

Executive Order 13514: Strategic Sustainability Performance Plan



June 3, 2011

Section 1: Agency Policy and Strategy

Agency Policy Statement

Section I: Agency Policy and Strategy

I. Agency Policy Statement

The National Capital Planning Commission (NCPC), an independent executive branch agency, defines and protects the federal government's interest in the development of the National Capital Region. We are guided by the National Capital Planning Act; the National Historic Preservation Act; the National Environmental Policy Act; Environmental and Energy Statutes, regulations, and Executive Orders. Through planning, policymaking and project plan review, we protect the broad and multifaceted interests of the federal government – from ensuring that government agencies have adequate facilities near public transportation, to protecting the environment, public parks, and the region's historical and cultural resources.

Many of the agency's priorities and significant efforts for the upcoming year will continue to fully support the goals and requirements of Executive Order 13514. A brief summary of these activities include:

- Updating and expanding several elements of the *Comprehensive Plan for the National Capital* to respond to new policy, regulations, and Executive Orders including those that promote a sustainable capital city and support federal initiatives in areas such as green buildings, energy efficiency, and low impact development.
- Updating agency policies and review requirements pertaining to federal facility site selection, transportation planning, and building design. The new guidelines can further support Executive Order 13514 in the National Capital Region, and help ensure that federal agencies meet their greenhouse gas reduction goals.
- Developing recommendations for the neighborhood-scale Southwest Ecodistrict, comprising the 10th Street and Maryland Avenue SW Corridors, that will demonstrate how a community of federal buildings, related public infrastructure, and open space can function together as an environmentally low-impact unit to decrease energy use, reduce greenhouse gas emissions, manage stormwater runoff, and reduce long-term operational costs.
- Working closely with the Metropolitan Washington Council of Governments (MWCOG) to advance *Region Forward*, a multi-stakeholder initiative to guide future development decisions across the region.

Over the past year NCPC's internal operations and programs such as its telework and recycling initiatives continued to help reduce our greenhouse gas emissions. We are also proud that 92% of our employees walk, bike, or take public transportation to work not only because our location downtown is accessible but also because our agency wants to lead by example. Through the work that we do and our agency operations, NCPC is committed to making the federal government a leader of sustainability here in the National Capital Region.



Marcel C. Acosta
Executive Director and
Senior Sustainability Officer
National Capital Planning Commission
June 3, 2011

II. Sustainability and the Agency Mission

Sustainability is core to NCPC’s mission to protect and enhance the extraordinary historic, cultural, and natural resources of the National Capital Region (“NCR”). The sustainability goals in Executive Order (EO) 13514 and those upon which it builds provide a strong foundation for NCPC’s mission. These goals and policies guide NCPC’s development of a comprehensive plan and other long-range planning work; review of site development and building proposals; monitoring of federal capital investments; and outreach to state and local governments.

Several of the goals and requirements in the EO already exist in the Comprehensive Plan for the National Capital – the document that NCPC uses to guide future development in the National Capital Region. Pursuant to Section 4(a) of the National Capital Planning Act (40 U.S.C. §8721(a)), NCPC is responsible for the preparation of the Federal Elements of the Comprehensive Plan which address matters related to federal properties and federal interests in the National Capital Region. The Plan includes goals and policies for the sustainable siting of federal facilities, transportation management, sustainable development patterns, and the preservation of parks and open space, among other areas.

In 1973, the D.C. Home Rule Act established the Mayor as the chief planner for private development in the District of Columbia, but maintained that all development proposals on public land in the National Capital Region would still be reviewed by NCPC. For those proposals on federal land in the District of Columbia, the Commission has review and approval authority in lieu of zoning approval. This authority allows the Commission to monitor and promote compliance with the requirements of E.O. 13514. We use sustainability goals on a regular basis through this plan review process, which allows NCPC to examine site designs for every federal facility being planned and constructed in the National Capital Region. NCPC hopes to enhance our plan review function to further support the goals in E.O. 13514.

The Commission is also responsible for annually preparing a six year Federal Capital Improvement Plan (FCIP) for the region. The report, which contains land acquisition and development proposals for all federal agencies with facilities in the NCR, is submitted by NCPC to the Office of Management and Budget. This annual report evaluates agency proposals from a regional perspective and provides the Administration with recommendations based on their consistency with the Comprehensive Plan for the National Capital Region. NCPC also provides research and analyses on emerging planning issues shaping effective federal operations in the National Capital Region.

Finally, due to the unique relationship between the federal government, the District of Columbia government, and the regional governments, the National Capital Planning Commission provides regional leadership to protect the federal interest and advance the implementation of federal planning initiatives. By forging strong partnerships, and through effective coordination, NCPC has been able to advance the critical recommendations of a number of planning initiatives including the *Legacy Plan*, which directs federal development outward into all quadrants of the city, and the Comprehensive Plan, which promotes sustainable development of the National Capital Region.

Size and Scope of Operations	Number	Comment
Total # Employees	44	
Total Acres Land Managed	0	
Total # Facilities Owned	0	
Total # Facilities Leased (GSA lease)	1	
Total # Facilities Leased (Non-GSA)	0	

Size and Scope of Operations	Number	Comment
Total Facility Gross Square Feet (GSF)	28384	
Operates in # of Locations throughout U.S.	1	
Operates in # of Locations outside of U.S.	0	
Total # Fleet Vehicles Owned	0	
Total # Fleet Vehicles Leased	1	
Total # Exempted-Fleet Vehicles (Tactical, Emergency, etc.)	0	
Total Operating Budget FY 2010 (\$MIL)	8.507	
Total # Contracts Awarded FY 2010	2	
Total Amount Contracts Awarded FY 2010 (\$MIL)	.103	
Total Amount Spent on Energy Consumption FY 2010 (\$MIL)		n/a
Total BTU Consumed per GSF		n/a
Total Gallons of Water Consumed per GSF		n/a
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}		n/a
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO _{2e}		n/a
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	60.58	
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 Reduction Target) FY 2008 Baseline MMTCO _{2e}	60.58	

III. Greenhouse Gas Reduction Goals

Scope 1 and 2 Targets

The agency operates in 28,384 square feet of leased space in a privately owned office building. We are unable to measure our Scope 1 and 2 greenhouse gas emissions because our office space is not individually metered.

Nonetheless, the agency continues its commitment to reducing its energy consumption through changes in behavior. Some of the agency's past accomplishments include: implementing a robust recycling program, defaulting all printers to double-sided printing, purchasing bicycles for employee use, implementing a lights-out policy, and working with building management to eliminate cooling and heating when the agency is closed.

Over the past year Boston Properties, the building manager, has also made several upgrades to the building that have reduced the building's energy use. These include upgrading all of the water fixtures in the building which has resulted in a 20% reduction in overall water consumption. They have also retrofitted all base building and tenant lighting

where applicable resulting in a \$22,000 annual savings. They've installed variable frequency drives (VFDs) on the domestic water pump and 24 hour tenant condenser pump (the savings are still being calculated). And finally, they are in the process of certifying the building with LEED which should be complete by then end of 2011.

