficiency of the room, only the equipment we use and this has been addressed in D. above.

f. Discuss how the agency will increase the quantity of electronic assets disposed through sound disposition practices. Include in the discussion how your agency is using or plans to use programs such as disposal through GSA Xcess, recycling through Unicor, donation through GSA's Computer for Learning (CFL) or other non-profit organizations, and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent.

NEA Response:

NEA has always donated its working equipment to eligible entities, typically schools. We will continue this practice. GSA disposes of non-functioning equipment.

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified[77]	%	**90%**	**90%**	**95%**	hold
% of electronic assets covered by sound disposition practices[78]	%	**90%**	**90%**	**90%**	**90%**
% of cloud activity hosted in a data center	%	**100%**	**100%**	**100%**	**100%**
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	**N/A**	**N/A**	**N/A**	**N/A**
Reduction in the number of agency data centers	%	**N/A**	**N/A**	**N/A**	**N/A**
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	**90%**	**95%**	**100%**	hold
% of agency data centers operating with an average CPU utilization of 60-70%	%	**45%**	**50%**	**75%**	hold
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	**N/A**	**N/A**	**N/A**	**N/A**
% of covered electronic product acquisitions that are EPEAT- registered	%	**N/A**	**N/A**	**N/A**	**N/A**
% of agency data center activity implemented via virtualization	%	**50%**	**50%**	**50%**	**50%**
Other, as defined by agency	N/A	**N/A**	**N/A**	**N/A**	**N/A**

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1 0 .   GOAL: Agency Innovation
This is an area for agencies to describe any innovative methods that agencies are using to expand their sustainability mission beyond what is required in EO 13514 and beyond what is described elsewhere in the document. Agencies should highlight innovative

practices, technologies, or techniques used to achieve goals. Agencies should also identify anything that stands out as a practice, technology, or technique that may help other agencies to achieve goals.

Section 3: Agency Self Evaluation

Note: OMB and CEQ will update these questions annually to reflect Administration priorities. For 2010, please respond to the following items. Each agency's total response for this section should be limited to one or two pages.

I. Please answer 'yes' or 'no' to the following questions. If the answer is 'no', provide an explanation below.

Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?	**N/A**
Does your plan identify milestones and resources needed for implementation?	**N/A**
Does your plan align with your agency's 2011 budget submission?	**N/A**
Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?	**N/A**
Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources?	**N/A**
Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?	**Yes**

Narrative requested:

II. What are your agency's planned actions for the following year (in 6 month increments, July-Dec 2010 & Jan-June 2011) to achieve the sustainability and energy standards for success on the OMB Scorecard? Please use short, descriptive, and action-oriented bullets for key milestones and associated target dates. Agencies may highlight text within its Sustainability Plan to emphasize these key actions and milestones.[79]

NEA Response:

NEA's future efforts will be to monitor commuter and business travel to minimize scope 3 GHG emissions generated by this agency. We will also monitor purchasing efforts to ensure that supplies and equipment meet standards for recycled content, environmentally-friendly contents and/or energy saving features.

Additionally, the NEA may be required to relocate from the OPO during fiscal year 2013 or later. If so, we will make every effort to be located in space with equivalent public transit availability, and will work with GSA to ensure that all build out and/or renovation plans for new office space incorporate sustainable design, construction, operation, and management.

[1] Section 1 should be submitted in FY 2010 and represents an overall sustainability policy and implementation plan. In future years, agencies need only submit changes to the plan.

[2] An example of a synergy is how sustainability helps an agency achieve or protect its mission. For example, installing a large renewable energy project will contribute to energy reliability at a location that operates continuously.

[3] Are there any regulatory or legislative issues that impact the agency's ability to meet specific goals within the plan?   Are there any industry, logistical, situational, technological, or other limitations that will inhibit and/or challenge the agency's ability to increase sustainability?

[4] Agencies should specify how they will distribute the plan to the field to ensure its implementation in the field as well as central office.

[5] EO 13423 requires agencies to include specific measures in agency performance evaluations of senior agency officials and relevant agency staff (such as SSOs, environmental and energy managers, fleet managers, real property and facility managers, contracting officials, etc.).

[6] Agencies should remove plans/reports that they currently are not required to complete and add any additional relevant plans/reports not currently included in the table.

[7] EPAct

[8] Agencies that have a Compliance Management Plan rather than an Environmental Management System should modify the table accordingly.

[9] Sustainable Building Implementation Plans, Sustainable Procurement (also known as Green or Affirmative Procurement, or Green Purchasing), Electronic Stewardship Plans, Chemical Reduction Plans, Pollution Prevention Plans, Compliance Management Plans, etc.

