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## Section 1: Agency Policy and Strategy

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### I. Agency Policy Statement

NEH is an independent small agency of about 170 FTE housed in the Government-owned, GSA managed, historic Old Post Office building in Washington, DC along with several other Federal tenants. Our role in complying with the sustainability efforts in terms of the building itself are pretty much limited to assisting and cooperating with GSA in its efforts to reach sustainability targets and goals.

The several federal tenant agencies housed in this building meet with GSA building management on a monthly basis and issues related to GSA's sustainability goals and targets are now part of those ongoing meetings. Some areas that have already been identified include maximizing the agency's recycling efforts, use of high-efficiency lighting, and minimizing use of water and other resources. During this fiscal year GSA has installed water saving aerators in the faucets of all restrooms.

In addition the agency may have some impact in reducing Scope 3 GHG emissions in such areas as employee commuting and employee business travel.

### II. Sustainability and the Agency Mission

Because NEH has limited ability to impact sustainability issues there is no direct correlation to NEH's mission that can be specified here. And while as an agency we have no means to define measurable goals we will certainly support the sustainability efforts in any way we can.

Reduction of Scope 3 GHG emissions in employee commuting and employee business travel could be areas where the agency may be able to have some impact. However, this has proven somewhat challenging so far.

Over 85% of agency staff already use mass transit for commuting. So the only real potential for small reductions will be through increased telecommuting which is being addressed. Employee business travel reductions have also proven difficult as the agency mission requires staff to do significant outreach to ensure that the widest possible audience is aware of the opportunities NEH provides.

Provide a summary that describes the agency's size and scope of operations to include (as applicable to the individual agency):

The "NA" responses in the table below are due to the fact that NEH is housed in a GSA maintained Federal building. This is a multi-tenant building as well as a multi-use building with commercial vendors operating various businesses on the lower level. GSA has responsibility for reporting these categories. There is no way that they can be segregated by agency and/or business.

Total # Employees	173
Total Acres Land Managed	0
Total # Facilities Owned	0
Total # Facilities Leased (GSA lease) Federally-owned property	1
Total # Facilities Leased (Non-GSA)	0
Total Facility Gross Square Feet (GSF)	86,000
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	0
Total # Exempted-Fleet Vehicles (Tactical, Emergency, Etc.)	0
Total Operating Budget FY 2010 (\$MIL)	\$27
Total # Contracts Awarded FY 2010	171
Total Amount Contracts Awarded FY 2010 (\$MIL)	\$7.5
Total Amount Spent on Energy Consumption FY 2010 (\$MIL)	NA
Total MBTU Consumed per GSF	NA
Total Gallons of Water Consumed per GSF	NA
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO <sub>2e</sub>	NA
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO <sub>2e</sub>	NA
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO <sub>2e</sub>	392.7
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 Reduction Target) FY 2008 Baseline MMTCO <sub>2e</sub>	392.7

### III. Greenhouse Gas Reduction Goals

As a tenant in a GSA-controlled building NEH has no means of identifying Scope 1, 2, & 3 GHG emissions as they relate to the building. As mentioned previously our efforts in this area will be to cooperate with GSA in achieving its sustainability goals and educating agency staff regarding ways they can assist in the process.

In terms of Scope 3 GHG emissions for Federal employee commuting NEH is already quite successful in this area as nearly 85% of agency staff currently utilizes mass transit for their commute. NEH will continue to encourage employees to maximize the use of this option.

For Federal employee business travel NEH ensures that only travel necessary to accomplish the agency's mission is performed. However, we are evaluating technologies that might permit some reduction in the level of official travel such as video or teleconferencing. Though utilizing such options would likely not provide any significant GHG reductions NEH would be at least be contributing to this effort to some degree.

NEH is not involved in any way with ARRA investments.

### IV. Plan Implementation

a. Internal Coordination and Communication.

NEH is housed on several floors in a single location. With only 170 FTE communication and coordination are quite basic. In fact the development and oversight of this plan essentially rests with two individuals: the Assistant Chairman for Planning and Operations, and the Director, Administrative Services Office, who is the SSO.

b. Coordination and Dissemination of the Plan to the Field

Not applicable.

c. Leadership & Accountability

Because of its size and the limited impact that NEH will have on sustainability efforts there is no plan to incorporate specific targets in individual performance plans. This approach will be revisited as sustainability efforts evolve over the next few years.

d. Agency Policy and Planning Integration

Because of its size and the limited impact that NEH will have on sustainability efforts we do not see any specific correlation to NEH’s policy and planning processes.

e. Agency Budget Integration

Integration with NEH’s budget will not be necessary as no additional funding will be required to manage the sustainability efforts.

f. Methods for Evaluation of Progress

The only measurable items for NEH are the Scope 3 GHG emissions for employee commuting and official travel. The data related to these items will be reviewed as necessary to ensure we are achieving the maximum reductions possible.