The agency also leases, but seldom operates a Chevrolet FlexFuel Van. It averages 18/25 miles per gallon. After a successful trial program with Zipcar, all agency staff now use more efficient cars with the Zip car system instead of the agency van. In FY 2010, agency staff put 861 miles on the agency van and approximately 675 miles on vehicles through Zipcar. Because of the agency's central location downtown, agency staff almost always walk, bike or take public transportation to meetings.

Scope 3 Targets

Due to the agency's leased space in a privately owned office building and the agency's small size, NCPC is unable to track electricity transmission and distribution losses from purchased energy as well as contracted solid waste disposal. However, NCPC was able to compile data from FY2008 (baseline) and FY 2010 to track federal employee travel, which includes business air travel, ground travel, and federal employee commuting. NCPC has also been able to calculate contracted wastewater treatment based on the 44 FTE's working at the agency during FY2010. Based on this data, NCPC calculated a baseline FY 2008 carbon footprint of 60.48 metric tons. For FY 2010, NCPC reduced its footprint to 59.86 metric tons.

Our agency committed to a 5% reduction of Scope 3 greenhouse gases in FY 2010, with an overall goal of a 20% reduction by 2020. While NCPC did not meet this goal for FY 2010, the agency is headed in the right direction. It was able to reduce its greenhouse gases by 1.2%. While the agency's business travel decreased approximately 3.5% due to reduced air travel, the agency increased the number of people who drive to work from 2 to 3 out of a total of 44 people (in FY10).

During FY10, almost all of the agency's 44 FTE's commuted to work utilizing public transit.

- MetroRail
- MetroBus
- Virginia Rail Express (VRE)
- Maryland Area Regional Commuter (MARC) train service
- Regional bus systems that accept the SmartTrip card

As of FY2010, the maximum monthly transit subsidy was \$230, and all but 3 of the agency's full time employees utilized the transit subsidy. While NCPC is proud to have nearly 100% participation in the program, there are three additional ways we are looking to reduce Scope III emissions through employee commuting. First, the agency will continue to encourage eligible employees to consider an Alternative Work Schedule (AWS), which reduces the need to commute one day per pay period, or a total of 26 days per fiscal year. NCPC currently has 18 employees enrolled in this program. Another way to reduce the need to commute is through telework, which 16 NCPC employees currently utilize. Finally, we encourage staff to either bike or walk to work. Due to the high concentration of employees living near our office, and our temperate mid-Atlantic climate, these two modes of transportation are very feasible and provide the greatest reduction in Scope III emissions.

Finally, ARRA investments will not impact the agency goals for FY 2011.

IV. Plan Implementation

a) Internal Coordination and Communication:

NCPC instituted a “Green Committee” in 2009 to address how the agency can reduce its greenhouse gas emissions. The committee continues to meet to provide recommendations to the agency.

b) Coordination and Dissemination of the Plan to the Field:

As our small agency of fewer than 50 employees is located in one central facility, this does not apply to NCPC.

c) Leadership and Accountability:

The agency’s Executive Director is the designated Senior Sustainability Officer. In addition, the agency has appointed a lead sustainability planner to manage the agency’s efforts in meeting the goals and requirements of the Executive Order.

d) Agency Policy and Planning Integration:

NCPC staff has been thoroughly briefed on the requirements of E.O. 13514, and is already incorporating sustainability strategies into all policy and planning components of the agency’s work. The E.O. only strengthens the work the agency undertakes through the following areas of concentration:

- Federal Capital Improvement Program (FCIP) compilation for the National Capital Region
- Comprehensive planning for federal facilities and public space in Washington, D.C.
- Plan and project review at a site scale
- Project planning partnerships with local jurisdictions

e) Agency Budget Integration:

Throughout the budget process, the Chief Financial Officer will coordinate with the Senior Sustainability Officer and the lead sustainability planner to ensure that projects within the agency budget support the goals and requirements of the Executive Order.

f) Methods for Evaluation of Progress:

The Green Committee will focus on meeting the targets set for Scope 3 greenhouse gas emissions. At its meetings it will review practices and make new recommendations as necessary. The committee will annually quantify the agency’s Scope 3 greenhouse gas emissions.

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	Yes	N/A	N/A	N/A	Yes	N/A
Agency Capital Plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes
A-11 300s	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Annual GHG Inventory and 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/Benchmarking	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	Yes	N/A	N/A	N/A	Yes	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	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Instructions for Implementing Climate Change Adaptation Planning	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.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes

V. Evaluating Return on Investment

Return on investment is no longer only measured by economic success. As part of the agency's Triple Bottom Line (TBL), we must evaluate and balance environmental benefits, social benefits, and economic benefits for each project. This commitment is outlined in our 2009 – 2014 Strategic Plan, which identifies our commitment to investing in projects that continue to push the boundaries of sustainable planning and design in the National Capital Region.

While NCPC has made a public commitment to TBL assessment of projects through our Strategic Plan, assessing trade-offs for any project is difficult. Social justice and environmental costs are just two of the many issues our agency must balance when planning or reviewing a project. NCPC constantly assesses issues throughout the entire life cycle of a project. NCPC measures success through long-term planning and design solutions that:

- 1) Create environmentally sustainable development.
- 2) Create a catalyst for regional job growth.
- 3) Minimize costs to taxpayers.

NCPC is in a unique situation to encourage other agencies to assess their projects utilizing TBL methodology through our plan review and commission approval process. Many staff recommendations and commission actions produced during the review and approval process assess the environmental, social and economic costs of federal projects.

VI. Transparency

As part of the Open Government Directive, NCPC is committed to providing as much transparency as possible in the work we do. Our portfolio often includes high-profile project planning and design review, and we are already comfortable sharing information with the public through in-person meetings (such as our monthly commission meeting), our website, and social media. Our agency deals with the built environment, and NCPC is committed to including the public in the decision-making process that helps shape the National Capital Region. We plan to use this spirit of collaboration to provide information on ways we are making our agency more environmentally, socially, and economically sustainable.

NCPC's Strategic Plan , Justification for Appropriation , Performance and Accountability Reports, and 2010 Strategic Sustainability Performance Plan, are already available on NCPC's website, as well as all other publications we have produced since the early 2000's.

Within the agency, NCPC will use all-staff meetings to provide regular updates on progress toward meeting the goals of the Executive Order. Updates will occur as needed.

Section 2: Performance Review & Annual Update

I. Summary of Accomplishments

NCPC's agency responsibilities are divided into comprehensive planning, federal capital improvements, plan and project review, and project planning and partnerships. A detailed explanation of our FY 2010 accomplishments can be found in our *Justification for Appropriation* for Fiscal Year 2012. A summary of these accomplishments as they relate to Executive Order 13514 follows and are also described in Section II Goal Performance Review.