[10] EO 13423 requires agencies to consider lifecycle cost analysis and savings in planning and making determinations about investments in all capital assets, services, and procurements to lower total lifecycle costs, achieve sustainable design principles, reduce energy and water consumption, and reduce environmental impact/footprint of government operations. In some cases, evaluation of lifecycle costs may result higher up-front costs with lower maintenance costs over the total lifecycle.

[11]This section recognizes that agencies may include a range of factors when evaluating projects. Included below are explanations for various types of analysis tools that agencies may be using when evaluating the costs and benefits of projects. This is only a partial list, as agencies may use other factors in evaluating projects.

Agencies may use this area to discuss the prioritization of programs, initiatives, and efforts based on non-economic or less-quantifiable factors. This is an area to discuss how an agency is weighing factors outside the boundaries of the agency but within the boundaries of the United States. This might include, but is not limited to, prioritizing:
   o   Renewable energy investments in areas with energy security and reliability issues
   o   Consideration of environmental justice issues
   o   Water conservation efforts near high drought areas to ensure available water supply
   o   Energy conservation efforts in areas with higher pollution levels

Social Costs & Benefits - How is your agency taking into account other social factors in the prioritization of programs, initiatives, and efforts within the plan?   This might include measureable and non-measureable factors such recreational value, public perception, etc.

Environmental Costs & Benefits - Discuss how environmental considerations are integrated into the agency's planning and budgeting processes. Describe how the agency incorporates consideration of environmental compliance and stewardship requirements into prioritization of key programs, initiatives, and efforts. This may include, but is not limited to the following: statutory requirements under the Clean Air Act, Endangered Species Act, Clean Water Act, Resource Conservation and Recovery Act, National Environmental Policy Act, and the National Historic Preservation Act.

Mission-Specific Costs & Benefits - What impact does this have on prioritization of key programs, initiatives, and efforts in this plan? How is the agency integrating the goals with this plan to existing mission requirements? How does the agency prioritize investments based on mission critical factors?

Real Property Deferred Maintenance - Describe how the agency plans and prioritizes operations and maintenance funding decisions, recognizing its deferred maintenance backlog. Does the agency calculate a ROI when prioritizing operations and maintenance projects? If yes, how does the agency calculate the ROI? What strategies will the agency pursue to reduce their deferred maintenance backlog? What impact will anticipated GHG reductions have on the agency's unneeded facilities and those with large deferred maintenance backlogs?

Climate Change Risk and Vulnerability - Discuss how the agency will address known or anticipated factors associated with climate change risk and vulnerability (i.e., protection of coastal areas, changes in ecosystem management, increases in response to contingency and disaster related events). Identify where these considerations are important to the agency and how the agency plans to evaluate the impact these factors will have on prioritization of key programs, initiatives, and efforts in this plan.

[12] Agencies are encouraged to list how they use other cost and benefits analysis tools to evaluate other factors such as security, societal benefit, and deferred maintenance.

[13] Internal agency communication – Agencies should discuss the planned actions and how the agency will provide information to engage agency staff regarding the agency's progress and performance with respect to achieving the goals and metrics specified in this plan.

External agency communication – Agencies should discuss how the agency plans to provide information to the public regarding the agency's progress and performance with respect to achieving the goals and metrics in this plan. Dissemination, at a minimum, should include identification of a publicly available Federal website where information will be posted. This section can include details regarding intermittent releases of information such as press releases.

[14] In the FY 2010 submission, agencies are encouraged to discuss planning efforts from current and previous years in order to identify progress associated with ongoing programs. In FY 2011, agencies should discuss FY 2010 accomplishments. Agencies should follow this pattern for future year submissions.

[15] Agencies should identify a designated senior official and/or group that will be primarily responsible for overseeing the implementation of this goal area. The agency may choose to identify more than one point of contact where agencies may identify the lead by specific name and/or title (i.e.: SSO, SRPO).

- Secondary benefits of major programs and initiatives, including educational, should be noted in the text accompanying the tables and are anticipated to be less clearly defined.
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[21] What kind of educational initiatives will the agency make towards meeting the goal?

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[55] See "Guidance for Federal Fleet Management," referenced in Section 12 of EO 13514, for applicability. The Guidance document and Handbook will be published on the following website: http://www1.eere.energy.gov/femp/pdfs/eo13514_fleethandbook.pdf.

[56] If employees use fleet vehicles for employee business travel, this counts towards Scope 1&2 GHG emissions, as the fuel used in these vehicles is included in the annual report of fuel used in fleet vehicles.

[57] Acquire AFVs annually, as required.