**Table 1: Critical Planning Coordination<sup>1</sup>**

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
<i>“Sample Plan”</i>	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	No
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 GHG Inventory and Energy Data Report	No	Yes	Yes	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
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
Instructions for Implementing Climate	No	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Change Adaptation Planning										
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**V. Evaluating Return on Investment**

NEH does not anticipate any activities in its sustainability efforts that would have any issues related to ROI.

**VI. Transparency**

NEH will post any relevant results on our publicly available website [[www.neh.gov](http://www.neh.gov)] as required by the EO.

## Section 2: Performance Review & Annual Update

### I. Summary of Accomplishments:

As a small agency housed in a GSA-controlled Federal building NEH has had no defined targets, goals, or plans. Our major efforts will be to assist GSA to the maximum extent possible in meeting their defined targets.

### II. Goal Performance Review: Agencies need to provide this narrative (a-h) for each 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** – Define the agency targets for each goal<sup>2</sup>
- b. **Agency lead for goal** – Identify those who have responsibility for target development, implementation, monitoring, evaluation and oversight<sup>3</sup>
- c. **Implementation methods – Identify and describe** the method for implementation of the cost, schedule, and performance towards achieving the goals. For each planned activity, provide specific milestones for FY 2011 and 2012. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) and workforce training and education will be used to support achievement of goals<sup>4</sup>. Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that support the agency's achievement of 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 to 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 (i.e., data center consolidation, sustainable acquisition, real property consolidation, sustainable buildings, etc.)
- d. **Positions** - Indicate how the agency is 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 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. **(New)** For FY 2011, agency budget information should be consistent with information submitted by agencies for the OMB Circular A-11, Section 25 data call.<sup>5</sup> In an effort to streamline and align with federal budget cycle, agencies can run reports from their data in MAX Collect and attach at Appendix I to show the resources dedicated to achieving individual goals/targets. Agencies will provide FY10-11 appropriations levels and requested levels from the FY 2012 President's Budget.

- f. **Agency Status** - Each goal area should include a general discussion of the previous year results 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 but not yet completed and how they will impact goal achievement. (i.e.: anticipated energy savings or compliance with guiding principles from current construction projects) 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 achievement of the goals in this plan. **(New)** Scorecard agencies will attach a draft version of the July 2011 Energy & Sustainability Scorecard that identifies planned actions and milestones covering the following periods (Jan-Jun 2011) and (Jul – Dec 2011) at Appendix 3.
- g. **Return on Investment** – **(New)** Agencies should identify any significant projects or initiatives included in the submission of the previous year's Sustainability Plan that have been deliberately cancelled or suspended due to a lower than expected return on investment (ROI). Likewise, agencies should identify specific projects or initiatives that have been expanded due to higher than expected return on investment (ROI).
- h. **Highlights** – **(New)** Agencies should succinctly identify and describe specific projects or initiatives that they would like to highlight as successes or challenges.

### GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction

- a. **Buildings**  
**N/A.** As one of several small agencies tenanted in a GSA owned and operated building, the NEH has no ability to manage or report on Scope 1 & 2 Greenhouse Gas emissions
- b. **Fleet<sup>6</sup>**  
**N/A.** NEH has no fleet vehicles
- c. **Other.** None.

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

- a. Federal employee travel (business travel and commuting) **See below**
- b. Contracted waste disposal. **NA**
- c. Transmission and distribution losses from purchased energy. **NA**
- 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. **See below**
- e. **(New)** 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.). **See below**
- f. **(New)** 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 2<sup>nd</sup> or 3<sup>rd</sup> party verification of its GHG data<sup>7</sup>? 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.

See below

- g. Other, as defined by Agency. NA

**Goal description –**

Federal employee business travel: commuting and official travel. Goal is to reduce the level of emissions by 6.4% as shown in the Scope 3 Target Tool.

**Agency lead for goal –**

The Director, Administrative Services Office [Agency SSO] is also the agency travel officer and transit benefit coordinator so he will have immediate and direct knowledge of the data and progress related to this goal.