Comprehensive Planning

The Commission unanimously adopted the CapitalSpace Plan, a joint product of the National Capital Planning Commission, the District of Columbia Department of Parks and Recreation, District of Columbia Office of Planning and the National Park Service. CapitalSpace provides a vision for a beautiful, high-quality, and unified park system for Washington and offers six action oriented ideas focused on key areas to help make the vision a reality.

NCPC also created the Southwest Ecodistrict Task Force to inform a district-scale design that accomplishes three main goals for the 10th Street and Maryland Avenue Corridors: 1) reconnect the National Mall to the Southwest Waterfront; 2) create a livable, walkable urban neighborhood that is engaging and enlivened through a variety of land uses and

programmatic elements; and 3) redevelop existing buildings to create an eco-district that significantly reduces energy use, greenhouse gas emissions, and stormwater runoff. The multi-agency Task Force is comprised of 16 federal and local agencies including the General Services Administration (GSA), the National Park Service (NPS), the Department of Energy (DOE), DC Office of Planning, DC Department of the Environment, the Commission of Fine Arts, and the Smithsonian Institution. The revitalization plan will be finished in winter of FY2012.

The Commission, in partnership with GSA, also continued to study how best to integrate active mixed-uses into the ground floor space of federal buildings and enliven adjacent public spaces. A byproduct of this study was the publication, *Activating Federal Places*.

Finally, NCPC formed a working group in early 2010 to address the significant flooding in the Federal Triangle from a series of storms in 2006. Throughout the year NCPC coordinated input from all impacted parties on the alternatives, and worked with consultants to develop recommendations for improvement. Building upon NCPC's initial stormwater flooding report of 2008, the group's final report is expected in 2011.

Plan and Project Review

In FY10 the Commission reviewed the urban design, environmental, transportation, and historic preservation implications for 216 projects. These projects included 2 commemorative works, 4 master plans, 16 zoning proposals, 11 proposed street and alley closings, and 183 planning and revitalization programs.

One of the larger and more complicated projects was the National Mall Plan. The plan guides future decision-making and implementation of physical improvements for the protection of the National Mall's renowned natural and cultural resources, new visitor amenities and services, better-linked circulation in a range of modes, sustainable design, and active and passive recreation.

NCPC also worked in close collaboration with GSA on their new designs to modernize its headquarters on F Street. NCPC commended GSA for its decision to forgo perimeter security and instead add more than 13,000 square feet of publically accessible retail along the E Street side of the building.

NCPC also continued working with both District and federal partners to revitalize the community around St. Elizabeths, the new home of the U.S. Department of Homeland Security. Additional campus planning efforts are focused on developing transportation alternatives to access the site and the addition of needed amenities within the community to serve both federal workers and residents.

Project Planning and Partnerships

The Commission continued to be an active partner with the Metropolitan Washington Council of Governments (COG) on the Greater Washington 2050 Initiative. *Region Forward*, the product of this initiative, identifies comprehensive goals and measureable targets for progress towards a future that is more accessible, sustainable, prosperous and livable for all citizens. The goals of *Region Forward* align closely with NCPC's Comprehensive Plan for the National Capital: Federal Elements, as well as the sustainability principles of the President's Executive Order 13514. NCPC adopted a Resolution of Support pledging to work with COG and other local and federal agencies on implementation activities to advance the region's goals and targets. NCPC shared its resolution with the other federal agencies that have participated in this effort which resulted in four federal agencies providing letters of support, indicating their willingness to work with NCPC to continue federal support for the Greater Washington 2050 Initiative.

NCPC assisted the District Department of the Transportation on the Union Station Intermodal Center Feasibility Study to evaluate the possibility of creating an enhanced multi-modal transportation center at Washington, DC's historic Union Station. This \$2.25 million study was completed and contributed to the opening of the District's first Bike Station in early FY 2010.

NCPC continued to play a critical role in coordinating Federal and District stakeholders to develop levee improvements that would meet federal standards and be appropriate to the culturally and historically important grounds of the National Mall. Construction of the levee is underway.

Finally, NCPC continued its speaker series throughout the year which included presentations on Executive Order 13514, ecodistricts and planning work from throughout the region.

II. Goal Performance Review

GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction

This goal does not apply to NCPC because our leased office space is not individually metered. The agency operates in 28,384 square feet of leased space in a privately owned office building.

Nonetheless, the agency continues its commitment to reducing its energy consumption through changes in behavior. Some of the agency’s past accomplishments include: implementing a robust recycling program, defaulting all printers to double-sided printing, purchasing bicycles for employee use, implementing a lights-out policy, and working with building management to reduce the need for cooling and heating when the agency is closed.

Over the past year Boston Properties, the building manager, has also made several upgrades to the building that have reduced the building’s energy use. These include upgrading all of the water fixtures in the building which has resulted in a 20% reduction in overall water consumption. They have also retrofitted all base building and tenant lighting where applicable resulting in a \$22,000 annual savings. They’ve installed variable frequency drives (VFDs) on the domestic water pump and 24 hour tenant condenser pump (the savings are still being calculated). And finally, they are in the process of certifying the building with LEED which should be complete by then end of 2011.

The agency also leases, but seldom operates a Chevrolet FlexFuel Van. It averages 18/25 miles per gallon. After a successful trial program with Zipcar, all agency staff now use more efficient cars with the Zip car system instead of the agency van. In FY 2010, agency staff put 861 miles on the agency van and approximately 675 miles on vehicles through Zipcar. Because of the agency’s central location downtown, agency staff almost always walk, bike or take public transportation to meetings.

.	SCOPE 1&2 GHG TARGET	Unit	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Buildings										
Buildings										
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	15	18	21	24	27	30		
Buildings	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%							...	
Buildings	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	5	5	5	7.5				
Buildings	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%							...	
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year)	%	10	12	14	16	18	20		30

.	SCOPE 1&2 GHG TARGET	Unit	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Fleet	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)	%							...	
Fleet	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year)	%	61	77	95	114	136	159		
Fleet	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)	%							...	
Fleet	Senior Executive Fleet Replaced with Low-GHG, High Efficiency Vehicles (Percent replaced from FY08 base year)	%							...	
.	Other as defined by agency								...	
.	Total Scope 1&2 GHG Emissions (Comprehensive)	MMTCO ₂ e							...	
.	Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 GHG Reduction Target)	MMTCO ₂ e							...	
.	Overall Agency Scope 1 & 2 Reduction (reduced from FY08 base year)	%							...	

Goal-Specific Items

Goal description – N/A

Agency lead for goal – If/when leased office space is required to report Scope 1 and 2 greenhouse gas target reductions, NCPC’s Office of Administration will be responsible for tracking and reporting this requirement.

Implementation methods – N/A

Positions – If/when the agency’s space is separately metered, NCPC’s Office of Administration will track this data. The data will then be analyzed and reported on through our Sustainability Planner position. As we only have one office location, we anticipate this work to be achievable through our current staffing levels.

Planning table – N/A

Agency status – We are unable to provide a status at this time.

