

Executive Order 13514: Strategic Sustainability Performance Plan



June 2, 2010

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 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 reflect new policy, regulations, and Executive Orders including those that promote a sustainable capital city and support federal activities in areas such as green buildings, energy efficiency, and low impact development.
- Revising its policies and review requirements pertaining to federal facility site selection, transportation planning, and building design. The new guidelines can serve as an enforcement tool for E.O. 13514 in the National Capital Region, and help ensure that federal agencies meet their greenhouse gas reduction goals.
- Working closely with the Metropolitan Washington Council of Governments (MWCOC) to advance Greater Washington 2050, a regional initiative to guide future development decisions. In May, the Commission adopted a resolution in support of two key components of the GW 2050 initiative: the Region Forward report and MWCOC's efforts to have local jurisdictions work towards shared goals. NCPC is also participating in a MWCOC-led effort to develop a regional planning proposal for the US HUD Sustainable Communities grant program. This program is likely to focus on implementation of the GW 2050 initiative.
- Developing a precinct-scale Eco-District plan for the 10th Street and Maryland Avenue SW Corridor 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, eliminate greenhouse gas emissions, manage stormwater runoff, and reduce long-term operational costs.

Finally, over the past year NCPC has implemented several operational standards to help reduce our greenhouse gas emissions such as purchasing bicycles for employees to commute to meetings. We are also proud that over 95% of our employees walk, bike, or take public transportation to work. 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 2, 2010

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. 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, 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 further enhance our plan review function to serve as an enforcement tool for 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.

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 accurately measure our Scope 1 and 2 greenhouse gas emissions because our office space is not individually metered. Therefore, we were not able to set specific reduction targets this past January. As our office lease expires in November 2010, we anticipate switching to a GSA Green Lease and hope to begin collecting and monitoring this data. We anticipate the capacity to determine accurate reduction targets in 2011.

Nonetheless, the agency has created a committee to identify ways to reduce our energy consumption. 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.

The agency also leases, but seldom operates a Chevrolet FlexFuel Van. It averages 18/25 miles per gallon. Because our staff walks or takes the Metro to most meetings, NCPC only puts approximately 1,500 miles on the van each year.

To try and further reduce our greenhouse gas emissions, the agency recently began trial use of [Zipcar](#), a car-sharing program that provides hourly car rentals with special rates for businesses. This has allowed the agency to take the FlexFuel van offline for approximately 4 months (April 5 – August 9, 2010) as we evaluate whether the use of Zipcar is able to reduce our costs as well as our Scope 1 emissions. Further information on this trial will be made available in our January 2011 submission to CEQ. As of April 29th, the agency has 11 employees enrolled in the program, and has travelled 104 miles through our Zipcar enrollment.

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 has been able to compile data from FY2008 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 43 FTE's working at the agency during FY2008. Based on this data, NCPC has calculated a FY 2008 carbon footprint of 74.267 metric tons. Through the Scope 3 Greenhouse Gas Reduction Target spreadsheet, our agency commits to a 5% reduction of Scope 3 greenhouse gases in FY 2010, with an overall goal of a 20% reduction by 2020.

Federal Employee Commuting

During FY2008, almost all of the agency's 43 FTE's commuted to work utilizing public transit. NCPC participates in the federal SmartBenefits program, which provided all eligible employees in 2008 with up to \$120 a month for use on:

- 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 is \$230, and all but 2 of the agency's full time employees continue to utilize 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.

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 meets quarterly and provides 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 quarterly meetings it will review practices and make new recommendations as necessary. The committee will annually quantify the agency's Scope 3 greenhouse gas emissions. When the agency enters into a green lease in December 2010, we will track Scope 1 and 2 emissions as well.

Table 1: Critical Planning Coordination

The majority of the originating reports / plans below do not apply because NCPC is a small agency of 45 people in leased office space.