**Implementation methods – Identify and describe** the method for implementation of the cost, schedule, and performance towards achieving the goals. For each planned activity, provide specific milestones for FY 2011 and 2012. This should include a discussion of implementation in both central office and in the field. Describe how environmental management systems (EMS) and workforce training and education will be used to support achievement of goals<sup>8</sup>. Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that support the agency's achievement of 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 to 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 (i.e., data center consolidation, sustainable acquisition, real property consolidation, sustainable buildings, etc.)

The SSO will periodically monitor commuting and official travel trends throughout the year. The data will be compared with that submitted in the 2008 baseline data to ensure there is no evidence of an upward trend and to identify potential areas for further reduction in travel-related emissions to ensure the reduction goal of 6.4% is met.

**Positions** - Indicate how the agency is 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?

The work required for the development and implementation of this plan will for the most part be completed by the Director, Administrative Services Office [Agency SSO] as a collateral duty.

**Planning Table** - Show the goals/targets 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. **(New)** For FY 2011, agency budget information should be consistent with information submitted by agencies for the OMB Circular A-11, Section 25 data call.<sup>9</sup> In an effort to streamline and align with federal budget cycle, agencies can run reports from their data in MAX Collect and attach at Appendix I to show the resources dedicated to achieving individual goals/targets. Agencies will provide FY10-11 appropriations levels and requested levels from the FY 2012 President's Budget.

<b>SCOPE 3 GHG TARGET</b>	Units <sup>10</sup>	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Total Scope 3 GHG Emissions (Comprehensive)	MMTCO <sub>2e</sub>	393	NA	NA	NA	NA	NA	...	368
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 GHG Reduction Target)	MMTCO <sub>2e</sub>	393	NA	NA	NA	NA	NA	...	368
Overall Agency Scope 3 Reduction (reduced from FY08 base year) <sup>11</sup>	%	0	NA	NA	NA	NA	NA	...	368
Other, as defined by agency	%	NA	NA	NA	NA	NA	NA	...	NA

**Agency Status** - Each goal area should include a general discussion of the previous year results 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 but not yet completed and how they will impact goal achievement. (i.e.: anticipated energy savings or compliance with guiding principles from current construction projects) 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 achievement of the goals in this plan. **(New)** Scorecard agencies will attach a draft version of the July 2011 Energy & Sustainability Scorecard that identifies planned actions and milestones covering the following periods (Jan-Jun 2011) and (Jul – Dec 2011) at Appendix 3.

No specific initiatives planned at this time.

**Return on Investment** – **(New)** Agencies should identify any significant projects or initiatives included in the submission of the previous year's Sustainability Plan that have been deliberately cancelled or suspended due to a lower than expected return on investment (ROI). Likewise, agencies should identify specific projects or initiatives that have been expanded due to higher than expected return on investment (ROI).

Not applicable

**Highlights** – **(New)** Agencies should succinctly identify and describe specific projects or initiatives that they would like to highlight as successes or challenges.

Not applicable

**NOTE: These three items have a consolidated response below them.**

**Date Accuracy [Goal 2d.above]** -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

**Calculate Emissions [Goal 2e.above] - (New)**. 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.)

**Development of GHG Inventory [Goal 2f.above] – (New)** 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 2<sup>nd</sup> or 3<sup>rd</sup> party verification of its GHG data<sup>12</sup>? Identify any challenges or issues related to the FY 2010 inventory

**Response**

As a small agency of only 170 employees tenanted with other small Federal agencies in the GSA-owned and operated Old Post Office Building here in Washington, DC, the National Endowment for the Humanities (NEH) has only limited ability to directly control greenhouse gas emissions.

As a result, our scope 3 GHG emissions inventory addresses only air business travel, ground business travel, commuter travel, and contracted wastewater treatment. We verified the data used in the inventory as thoroughly as possible based on available information.

For air business travel, for example, we made significant adjustments to the air miles reported in the GSA Travel Management Information System [TMIS] in order to report only Federal employee miles traveled. Due to the nature of the agency's grant-making programs several hundred peer-review panelists are brought into Washington annually to rate and rank prospective grants.

The panelist air miles thus account for the vast majority of the total air business miles shown in the TMIS. NEH was able to use internal agency travel records in conjunction with the TMIS data to determine the appropriate employee miles to be included in the inventory.