Return on Investment – N/A

Highlights – N/A

GOAL 2: Scope 3 Greenhouse Gas Reduction & Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

a) *Federal Employee Travel:*

Because NCPC's office is within walking distance of all five Metro Rail lines and multiple bus lines, nearly all employees participate in the transit subsidy program provided as a part of their federal employee benefits. Since 2009, the subsidy covers up to \$230 a month on bus, rail and train trips with Metro and its regional transportation partners. This service provides an easy, affordable and environmentally sustainable way to commute to and from work.

For FY 2010, 41 out of 44 employees participated in the public transit subsidy program and commuted to work by public transportation, walking or bicycling.

Because NCPC is a small agency and nearly all employees now utilize public transit, additional reductions in Scope III greenhouse gas emissions will be challenging. Opportunities to reduce our emissions include:

- Encouraging employees to incorporate teleworking into their schedule.
- Encouraging employees to consider an Alternative Work Schedule (AWS) which would remove one day of commuting per pay period (or 26 days a year).
- Encouraging employees who are able to utilize the ever-growing bike lane network in Washington, DC, as an additional way to further reduce emissions.

While the agency rarely conducts business outside of the National Capital Region, occasional business travel for conferences and training does occur. NCPC encourages employees to attend out-of-town events through alternative methods, such as online meetings and web conferencing. While many conferences do not yet offer these opportunities, our agency encourages sponsors to provide this service to further reduce Scope III greenhouse gas emissions.

Beyond our agency's internal travel, NCPC regularly reviews federal agency Transportation Management Plans, and in particular, parking standards. As we encourage other agencies to reduce their parking numbers and instead provide better access to mass transit and pedestrian/bicycle routes, the review and recommendations provided have a significant impact on federal agency transportation use throughout the National Capital Region.

b) Contracted waste disposal:

NCPC does not currently track contracted waste disposal. This service is part of our existing building lease, and our waste disposal and recycling is grouped with other offices sharing the building. While we were able to calculate our methane and nitrous oxide emissions from wastewater treatment, we hope to track all necessary information in the future.

c) Transmission and distribution losses from purchased energy:

NCPC does not currently track T&D losses from purchased energy. This is part of our existing building lease, and our energy use is grouped with other offices sharing the building. We hope to be able to track this information in the future.

d) 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:

NCPC used GSA's Carbon Footprint Tool for both the 2008 baseline and its FY 2010 Greenhouse Gas Inventory. We found the tool very helpful and user friendly (especially the commuter survey) and anticipate using it again next year.

e) Discuss the methods used by the agency to calculate its scope 3 GHG emissions (i.e., identify specific surveys or tools used to help estimate emissions, etc.):

NCPC used GSA's Carbon Footprint Tool. See above.

f) Discuss the development of the agency’s FY 2010 Greenhouse Gas inventory. This should include a discussion on the agency’s process for collecting and verifying energy and GHG data. Did the agency use an inventory management plan? Did the agency use 2nd or 3rd party verification of its GHG data [i] ? Identify any challenges or issues related to the FY 2010 inventory process, and discuss how the agency plans to integrate GHG data collection, inventory management, and reduction strategies into overall planning practices.

NCPC used GSA’s Carbon Footprint Tool. We provided a lot of insight to GSA’s consultant on how to refine the tool for next year.

SCOPE 3 GHG TARGET	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Total Scope 3 GHG Emissions (Comprehensive)	MMTCO2e	5	5	7	8			...	
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 GHG Reduction Target)	MMTCO2e	5	5	7	8			...	
Overall Agency Scope 3 Reduction (reduced from FY08 base year)	%	1.2						...	
Other, as defined by agency	%							...	

Goal-Specific Items

Goal description – Through increased telecommuting, AWS scheduling and use of webinars for training, NCPC set an annual Scope III greenhouse gas emissions reduction goal of 5% for FY 2010 with an overall goal of a 20% reduction by 2020. While NCPC did not meet this goal for FY 2010, the agency is headed in the right direction. It was able to reduce its greenhouse gases by 1.2%. While the agency’s business travel decreased approximately 3.5% due to reduced air travel, the agency increased the number of people who drive to work from 2 to 3 out of a total of 44 people (in FY2010).

Agency lead for goal – Data will be tracked through the Office of Administration. The data will then be analyzed and reported on through our Sustainability Planner position. As we only have one office location and a staff of 44, we anticipate this work to be achievable through our current staffing levels.

Implementation methods – NCPC continues to encourage employees to sign up for telework privileges or AWS scheduling where feasible. There are minimal security issues related with teleworking, as much of our work is public information. As much of our work is also collaborative, the greatest challenge is ensuring adequate staff available on a daily basis to attend meetings with other agencies and ensure projects move forward.

Positions - The agency is adequately staffed to support the development and implementation of this plan.

Planning table – See below. We adjusted our goals with regard to employee travel and commuting since 92% of our employees already take public transit or walk to work. In addition, our business travel is also already very seldom as most conferences are in DC.

Agency status – As reported in our January 2010 submission to CEQ, our agency continues to support and encourage use of public transit. We plan to continue participation in this program and encourage those not yet enrolled to do so. We will also continue to enroll employees in Telework and AWS, and also encourage those able to do so to bike or walk to work.

Return on Investment – None

Highlights – See above

GOAL 3: High-Performance Sustainable Design / Green Buildings & Regional and Local Planning

While NCPC does not own any facilities, the goal for high performance/ sustainable design applies directly to the agency's project and plan review functions. On a monthly basis, the Commission reviews federal projects and plans in the National Capital Region for compliance with policies in the Comprehensive Plan in addition to its other plans and legal requirements and authorities. The Commission's review process is designed to provide for the orderly development of the National Capital and to ensure that government facilities are well-planned and well-designed. Through early consultation with NCPC, agencies receive design and planning feedback on projects to ensure that federal buildings meet the highest standards and to maximize federal land and infrastructure resources. During FY2010, NCPC asked applicants to show how they were meeting the requirements of Executive Order 13514 during the plan review process.

NCPC is also in the midst of updating its Comprehensive Plan. During FY10, the agency began looking at updates to the transportation element.

Finally, as part of the Southwest Ecodistrict Initiative, NCPC, GSA, the District Office of Planning, and federal and local partners, are developing a revitalization plan for the federal facilities in Southwest DC. One of the goals is to strive for a zero net energy ecodistrict where all of the energy required by the ecodistrict will come from local renewable energy sources. In order to achieve this goal, we are looking at super high performance buildings and district strategies such as shared energy between buildings (i.e. office and residential) to capture and use waste heat, and possible changes to the cogeneration plant.

Regional and Local Planning

a) Incorporate consultation with local and metropolitan planning organizations regarding the impact, or potential impact, of Federal actions on local transportation infrastructure and local development plans into existing policy and guidance.

NCPC is heavily involved in the development of regional transportation planning in a variety of ways, and is committed to planning for multiple modes of transportation, including roads, public transportation, bicycling and walking. We are very involved in this regional discussion through the review of plans presented to our commission, as well as through the development of updated federal and local Comprehensive Plan policies.