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
"Sample Plan"	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	Yes	n/a	n/a	n/a	Yes	Yes
Agency Capital Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
A-11 300s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annual Energy Data Report	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
EISA Section 432 Facility Evaluations/Project Reporting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Budget	n/a	n/a	n/a	n/a	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 ⁱ	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 ⁱⁱ	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.) ⁱⁱⁱ	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. Program Objective 1.B, which deals with emergent issues, provides the following commitments:

- 1.B-4: By 2010, we will work with federal, regional, and local partners to evaluate the changing roles and needs of the federal establishment in the National Capital Region and determine how federal location decisions can become a catalyst for sustainable regional development.
- 1.B-6: By 2014, in consultation with federal, regional, and local partners, we will develop a regional sustainability plan for the National Capital Region, addressing topics such as transportation, air quality, livability, natural resource management, energy efficiency, and infrastructure.

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.

Staff recently attended the US Green Building Council's Federal Summit in May 2010, and is looking forward to incorporating Sustainable Return on Investment (SROI) modeling into future projects to provide further detail on economic, social and environmental benefits of NCPC's planning efforts.

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](#), and [Performance and Accountability Reports](#) are already available on NCPC's website, as well as all [other publications](#) we have produced since the early 2000's. We anticipate posting the agency's Sustainability Plan on our site as well.

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 but not less than every 6 months.

Our agency is also working with the Maryland Washington Council of Governments (MWCOCG) develop an online "sustainability showcase" highlighting federal and regional projects and programs. This will provide the public with information on federal, state and local projects that exemplify the Triple Bottom Line of economic, environmental and socially sustainable design in the built environment.

Section 2: Performance Review and Annual Update

I. Summary of Accomplishments

NCPC's agency's responsibilities are divided into comprehensive planning, federal capital improvements, plan and project review, and project planning and partnerships. A detailed explanation of our FY 2009 accomplishments can be found in our [Justification for Appropriation](#) for Fiscal Year 2011. A summary of these accomplishments by program activity follows. These accomplishments are detailed in the Executive Order goals provided in Section 3.

Comprehensive Planning

NCPC provided extensive comments to the District of Columbia's Office of Planning (DCOP) and testimony to the District's Zoning Commission on the reclassification of the District of Columbia's (DC) zoning codes to identify and address any inconsistencies which may impact federal interests.

NCPC continues to serve as a member of the National Capital Memorial Advisory Commission advising the Secretary of the Interior and the Administrator of General Services on policy and procedures for the establishment of commemorative works in the District of Columbia and its environs.

NCPC worked closely with the National Park Service, the District of Columbia government and other stakeholder groups to advance major components of the [CapitalSpace](#) Initiative, a plan to achieve the full potential of Washington's parks and open space.

Federal Capital Improvements

The Commission prepared the annual [Federal Capital Improvements Program](#) (FCIP) for the National Capital Region for fiscal years 2010-2015. This FCIP identifies 182 projects submitted by 16 federal agencies and departments, at an estimated cost of \$10.3 billion. As required by the Planning Act, NCPC also reviewed the District of Columbia's Capital Improvement Program to determine what impacts the program would have on the federal establishment in the NCR.

NCPC continued to play a critical role in coordinating a federal and District response to overbank and stormwater flooding. NCPC worked closely with representatives from the District, National Park Service, Federal Emergency Management Agency and the US Army Corps of Engineers, to facilitate a rapid response to design a new levee structure at 17th Street on the National Mall, and to ensure that a complex array of environmental, historic preservation, and design reviews and requirements could be completed to meet required deadlines.

Plan and Project Review

In FY 2009 the Commission reviewed the urban design, environmental, transportation, and historic preservation implications for 140 plans and project proposals. These projects included 4 master plans, 32 zoning proposals, 18 proposed street and alley closings, and 86 planning and revitalization programs.

One of the larger and more complicated projects was the final master plan for the Department of Homeland Security headquarters at St. Elizabeths. The Commission approved the West Campus portion of the final master plan and commented favorably on the transportation improvements for the East Campus portion of the plan. The master plan will guide redevelopment of the 176-acre West Campus and a portion of the 280-acre East Campus and provide a secure federal site for the 22 agencies that make-up the Department of Homeland Security. Per the Comprehensive Plan, NCPC is working with the District to develop improved transit options to the site and develop the area around the site with a mix of uses.