An adjustment in the TMIS rental car data was similarly necessary. The agency's records reflected far less rental car usage than the assumptions contained in the TMIS. We utilized our actual agency data for this category as well as for the other ground business travel categories (POV, mass transit, etc.) to develop the final ground business inventory.

For commuter travel we utilized agency records related to employees receiving the Transportation Fringe Benefit and supplemented that data with an employee survey to arrive at the appropriate data to include for the various categories in the inventory.

**GOAL 3: High-Performance Sustainable Design / Green Buildings<sup>13</sup> & Regional and Local Planning<sup>14</sup>**

**Not applicable..** As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts.

**Regional and Local Planning<sup>15</sup>**

**Not applicable.** NEH is one of several tenants in a GSA owned and operated building and is therefore represented by GSA in regional and local planning initiatives as required.

<b>SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles<sup>16</sup>)</b>	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Owned Buildings	%	NA	NA	NA	NA	NA	NA		NA
FRPP-Reported Leased Buildings	%	NA	NA	NA	NA	NA	NA		NA
Total Buildings	%	NA	NA	NA	NA	NA	15%	...	15%
Other, as defined by agency		NA	NA	NA	NA	NA	NA		NA
<b>REGIONAL AND LOCAL PLANNING</b>									
Other, as defined by agency		NA	NA	NA	NA	NA	NA		NA

**GOAL 4: Water Use Efficiency and Management<sup>17</sup>**

**Not applicable.** As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet its targets.

- a. Reduce potable water use intensity by at least 26% by FY 2020. **We can report that GSA has installed water saving aerators in all faucets in all restrooms.**

<b>WATER USE EFFICIENCY &amp; MGMT</b>	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)	%	6%	8%	10%	12%	14%	16%	...	26%
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%	NA	NA	NA	NA	NA	NA		NA
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%	-	2%	4%	6%	8%	10%	...	20%
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%	NA	NA	NA	NA	NA	NA		NA
Other, as defined by agency	NA		NA						

**GOAL 5: Pollution Prevention and Waste Reduction<sup>18</sup>**

As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet targets. Tenants actively participate in the building recycling program, for example

**a. Reduce printing paper use.**

The agency's primary mission is to award grants. In the past we had to print between 5 and 10 copies of every grant application we received so they could be mailed to peer review panelists for evaluation. Many of these applications were several hundred pages long.

We have now made the applications available to the reviewers on line. Not only has this saved hundreds of thousands of paper copies annually, but has also resulted in a significant cost savings.

NEH will continue to look for similar opportunities in other areas.

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

100% of agency printing and writing paper meets this requirement.

<b>POLLUTION PREVENTION &amp; WASTE REDUCTION</b>	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Non-Hazardous Solid Waste Diversion Targets (Non-C&D)	%	NA	NA	NA	NA	NA	50%	...	NA
C&D Material & Debris Diversion Targets	%	NA	NA	NA	NA	NA	50%	...	NA
If agency uses on-site or off-site waste-to-energy, estimated total weight of materials managed through waste-to-energy	Tons or pounds	NA	NA	NA	NA	NA	NA	...	NA
Number of sites or facilities with on-site composting programs	#	NA	NA	NA	NA	NA	NA	...	NA
Number of sites or facilities recycling through off-site composting programs	#	NA	NA	NA	NA	NA	NA	...	NA
If agency has on-site or off-site composting programs, estimated total weight of materials diverted to composting	Tons or pounds	NA	NA	NA	NA	NA	NA	...	NA
% of agency-operated offices/sites with a recycling program	%	NA	NA	NA	NA	NA	NA	...	NA
If agency offices located in multi-tenant buildings, % of those buildings with a recycling program	%	NA	NA	NA	NA	NA	NA	...	NA
% of agency-operated residential housing with recycling programs	%	NA	NA	NA	NA	NA	NA	...	NA
Other, as defined by agency	?	NA	NA	NA	NA	NA	NA	...	NA

**GOAL 6: Sustainable Acquisition<sup>19</sup>**

- 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<sup>20</sup> (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.<sup>21</sup>
- b. Update agency affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all mandated federally designated products and services are included in all relevant acquisitions.<sup>22</sup>

**Agency lead for goal** – The Director, Administrative Services Office [Agency SSO] is also the agency Contracting Officer responsible for overseeing and approving all agency acquisitions.