NCPC also developed a joint work program with COG, approved by their Board and our Commission, to build regional coordination and was recognized by COG in FY 2010 with their Partnership award. NCPC sits on the Transportation Policy Board and the Climate Energy and Environment Policy Committee. NCPC also held a federal forum in January of 2010 to discuss ways for federal agencies in the region to partner with local governments on sustainability, transportation and planning issues.

Our executive director provides federal representation on the Washington Metropolitan Area Transit Authority (WMATA) board, which allows us to better represent the interests of the federal government on this board. Finally, our involvement with the Metropolitan Washington Council of Governments (MWCOG) and their transportation

committees provides a critical link between federal and local governments in the National Capital Region to discuss this critical infrastructure.

b) Align agency policies to increase effectiveness of local planning efforts regarding transportation, energy resources and the environment.

While NCPC does not currently lead the discussion in local energy planning for federal facilities, we are a core member of the MWCOG, which does regularly discuss this issue. Their Energy Resources Management Program focuses on four core areas:

- The Metropolitan Washington Alternatives Clean Cities Partnership
- Policy Advisory and Technical Support
- Energy Efficiency and New Technologies
- Energy Contingency Planning

In addition, our commission's chairman is on MWCOG's Climate, Energy and Environment Policy Committee . This committee was created in 2009 to serve as the council's principal policy adviser on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as the Board may assign. They are also responsible for implementing the National Capital Region Climate Change Report .

In addition, one of NCPC's principal responsibilities involves the creation and updating of the Comprehensive Plan for the National Capital Region. This document dedicates a section to the federal workplace and how facility locations directly impact the surrounding community. This section notes:

"It is the goal of the federal government in the National Capital Region to locate the federal workforce to enhance the efficiency, productivity, and public image of the federal government; to strengthen the economic well-being and expand employment opportunities of the region and the localities therein; and to give emphasis to the District of Columbia as the seat of the national government." Policies dealing with location considerations encourage the utilization of existing resources, alternative modes of transportation, and meeting common goals and objectives of the National Capital Region.

c) Increase effectiveness of regional measures that enhance integrity of local ecosystems and watersheds. NCPC is working with COG on the Region Forward Initiative which is creating measures for the overall health of the region.

d) Update agency policy and guidance to ensure that all Environmental Impact Statements (EIS's) and Environmental Assessments (EA's) required under the National Environmental Policy Act (NEPA) for proposed new or expanded Federal facilities, and as appropriate, identify and analyze impacts associated with energy (including alternative energy sources) and climate change.

One of NCPC's principal responsibilities involves the review of NEPA and NHPA documents for federal and District government facilities in the National Capital Region. Our existing policies and guidance on the NEPA and NHPA processes consider multiple environmental mandates, including:

- Executive Order 12898, Environmental Justice
- The Clean Air Act, as amended
- The Endangered Species Act, as amended
- The Resource Conservation and Recovery Act

- Executive Order 11988, Floodplain Management
- Federal Communications Commission Guidelines for Evaluating the Environmental Effects of Radiofrequency Emissions

While our current policy language does identify the need to analyze energy use and alternative energy sources, it does not specifically reference Executive Order 13514. NCPC plans to incorporate reference to this document in our existing NEPA and NHPA process and policies in tandem with the updates to the Comprehensive Plan.

e) Integrate methods and practices necessary to achieve the goals of this plan into agency master planning documents (i.e., high-performance, sustainable building goals, pollution prevention and waste reduction goals, water use reduction goals, sustainable acquisition goals, electronic stewardship and data center consolidation, etc.).

The *Federal Elements of the Comprehensive Plan for the National Capital* includes extensive information on this subject. NCPC continually updates this document to reflect best practices with regard to environmental stewardship, smart growth, and open space preservation. NCPC works closely with government officials in Washington, D.C., as well as other local jurisdictions including the City of Alexandria, Arlington County, Fairfax County, Loudon County, Prince William County, Montgomery County and Prince George’s County, to minimize impacts to local ecosystems, watersheds and environmental management associated with proposed new or expanded Federal Facilities.

f) 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.

NCPC consults with all of the entities above as appropriate during the plan review process for new or expanded Federal facilities in the National Capital Region. In FY2010 NCPC started a regional “roadshow” meeting with planning departments from local jurisdictions to share information on initiatives and how to improve project review and planning coordination with local and regional governments.

g) Discuss agency participation in critical local and regional efforts and initiatives (i.e., Executive Order on Chesapeake Bay Protection and Restoration, Executive Order on Stewardship of the Ocean, Our Coasts, and the Great Lakes, etc.).

NCPC participates indirectly with the Executive Order on Chesapeake Bay Protection through working with the District of Columbia to help reduce stormwater runoff. NCPC is also very involved with several Metropolitan Council of Government regional initiatives as previously mentioned.

GOAL 3 Targets	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Owned Buildings	%							...	
FRPP-Reported Leased Buildings	%							...	
Total Buildings	%							...	
Other (Buildings), as defined by agency								...	

GOAL 3 Targets	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Other (Reg/Local Planning), as defined by agency								...	

Goal-Specific Items

- a. **Goal description** – Continue to support high performance green buildings and incorporate sustainability in local and regional planning efforts in the National Capital Region.
- b. **Agency lead for goal** – Sustainability Planner Position
- c. **Implementation methods** – through plan review of federal projects, comprehensive planning, and public outreach.
- d. **Positions** - the majority of staff positions within the agency are dedicated towards accomplishing this goal.
- e. **Planning table** – See above
- f. **Agency status** – N/A

GOAL 4: Water Use Efficiency and Management

a) Achieve objectives established by EPA in Stormwater Guidance for Federal Facilities

While NCPC leases its office space and can not track potable and non-potable water use at this time, Boston Properties, the building manager, upgraded all of the water fixtures in the building which has resulted in a 20% reduction in overall water consumption.

In addition to ensuring water efficiency through the agency’s plan review functions, NCPC in coordination with GSA and several other federal agencies is in the process of developing a revitalization plan for the SW Ecodistrict that will strive to meet EPA’s guidance of retaining a 95% rain event on site. In order to achieve this, the plan will recommend multiple techniques including green roofs, the reuse of potable water for landscaping and possibly toilets, low impact development in the right-of-ways and building yards, and possibly sewer mining.

b) Incorporate appropriate reduction strategies for non-potable water use into agency policy and planning.

See answer above regarding the SW Ecodistrict Initiative

Water Use Efficiency & MGMT	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Potable Water Reduction Targets (gal/SF reduced from FY07 base year)	%							...	
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%							...	
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%							...	

Water Use Efficiency & MGMT	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%							...	
Other, as defined by agency								...	