[58] Agencies should include any other internal goals and innovative strategies and methods that agencies are using to reduce Scope 1 & 2 GHG emissions. This may include, but are not limited to, strategies such as:

- Efforts to capture fugitive emissions
- Reduction of process energy loads, non-covered fleet mobility fuel use, and other energy use currently not subject to energy reduction goals.
- Use of renewable energy beyond the renewable electricity requirements, i.e., thermal, mechanical, biomass, and landfill methane gas.
- Utility meter installation
- EISA Section 432 requirements to evaluate (audit and commission) designated facilities; assign energy managers, benchmark, and implement projects.
- Optimizing vehicle fleet size and composition
- Behavioral and culture change initiatives
- Operations and maintenance improvement programs including metering and commissioning initiatives

[59] In fleet vehicles.

[60] The increased percentage of alternative fuel use is relative to the FY 2005 baseline.

[61] GHG emissions are measured in mtCO2e and the percentage reductions are reductions in mtCO2e

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[63] Refer to the OFEE Scope 3 GHG Emissions Reduction Target Tool and User's Manual for detailed descriptions of each scope 3 categories and calculation methods. When writing narrative for this goal area, please note that it is not necessary to provide a great deal of detail. Agencies should focus on general strategy for reducing Scope 3 emissions and should plan to provide greater detail on milestones and actions taken to reduce emissions associated with agency-specific targets in subsequent updates to this plan.

[64] Agencies should reference existing Sustainable Building Implementation Plans. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been or will be updated to reflect EO13514.

[65] Applies to buildings at least 5,000 sf. Do not calculate the incremental cost associated with selecting a different leased facility. The costs should reflect actual quantifiable costs such as 3rd party certification programs, facility upgrades, or similar. If there are no quantifiable costs, enter $0 for costs. Use the text write up to describe the methodology for working towards the goal.

[66] Discuss significant actions and efforts that the agency plans to undertake regarding participation in local and regional energy, transportation, watershed, and/or ecosystem planning and how this benefits the agency in terms of overall return on investment (economic, social, environmental, and mission related costs and benefits). Specifically address how the agency will align policy and planning processes to increase effectiveness and overall return on investment during implementation. If applicable, discuss any impacts on the agency's ability to achieve this goal in relation to the "Recommendations for Sustainable Locations for Federal Facilities," referenced in Section 10 of EO 13514 and "Recommendations for Federal Local Transportation Logistics," referenced in Section 11 of EO 13514.

[67] Agencies should reference existing Water Conservation plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514. Identify and discuss any new/revised agency policy and guidance necessary to implement Section 438 of the EISA 2007 (42 U.S.C. 17094).

[68] EISA Section 438 (42 U.S.C. 17094)

[69] Agencies should reference existing Chemical Reduction and Pollution Prevention plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514. Discuss the agency's current trend in EPCRA and Toxic Release Inventory (TRI) reporting, and any anticipated changes in reported quantities based on meeting the agency's pollution prevention and waste minimization goal.

[70] 42 U.S.C. 11001 et seq

[71] Agencies should reference existing Green Purchasing, Green Procurement or Sustainable Procurement plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514.The discussion should include any necessary revisions to the agency's green purchasing plan and policies; methods for informing vendors and contractors about green purchasing requirements; training for contracting officials, purchase card holders, and product specifiers; annual compliance monitoring and corrective action; planned product testing or pilot procurements; and the development of tools and resources for product specifiers and contracting officials.

[72] EPEAT products are addressed in Goal 9: Electronic Stewardship and Data Centers.

[73] Purchases are mandated where such products and services meet agency performance requirements. These mandates do not apply to the acquisition of weapons systems. Agencies should discuss how they currently capture and analyze data to track their performance regarding the 95% target for new contracted actions. Where agencies are unable to track specific actions, they should discuss plans to improve data collection and identify areas where specific challenges exist.

[74] Some agencies may use the term 'green purchasing plan', 'affirmative procurement plan', and/or 'EPP'.

[75] Agencies should reference existing Electronic Stewardship, Green IT, etc plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514.

[76] Discuss agency strategy for data center consolidation and how the agency plans to address reducing energy intensity associated with data centers. For more information, agencies should

consult their Chief Information Officer (CIO) and/or the OMB Data Center Consolidation Plan Guidance.

[77] This count should include the percentage of products that met energy star standards at the time of purchasing.

[78] Some examples of sound disposition practices include, but are not limited to, GSA Xcess, recycling through Unicor, donation through GSA's Computer for Learning (CFL) or other non-profit organizations, and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent.

[79] When referring to the Sustainability Plan, please refer to sections by number, letter, and/or sub heading. Do not reference page numbers, as these may change.