**Implementation methods –**

NEH does not create contract vehicles for supplies or equipment. Virtually all of these items are purchased from GSA Schedules and many directly from GSA Advantage, as well as UNICOR and other required sources. We will continue to ensure that energy-efficient and other “green” items are obtained to the maximum extent possible.

At this time we have no plans for any large acquisitions that would be included in this category.

**Positions -**

This is a collateral duty but it is not anticipated that additional staffing will be required.

**Planning table -**

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	NA	NA	hold	hold	hold	hold	...	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	NA	NA	NA	NA	NA	NA		NA
Water Efficient Products	%	NA	NA	NA	NA	NA	NA		NA
Biobased Products	%	NA	NA	NA	NA	NA	NA		NA
Recycled Content Products	%	NA	NA	NA	NA	NA	NA		NA
Environmentally Preferable Products/Services (excluding EPEAT – EPEAT in included in Goal 7)	%	NA	NA	NA	NA	NA	NA		NA
SNAP/non-ozone depleting substances	%	NA	NA	NA	NA	NA	NA		NA
Other, as defined by agency	?	NA	NA	NA	NA	NA	NA		NA

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

**Agency Status – Not applicable**

**GOAL 7: Electronic Stewardship<sup>23</sup> and Data Centers<sup>24</sup>**

**Agency lead for goal –** The Director, Administrative Services Office [Agency SSO] is also the agency Contracting Officer and agency Property Manager responsible for overseeing and approving all agency acquisitions and disposal actions.

**Implementation methods –**

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

It has always been standard agency practice to procure equipment with energy saving features. Due to its limited budget NEH purchases very little in the way of equipment on an annual basis. We always purchase from GSA Schedules and select energy saving equipment when we can.

- 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.

Agency duplicating equipment includes duplex printing capability and the use of this feature is encouraged whenever possible. Duplicating equipment, computers, printers, and other equipment all contain power savings features to ensure minimal energy consumption when not in use.

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

Due to our size and minimal amount of excess equipment for disposition there is no formal policy. Excess property disposal is handled by a single small office.

- 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 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 certification.

Excess equipment, including computers, is disposed of via an agreement with the Department of Health and Human Services, which performs a similar function as GSA. We have occasionally donated through the CFL, but our equipment is usually outdated when disposed of.

- 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.  
Because of its size NEH has no formal planning process. When equipment replacement is required we use GSA Schedules and maximize “green” requirements as we can.
- 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.

NEH has no data center but does maintain a small computer room which contains the agency servers that support e-mail, Internet, and other agency applications. A recent project upgraded and reconfigured the server base thus eliminating nearly 50% of the previous number of servers

**Positions** - This is a collateral duty but it is not anticipated that additional staffing will be required.

**Planning table** -

<b>ELECTRONIC STEWARDHIP &amp; DATA CENTERS</b>	Unit	FY 10	FY 11	FY 12	FY 13	FY14	FY15
% of electronic product acquisition covered by current Energy Star specifications that must be energy-star qualified <sup>25</sup>	%	0	0	Unk	Unk	Unk	Unk
% of covered electronic product acquisitions that are EPEAT- registered	%	0	0	Unk	Unk	Unk	Unk
% of covered electronic product acquisitions that are FEMP- designated	%	0	0	Unk	Unk	Unk	Unk
% of agency, eligible PC, Laptops, and Monitors with power management actively implemented and in use	%	100	100%	100%	100%	100%	100%
% of agency, eligible electronic printing products with duplexing features in use <sup>26</sup>	%	100	100%	100%	100%	100%	100%
% of electronic assets covered by sound disposition practices <sup>27</sup>	%	100	100%	100%	100%	100%	100%

**GOAL 8: (New) Agency Innovation & Government-Wide Support**

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.

This is also an area where lead agencies should identify efforts and initiatives to provide support to other agencies, or allow others to utilize tools made available such as (FAST, GHG Reporting Portal, Carbon Footprint Tool, Energy Star Portfolio, etc.):

- a. Agencies responsible for interagency working groups that support efforts covered in this plan;
- b. Agencies that are responsible for coordination, review, analysis and maintenance of Federal/Congressional reporting requirements;
- c. Agencies that have developed tools or provide assistance to other agencies in meeting Federal/Congressional reporting requirements;
- d. **(New)** Agencies that have collaborated to transfer to or share space with other agencies (e.g. sharing a laboratory, warehouse, or office space) or co-located field offices across a metropolitan area or region.