Goal-Specific Items

Not applicable

GOAL 5: Pollution Prevention and Waste Reduction

Sub-goals a, b, c, d, i, j, and k do not currently apply to NCPC. Please see responses to e, f, and h below.

e) Reduce printing paper use

In 2010 NCPC used 430,000 sheets of recyclable paper (8 1/2 by 11), 72,000 sheets of Xpressions color paper 8 1/2 by 11, and 7,500 sheets of Xpressions color paper 11x17. In 2008 NCPC purchased 540,000 sheets of paper. While NCPC has reduced its paper use since it implemented double sided printing in 2008, our paper use increased slightly from last year. This year we've been able to measure our paper use by type so we should be able to determine which department is using the most paper (i.e. graphics vs. administration etc.) in the years to come. Our goal is to reduce all types of paper use by 5% for the next fiscal year. We have already switched most of our outreach materials to electronic distribution. In addition, a handful of employees are now using iPads to look at meeting agendas and attachments instead of printing each document.

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

NCPC currently purchases uncoated printing and writing paper containing at least 30% postconsumer fiber. We also require any professional printing procured for brochures and plans to follow the same requirements, as well as utilize soy-based inks with low VOC content.

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

NCPC has implemented a robust recycling program which includes bins and instructions at every employee's desk. The lunch room includes recycling for plastic products as well. We are not able to determine the amount of waste that is diverted from the landfill.

NCPC is currently looking into composting alternatives and would be very interested in learning about other small agency successes with regard to this topic.

Pollution Prevention & Waste Reduction	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Non-Hazardous Solid Waste Diversion Targets (Non-C&D)	%							...	
C&D Material & Debris Diversion Targets	%							...	

Pollution Prevention & Waste Reduction	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
If agency uses on-site or off-site waste-to-energy, estimated total weight of materials managed through waste-to-energy	Tons or Pounds							...	
Number of sites or facilities with on-site composting programs	#							...	
Number of sites or facilities recycling through off-site composting programs	#							...	
If agency has on-site or off-site composting programs, estimated total weight of materials diverted to composting	Tons or pounds							...	
% of agency-operated offices/sites with a recycling program	%							...	
If agency offices located in multi-tenant buildings, % of those buildings with a recycling program	%							...	
% of agency-operated residential housing with recycling programs	%							...	
Other, as defined by agency								...	

Goal-Specific Items

- a. **Goal description** – Continue to reduce our printing requirements and replace paper document distribution with electronic distribution.
- b. **Agency lead for goal** – Office of Public Affairs; Office of Administration
- c. **Implementation methods** – Additional use of social media, our agency website and e-mail to announce upcoming meetings, provide information on projects, and offer additional information to the public.
- d. **Positions** - As we already actively participate in efforts to reduce waste and prevent pollution, the agency is adequately staffed to support the development of this plan.
- e. **Planning table** – See below
- f. **Agency status** – NCPC switched from a paper to an electronic format of our quarterly update publication in early 2010, and anticipates a continued decrease in paper use throughout the remainder of FY2010 as more and more constituents become comfortable with electronic documents.
- g. **Return on Investment** – N/A
- h. **Highlights** – N/A

GOAL 6: Sustainable Acquisition

- 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 (including EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.**

NCPC carefully follows GSA's recommendations for sustainable product purchases through the agency's Go Green Environmental Initiative. Our office utilizes GSA Advantage's Go Green aisle for purchase of office products. All of NCPC's paper supply comes from recycled paper and all of our kitchen supplies (soap, paper towels, etc) are also green. Approximately 50% of our other office supplies are green. All new computers/equipment purchased are energy star if available.

NCPC is awaiting further direction on the procurement of contractors hired to perform planning work to further the initiatives of our agency. We work closely with architects, landscape architects, planners and engineers to plan and study the feasibility of a variety of projects in the built environment, including public open space, security around federal facilities, and the development of eco-districts. Once direction is given, we will incorporate these requirements immediately. It is our understanding that their services will have a greater impact on our agency's Scope III emissions in the future, and will not necessarily impact our sustainable acquisition goals. However, we will ensure that their offices utilize sustainable office products; that any deliverables we receive utilize recycled content, low-VOC inks; that meetings utilize telephone conferences or web meetings where feasible; and that their travel to and from meetings utilizes public transportation, bicycling, or walking where 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.

NCPC utilizes GSA Advantages Go Green recommendations for sustainable product purchases.

Sustainable Acquisition	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	50	95					...	
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	50	95					...	
Water Efficient Products	%	50	95					...	
Biobased Products	%							...	
Recycled Content Products	%	50	95					...	
Environmentally Preferable Products/Services (excluding EPEAT - EPEAT is included in Goal 7)	%	50	95					...	
SNAP/non-ozone depleting substances	%							...	
Other, as defined by agency								...	

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1st QTR FY 11	2nd QTR FY 11	3rd QTR FY 11 (planned)	4th QTR FY 11 (planned)
Total # Agency Contracts	1			2
Total # Contracts Eligible for Review	1			2
Total Contracts Eligible Contract Reviewed (i.e., 5% or more eligible based on previous OMB guidance)	1			2
# of Compliant Contracts	1			2

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1st QTR FY 11	2nd QTR FY 11	3rd QTR FY 11 (planned)	4th QTR FY 11 (planned)
Total % of Compliant Contracts	100			100

The three contracts include the “sustainable acquisition” contracts for NCPC for FY2011. They include:

- Contract with GSA to purchase paper products, kitchen supplies, office supplies
- Proposed contract for the 4th quarter to upgrade the HVAC system in the agency’s data center (from two units to one more efficient one)
- Proposed contract for the 4th quarter to install solar security film on all of the agency’s windows.

Goal-Specific Items

- a. **Goal description** – Continue to utilize GSA Advantage’s Go Green recommendations for sustainable product purchases.
- b. **Agency lead for goal** – Office of Administration.
- c. **Implementation methods** – N/A
- d. **Positions** - As we already actively participate in efforts to procure sustainable products, the agency is adequately staffed to support the development of this plan.
- e. **Planning table** – See below
- f. **Agency status** – Underway
- g. **Return on Investment** – N/A
- h. **Highlights** – none

GOAL 7: Electronic Stewardship and Data Centers

- a. **Ensure acquisition of EPEAT registered, ENERGY STAR qualified, and FEMP designated electronic office products when procuring electronics in eligible product categories.**
- b. **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.**

The NCPC established policy in 2007 which mandated all agency duplex-capable black and white printer systems would operate by default in duplex printing mode. Last year the agency technology staff evaluated technology solutions to allow for the implementation of mandatory operational policies for NCPC computer systems and computer monitors to operate in a low power mode during non-business hours and/or pre-set periods of inactivity. This policy was put

in place in October 1, 2010. An inventory of agency office electronics has been completed and the equipment individually evaluated to determine suitability for employing improved power management. Legacy office equipment or office equipment not adaptable to acceptable levels of power management will be replaced as soon as is practically possible and/or adequate funding is available.

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

d. 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 Unicorn, 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 certification.