**NEH has nothing to report in this section.**

**Section 3: Agency Self Evaluation**

For all agencies: Please answer ‘yes’ or ‘no’ to the following 5 key questions. If the answer is ‘no’, please provide an explanation in the accompany text.

<p>Does your Sustainability Plan incorporate and align sustainability goals, GHG targets and overarching objectives for sustainability with the Agency Strategic Plan?</p> <p><i>Our strategic plan predates the sustainability program. When we re-do it we will consider whether including sustainability issues is appropriate for an agency of our size.</i></p>	<p><b>No</b></p>
<p>Does it provide annual targets, strategies and approaches for achieving the 2015 and 2020 goals?</p> <p><i>Our goals are minimal and will be monitored on a regular basis to the extent possible.</i></p>	<p><b>No</b></p>
<p>Is the Sustainability Plan consistent with the FY2012 President’s Budget?</p> <p><i>Consistent to the extent that no funds have been included for sustainability issues.</i></p>	<p><b>Yes</b></p>
<p>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?</p> <p><i>We don’t think this would be applicable to a small agency like ours.</i></p>	<p><b>No</b></p>
<p>Does your plan include methods for obtaining data needed to measure progress, evaluate results, and improve performance?</p> <p><i>We don’t think this would be applicable to a small agency like ours. We will monitor progress on a regular basis to the extent possible.</i></p>	<p><b>No</b></p>

**Other Key Questions for 2011:**

1. Did your agency meet by 12/30/10 due date and/or is it now able to demonstrate comprehensive implementation of the EO 13423 Electronic Stewardship goals?

- Acquire at least 95% EPEAT-registered electronics.

**We purchase these when appropriate for an agency of our size and resources.**

- Enable energy star or power management features on 100% of eligible PCs

**Yes.**

- Extends the life and/or uses sound disposition practices for its excess or surplus electronics

**Yes.**

2. Is your agency tracking and monitoring all of its contract awards for inclusion of requirements for mandatory federally-designated green products in 95% of relevant acquisitions?

**NEH has to the extent possible for an agency of our size.**

(If it is finding non-compliance issues, then it should identify corrective actions the agency is taking this year to demonstrate compliance with the 95% sustainable acquisition goal by the end of FY2012.)

3. Has your agency completed energy evaluations on at least 75% of its facilities?

(If agency has not met this goal, then it should describe plans for catching up on this requirement in the next 6 months.)

**Not applicable**

4. Will your agency meet the deadline of October 1, 2012 (EPACT'05 Sec 103) for metering of energy use? (Agency should provide current status of buildings metered and plans for meeting the deadline).

**Not applicable**

5. If your agency reports in the FRPP, will it be able to report by December 2011 that at least 7% of its inventory meets the High Performance Sustainable Guiding Principles?

(If no, agency needs to provide schedule and plan for actions to be taken in the next six months.)

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**Not applicable**

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

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**Not applicable**

## **Appendix 2: Agency Climate Change Adaptation Policy Statement**

Not applicable to our agency.

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As climate change is not viewed to have a significant impact on the mission or goals of the NEH, submission of a policy statement would be inappropriate.

### **Appendix 3: GUIDING QUESTIONS FOR AGENCY ADAPTATION PLANNING**

#### **I. HOW IS CLIMATE CHANGE LIKELY TO AFFECT THE ABILITY OF YOUR AGENCY TO ACHIEVE ITS MISSION AND STRATEGIC GOALS?**

The National Endowment for the Humanities, an independent agency of the Federal government, provides grants to individuals and organizations for projects in the humanities, which include such disciplines as ancient and modern languages and literature, history, philosophy, and religion. Grants support conservation of and access to the nation's cultural resources; research and educational opportunities for humanities professors, independent scholars, and elementary and secondary school teachers; the writing of scholarly texts; and museum exhibitions, television and radio programs, and other public programs that examine humanities' ideas and themes.

With a staff of about 170 housed on a few floors of a Federal building in Washington, DC we have been unable to identify any specific issues related to climate change that would significantly impact either our primary mission of awarding grants or our strategic goals/objectives.

However, in reviewing the impacts listed in Appendix E of the Climate Change Adaptation Implementing Instruction Support Document along with our strategic goals/objectives, we do want to mention that extreme weather events [e.g., floods and hurricanes] have on occasion impacted one area of our grant making initiatives: projects that seek to preserve and increase the availability of cultural and intellectual resources essential to the American people. This NEH objective includes

- Supporting the preservation of and expanded access to historically significant collections of books, journals, newspapers, manuscripts and archival materials, maps, still and moving images, sound recordings, and objects of art and material culture.
- Supporting the stabilization of fragile collections held by American museums, libraries, archives, historical organizations, and other cultural institutions.