Today, NCPC closely follows GSA guidelines for disposal of the agency’s personal property including the use of GSA Xcess for transfer and utilization of excess or surplus personal property items, and the CLC Program, educational institutions and non-profit organizations for donating of surplus computer equipment. For nonfunctional or obsolete electronics, NCPC uses electronics recycling companies for disposal and recycling. Recently, NCPC became aware of Unicorn as a resource for satisfying our disposal and recycling requirements. Our agency property disposal procedures have been amended to establish Unicorn as the agency’s primary resource for disposal and recycling of nonfunctional or obsolete computers and electronics. No computer equipment has been disposed of since we submitted our agency’s Sustainability Plan last year.

e. Discuss how the agency will require IT planning/Life Cycle Manager to replace and or waive equipment that does not meet “Green” compliance requirements.

f. Update agency policy to ensure implementation of best management practices for energy efficient management of servers and Federal data centers, including how the agency will meet data center reduction goals included in the Federal Data Center Consolidation Initiative.

NCPC is currently reviewing the agency network server inventory and data center space requirements and exploring technology solutions (server virtualization, cloud computing) to identify most appropriate methods to simplify and consolidate its data center. Once a strategy has been adopted and minimum data center operating standards established, a consolidation plan will be developed and project timeline established to complete the effort. We anticipate adoption of a strategy in FY 2011.

By January 2013, NCPC hopes to reduce the number of agency network servers by 50%, reduce the size of the agency data center by 150 square feet, and redesign the cooling system to take advantage of high efficiency Computer Room Air Conditioning (CRAC). NCPC is committed to ensure that all future acquisitions of network servers, appliances and equipment for the data center meet Energy Star standards.

For FY 2012, NCPC will identify an equipment and reconstruction budget to fund anticipated costs for the decommissioning of two legacy CRAC units, acquisition and installation of a new high-efficiency computer room air conditioning and construction costs to repurpose the space vacated by reducing the agency data center.

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY10	FY11	FY12	FY13	FY14	FY15
% of electronic product acquisition covered by current Energy Star specifications that must be energy-star qualified			100	100			

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY10	FY11	FY12	FY13	FY14	FY15
% of covered electronic product acquisitions that are EPEAT- registered			95	95			
% of covered electronic product acquisitions that are FEMP- designated			95	95			
% of agency, eligible PC, Laptops, and Monitors with power management actively implemented and in use			100	100	100		
% of agency, eligible electronic printing products with duplexing features in use			95	100	100		
% of electronic assets covered by sound disposition practices			100	100	100		
% of agency data centers independently metered, advanced metered, or sub-metered to determine monthly (or more frequently) Power Utilization Effectiveness (PUE)			40	60	80	90	100
Reduction in the number of agency data centers							
% of agency data centers operating with an average CPU utilization greater than 65%							
Maximum annual weighted average Power Utilization Effectiveness (PUE) for agency.							

Goal-Specific Items

- a. **Goal description** – Identify technology solutions to allow for the implementation of mandatory operational policies for NCPC computer systems and computer monitors to operate in a low power mode during non-business hours and/or pre-set periods of inactivity.
- b. **Agency lead for goal** – Office of Administration.
- c. **Implementation methods** – Implementation will be provided by NCPC’s in-house IT staff.
- d. **Positions** - As we already actively participate in efforts to procure sustainable products, the agency is adequately staffed to support the development of this plan.
- e. **Planning table** – See below
- f. **Agency status** – Through further streamlining outlined in our FY 2011 *Justification for Appropriation*, NCPC anticipates a 15% reduction in supplies.
- g. **Return on Investment** – N/A
- h. **Highlights** – None

GOAL 8: Agency Innovation & Government-Wide Support

In support of Executive Order 13514 and as one of the cornerstone strategies of the Monumental Core Framework Plan, NCPC in close partnership with the Commission of Fine Arts, the General Services Administration, and the District Office of Planning (DCOP) among other federal and local federal agencies is developing a revitalization plan for the Southwest Ecodistrict, the area surrounding the 10th Street and Maryland Avenue corridors in Southwest, Washington, D.C.

During FY 2011, NCPC completed an existing conditions assessment of the study area including a high level energy analysis of existing buildings; developed urban design objectives and sustainability goals and targets; and is in the process of analyzing a range of development scenarios, including rehabilitation, redevelopment, and infill alternatives for the parcels in addition to conducting a cost benefit analysis of a range of sustainability and urban development strategies. NCPC and DCOP held two joint public scoping meetings to solicit the public’s input on their priorities, preferences and views about the existing conditions and the preliminary design concepts and energy strategies for the Southwest Ecodistrict. The public scoping meetings were held in February and May of 2011.

The energy analysis mentioned above includes the development of energy surveys, and 3D computer models of the physical structures in the Ecodistrict study area to determine both the current energy use of existing buildings and their potential energy reductions. This model can also (at a high level) analyze the impacts of the potential building rehab scenarios on the tri-generation plant that provides heating and cooling for the buildings. The model is designed and built using the NCPC GIS system, and will continue to be developed over the next several months.

At the end of FY11, NCPC will present recommendations and a business case for revitalizing the federal precinct and making it a national showcase of sustainability to the 16 member agency Task Force. The recommendations include an action plan that identifies next steps and an organization structure for future implementation. NCPC staff will continue to share its lessons learned with local and national audiences.

AGENCY INNOVATION & Government-Wide Support	Units	FY10	FY11	FY12	FY13	FY14	FY15	...	FY20
Programs, Projects, Initiatives that support Gov-wide efforts									
Other, as defined by agency									

Goal-Specific Items

Section 3: Agency Self Evaluation

Agency Self Evaluation	Answer
Does your Sustainability Plan incorporate and align sustainability goals, GHG targets and overarching objectives for sustainability with the Agency Strategic Plan?	Yes
Does it provide annual targets, strategies and approaches for achieving the 2015 and 2020 goals?	Yes
Is the Sustainability Plan consistent with the FY2012 President's Budget?	Yes
Does the Sustainability Plan integrate all statutory and Executive Order requirements into a single implementation framework for advancing sustainability goals along with existing mission and management goals, making the best use of existing and available resources?	Yes
Does your plan include methods for obtaining data needed to measure progress, evaluate results, and improve performance?	Yes

Appendix 1: Energy & Sustainability Resources/Investments (Circular A-11, Section 25)

Appendix 2: Agency Climate Change Adaptation Policy Statement

I. Background:

a) While the scope, severity and pace of future climate change impacts are difficult to predict, it is clear that potential changes could have important impacts on the Federal Government's sites, buildings, and operations. Adaptation planning will allow the National Capital Planning Commission (NCPC) to minimize negative impacts of climate change that are already occurring in our region and take advantage of opportunities.

b) Through adaptation planning, NCPC will identify how climate change is likely to impact our ability to achieve our mission of protecting and enhancing the extraordinary historical, cultural, and natural resources of the National Capital Region.