Flooding and severe storms pose a serious threat to these preservation efforts since their impacts can destroy entire collections of significant works. Attempting to recover and restore materials after an event is usually difficult if not impossible.

Some of the strategies that NEH is incorporating to manage the potential effects of extreme weather conditions include:

- Encouraging the digitization of significant collections that support research, education, and public programming in the humanities.
- As appropriate, supporting emergency programs for collections of ~~endangered~~ humanities materials that are damaged by weather-related natural disasters.
- Supporting the development of technical standards, best practices, and tools for preserving and enhancing access to humanities collections.

#### **2. HOW CAN YOUR AGENCY COORDINATE AND COLLABORATE WITH OTHER AGENCIES TO BETTER MANAGE THE EFFECTS OF CLIMATE CHANGE?**

The NEH is currently not collaborating with other agencies to manage the potential effects of climate change. However, the NEH is co-located with the National Endowment for the Arts [NEA], an agency of similar size and grant making mission. Because of our similar physical support

requirements, comparable organizational structure and similar mission, collaboration with the NEA represents the best potential for the development of viable strategies to adapt to climate change

## Appendix 4: Acronyms and Abbreviations

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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 <sub>2</sub> 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
USC	United States Code
UESC	Utility Energy Services Contract

## Supplemental Handbook

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<sup>1</sup> 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.

<sup>2</sup> For goal areas where legislation (EO 13514, EO 13423, EISA, EPAAct, etc) specifies a target, agencies should set goals no less than the mandated Federal targets. Agencies may go beyond federally established targets, but should clearly indicate any “stretch” targets as such. For goal areas such as GHG where agencies are responsible for setting their own targets, agencies should use the target submitted to and approved by CEQ and OMB.

<sup>3</sup> 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).

<sup>4</sup> EO 13423 requires each agency to implement EMS at all appropriate organizational levels to ensure use of EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions. Establish agency objectives and targets and collect, analyze and report performance measurement. Where there is no EMS, agencies are required to develop Compliance Management Plans. Agencies should also discuss how established programs for environmental management training, environmental compliance review and audit programs, and leadership awards for energy and the environment contribute to implementation of this plan.

<sup>5</sup> Here are some additional guidelines for completing the tables:

Each of the goal areas should have a planning table. The tables included in the template are intended as a guide, not a prescriptive requirement. Agencies should add and remove rows as appropriate. Agencies should modify tables and narrative to adequately and appropriately reflect the agency’s programs and initiatives. Agencies should coordinate closely with their budget staff and OMB budget examiner to align expectations.

Agencies should use the provided tables as a guideline, and should add additional fields as needed.

The tables and narrative should complement each other.

The default numerical values used in the tables reflect the requirements imposed on agencies from various statutory requirements (EOs, EISA, EPAAct, etc). A ‘?’ indicates that the target/goal is agency specific.

In target areas marked with a ‘?’, agencies should fill in appropriate values.

Each table has a field labeled ‘Other Agency-Defined Goals’. This is a place for agencies to add in any additional agency-defined quantifiable metric.

Agencies only need to show goals and achievements for FY 2011 and beyond, however agencies are encouraged to list achievements from previous years to show progression as appropriate.

In the table where it says ‘hold’, there are no new mandated requirements going forward. For example, an agency may extend energy reduction goals beyond what is mandated in order to meet the GHG reduction goal. The tables are intended to be a planning tool for agencies. Projections should be refined each year as programs and initiatives are implemented. Projections for the current year and the next two years should be significantly more refined than future years.

<sup>6</sup> See “Guidance for Federal Fleet Management,” referenced in Section 12 of EO 13514, for applicability. The Guidance document and Handbook are published on the following website: [http://www1.eere.energy.gov/femp/pdfs/eo13514\\_fleethandbook.pdf](http://www1.eere.energy.gov/femp/pdfs/eo13514_fleethandbook.pdf).

<sup>7</sup> Per Chapter 6 of Federal Greenhouse Gas Accounting and Reporting Guidance, October 6, 2010.