II. Directive:

a) The goal of this policy is to ensure that the Agency executes its mission securely, effectively, and efficiently as the climate continues to change. This policy establishes an Agency-wide directive to integrate climate change adaptation planning and actions into Agency programs, policies, and operations.

b) The Agency shall undertake climate change adaptation planning and implement the results of that planning using best available science and information. The Agency shall consider potential climate change impacts when crafting long-range plans, analyzing emergent planning issues, reviewing site development and building proposals, and monitoring federal capital investment.

c) The Agency shall develop and publish an agency-wide climate adaptation plan by June 2012 and update it regularly. The plan shall incorporate the findings and directives of this policy statement. The plan will identify how climate change may impact the Agency's ability to achieve its mission and will identify and prioritize actions to reflect current and future changes in the climate.

d) The Agency shall fully implement the climate change adaptation *Implementing Instructions* issued by the White House Council on Environmental Quality under Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, and other applicable authorities.

e) The Agency will apply the guiding principles and planning framework for climate change adaptation found in the October 5, 2010, *Progress Report of the Interagency Climate Change Adaptation Task Force: Recommended Actions in Support of a National Climate Change Adaptation Strategy*.

f) The Agency will coordinate with other agencies and interagency efforts, including the Interagency Climate Change Adaptation Task Force, on climate change adaptation issues that cut across agency jurisdictions.

The Senior Sustainability Officer is responsible for ensuring implementation of all aspects of this Policy.



Marcel C. Acosta
Executive Director and
Senior Sustainability Officer
National Capital Planning Commission

Appendix 3: Response to Climate Change Adaptation Questions

1. How is climate change likely to affect the ability of your agency to achieve its mission and strategic goals?

The agency strategic goals or objectives selected for this exercise are:

Goal 1: By crafting plans and policies that employ the highest standards of urban design and planning, the National Capital Planning Commission will define the federal government's interest in the long-term development of the National Capital Region.

Goal 2: NCPC will review proposals subject to Commission approval or advice to determine whether they are consistent with the federal interest, and we will represent the federal interest on local and regional planning bodies.

Goal 3: NCPC will build consensus and facilitate cooperation among citizens, public interest groups, nongovernmental organizations, and governmental agencies to shepherd plans and policies toward fruition.

b) For each goal or objective listed above, identify major climate change impacts that may significantly impact your agency's ability to meet the goal or objective. Briefly describe how these impacts affect your selected goals or objectives (appendix F)

Since the nature of NCPC's work is long-range planning and project review for the National Capital Region, the impacts of climate change won't directly affect whether the agency meets its strategic goals. However, NCPC will ensure that climate change impacts are addressed as the agency is crafting long range plans and policies, reviewing development proposals for consistency with the federal interest, and coordinating among different stakeholders.

The climate change impacts that have the most relevance to NCPC's work and its strategic goals are:

- More frequent flooding
- Increased levels of pollutants in runoff
- Increased stormwater runoff
- Impact to tree viability and vegetation (in urban areas)

c) What steps, if any, has your agency taken to manage the effects of climate change on the selected goals or objectives?

NCPC formed a working group in early 2010 to address the significant flooding in the Federal Triangle from a series of storms in 2006. Throughout the year NCPC coordinated input from all impacted parties on the alternatives, and worked with consultants to develop recommendations for improvement. Building upon NCPC's initial stormwater flooding report of 2008, the final report is expected in 2011.

In 2011 NCPC continued to play a critical role in coordinating Federal and District stakeholders to develop levee improvements for the Potomac Park Levee across 17th Street that would meet federal standards and be appropriate to the culturally and historically important grounds of the National Mall. Construction of the levee is underway.

NCPC created the Southwest Ecodistrict Task Force to look at recommendations for creating an ecodistrict that significantly reduces the energy use, greenhouse gas emissions, and stormwater runoff in

addition to several other urban design related goals. The Task Force will release a set of recommendations at the end of this year.

NCPC is also updating the Federal Elements of the Comprehensive Plan for the National Capital Region which will address impacts of climate change especially as they relate to stormwater runoff and flooding.

2. How can your agency coordinate and collaborate with other agencies to better manage the effects of climate change?

a) Identify Federal agencies that are likely to face similar climate change impacts and management challenges to your agency. Describe how their management challenges are similar to yours.

As the planning agency for the federal government, NCPC already works and coordinates with all federal agencies on its projects (see below).

b) Is your agency already collaborating with other agencies to develop strategies to adapt to climate change impacts that cut across agency mission and operations? If so, identify the agencies and briefly describe the collaboration or project? If your agency is engaged in many collaboration activities, select a few of the most significant.

Agency	Existing Collaboration/Project
NPS	Levee Project, Southwest Ecodistrict Initiative
GSA	Federal Triangle Stormwater Study, Southwest Ecodistrict Initiative
EPA	Federal Triangle Stormwater Study, Southwest Ecodistrict Initiative
DOE	Southwest Ecodistrict Initiative
HUD	Southwest Ecodistrict Initiative
USPS	Southwest Ecodistrict Initiative
USDA	Southwest Ecodistrict Initiative
Dept.of Education	Southwest Ecodistrict Initiative
FAA	Southwest Ecodistrict Initiative
Dept. of Justice	Federal Triangle Stormwater Study
National Archives	Federal Triangle Stormwater Study
FEMA	Federal Triangle Stormwater Study, Levee Project

c) Identify and describe opportunities for new or additional collaboration activities with other agencies to leverage resources and develop consistent adaptation strategies.

N/A

Appendix 4: Draft Agency Energy & Sustainability Scorecard (July 2011)

Appendix 5: Acronyms and Abbreviations

AFV	Alternative Fuel Vehicle
ARRA	American Recovery and Reinvestment Act of 2009
BTU or Btu	British Thermal Unit
C&D	Construction and Demolition
CEQ	Council on Environmental Quality
CFL	Computer for Learning
CIO	Chief Information Officer
CPU	Central Processing Unit
EISA	Energy Independence and Security Act
EMS	Environmental Management System
EO	Executive Order
EPA	Environmental Protection Agency
EPAct	Energy Policy Act
EPCRA	Emergency Planning and Community Right-to-Know Act
EPEAT	Electronic Product Environmental Assessment Tool
EPP	Environmentally Preferable Purchasing
ESPC	Energy Services Performance Contract
EUL	Enhanced Use Lease
FEMP	Federal Energy Management Program
FTE	Full Time Employee
FY	Fiscal Year
gal	gallon
GHG	Greenhouse Gas
GPRA	Government Performance and Results Act
GSA	General Services Administration
GSF	Gross Square Feet
IT	Information Technology
MILCON	Military Construction
mtCO ₂ e	Metric tons of Carbon Dioxide Equivalent
NEPA	National Environmental Policy Act
O&M	Operations and Maintenance
OMB	Office of Management and Budget
PPA	Power Purchase Agreement
PUE	Power Usage Efficiency
R2	Responsible Recyclers
RIA	Regulatory Impact Analysis
ROI	Return on Investment
SF	Square Feet or Square Footage
SNAP	Significant New Alternatives Policy
SRPO	Senior Real Property Officer
SSO	Senior Sustainability Officer
TRI	Toxics Release Inventory

UESC	Utility Energy Services Contract
USC	United States Code