The Guidance is available at the following site:

[http://www.whitehouse.gov/sites/default/files/microsites/ceq/GHG%20Guidance%20Document\\_0.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ceq/GHG%20Guidance%20Document_0.pdf)

<sup>8</sup> EO 13423 requires each agency to implement EMS at all appropriate organizational levels to ensure use of EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions. Establish agency objectives and targets and collect, analyze and report performance measurement. Where there is no EMS, agencies are required to develop Compliance Management

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Plans. Agencies should also discuss how established programs for environmental management training, environmental compliance review and audit programs, and leadership awards for energy and the environment contribute to implementation of this plan.

<sup>9</sup> Here are some additional guidelines for completing the tables:

Each of the goal areas should have a planning table. The tables included in the template are intended as a guide, not a prescriptive requirement. Agencies should add and remove rows as appropriate. Agencies should modify tables and narrative to adequately and appropriately reflect the agency's programs and initiatives. Agencies should coordinate closely with their budget staff and OMB budget examiner to align expectations.

Agencies should use the provided tables as a guideline, and should add additional fields as needed.

The tables and narrative should complement each other.

The default numerical values used in the tables reflect the requirements imposed on agencies from various statutory requirements (EOs, EISA, EPAAct, etc). A '?' indicates that the target/goal is agency specific.

In target areas marked with a '?', agencies should fill in appropriate values.

Each table has a field labeled 'Other Agency-Defined Goals'. This is a place for agencies to add in any additional agency-defined quantifiable metric.

Agencies only need to show goals and achievements for FY 2011 and beyond, however agencies are encouraged to list achievements from previous years to show progression as appropriate.

In the table where it says 'hold', there are no new mandated requirements going forward. For example, an agency may extend energy reduction goals beyond what is mandated in order to meet the GHG reduction goal. The tables are intended to be a planning tool for agencies.

Projections should be refined each year as programs and initiatives are implemented.

Projections for the current year and the next two years should be significantly more refined than future years.

<sup>10</sup> GHG emissions are measured in mtCO<sub>2</sub>e and the percentage reductions are reductions in mtCO<sub>2</sub>e.

<sup>11</sup> 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.

<sup>12</sup> Per Chapter 6 of Federal Greenhouse Gas Accounting and Reporting Guidance, October 6, 2010.

The Guidance is available at the following site:

[http://www.whitehouse.gov/sites/default/files/microsites/ceq/GHG%20Guidance%20Document\\_0.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ceq/GHG%20Guidance%20Document_0.pdf)

<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> 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

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“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.

<sup>16</sup> 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 3<sup>rd</sup> 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.

<sup>17</sup> 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).

<sup>18</sup> 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.

<sup>19</sup> 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.

<sup>20</sup> EPEAT products are addressed in Goal 7: Electronic Stewardship and Data Centers.

<sup>21</sup> 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.

<sup>22</sup> Some agencies may use the term ‘green purchasing plan’, ‘affirmative procurement plan’, and/or ‘EPP’.

<sup>23</sup> Agencies should reference existing Electronic Stewardship, Sustainability, 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.

<sup>24</sup> 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 Federal Data Center Consolidation Initiative.

<sup>25</sup> Device types are the electronic products listed under the Energy Star program that the Agency purchases or leases. This count should include the percentage of products that met energy star standards at the time of purchasing during the reporting period (FY10). Please note it includes products with stand-by power. For the purposes of this metric, Energy Star products are not electronics such as lighting and appliances that are covered by the Sustainable Acquisition Goal. You can go to <http://www.energystar.gov/> under "Computers and Electronics" section for the list of targeted products. The goals/targets within Goal 7 are more narrowly scoped to include servers, computers, monitors, peripherals, and other office equipment.

<sup>26</sup> Eligible electronic products include, but are not limited to, imaging equipment such copiers, faxes, printers, scanners, etc.

<sup>27</sup> Electronic assets are generally those electronics products owned and/or leased by the Agency that need to be disposed of in accordance with acceptable end-of-life practices. Some examples of sound disposition practices include, but are not limited to, GSA Xcess, including transfer to eligible federal entities and donation to eligible states and nonprofits (Note: The use of GSA Auctions, public sales, and abandonment and destruction provided by GSA is outside of the scope of GSA Xcess and does not ensure sound disposition.); 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 certification. Agencies are encouraged to describe in the narrative write-up approximately which percentage is attributed to each disposal method. At this point, the percentage is set by the agency. Agencies should set a target as close to 100% as is reasonably achievable.