Project Planning and Partnerships

The Commission unanimously approved the [Monumental Core Framework Plan](#), a joint product of the National Capital Planning Commission and the U.S. Commission of Fine Arts. The Framework Plan provides a planning structure to preserve the treasured open space of the National Mall by improving the setting of the adjacent areas, making them desirable locations for the next generation of national museums, memorials, public gatherings, and federal offices. The Plan calls for the reinvigoration of Washington's existing federal office precincts, encouraging a mix of offices, shops, businesses, and cultural activities to support economic vitality and vibrant city life.

In follow-up to the Framework Plan, the National Capital Planning Commission is studying how best to integrate active mixed-uses into the ground floor space of federal buildings. To document best practices for enlivening public spaces, NCPC worked with partner agencies such as the General Services Administration to produce a "best practices" publication.

In conjunction with MWCOG, the Commission organized a regional forum "Building the Region Together". This event brought together high-level Administration leaders, regional elected officials and federal agency representatives to explore opportunities for establishing partnerships between the Administration and the NCR in support of regional coordination, livable communities, innovation economies and multimodal transportation.

II. Goal Performance Review

1. Goal: Scope 1 and 2 Greenhouse Gas Reduction

- a) *Buildings*
 - 1) *Reduce Facility Energy Intensity*
 - 2) *Renewable Electricity Installation & Use*
- b) *Fleet^v*
 - 1) *Reduce Petroleum Use in Fleet Vehicles^v*
 - 2) *Increase Use of Alternative Fuels in Fleet AFVs^{vi}*
 - 3) *Optimize Use of Vehicles and Right-Size Fleet*
 - 4) *Increase Use of Low Emission and High Fuel Economy Vehicles*
- c) *Other, as defined by agency^{vii}*

This goal does not apply to NCPC because our leased office space is not individually metered. With regard to agency owned vehicles, we lease, but seldom operate, a Chevrolet FlexFuel Van. It averages 18/25 miles per gallon. NCPC puts approximately 1500 miles on the van each year. As part of our efforts to make the agency more sustainable, NCPC will analyze the environmental and financial benefits of replacing the agency van with a car share arrangement.

The agency has recently begun trial use of [Zipcar](#), a car-sharing program that provides hourly car rentals with special rates for businesses. This has allowed the agency to take the FlexFuel van offline for approximately 4 months (April 5 – August 9, 2010) as we evaluate whether the use of Zipcar is able to reduce our Scope 1 emissions. Further information on this trial will be made available in our January 2011 submission to CEQ. As of April 29th, the agency has 11 employees enrolled in the program, and has travelled 104 miles.

As our current lease expires in November 2010, NCPC will be entering into a new lease through GSA. GSA's new Green Lease program will allow us to better track our Scope 1 and 2 greenhouse gas emissions. Once we are able to collect this data for our leased space, we will update this section and revise the goals provided in this document.

- a. **Goal description** – N/A
- b. **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.
- c. **Implementation methods** – N/A
- d. **Positions** – If/when leased office space is required to report Scope 1 and 2 greenhouse gas target reductions, 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.
- e. **Planning table** – See below.

- f. **Agency status** – We are unable to provide a status at this time. Once the Green Lease is in place and we can begin tracking our emissions through GSA's carbon footprint tool, we will update this section of the report.

SCOPE 1&2 GHG TARGET		Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 20
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year) ^{viii}	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year) ^{ix}	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)	%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other, as defined by agency		?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Scope 1 & 2 - Reduction Target (reduced from FY08 base year) ^x		%	?	?	?	?	?	?	?	?	?

2. Goal: Scope 3 Greenhouse Gas Reduction

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.

As of the beginning of FY 2010, 42 out of 45 employees participate in the public transit subsidy program, and 43 out of 45 employees now commute 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 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) *Other, as defined by Agency*

NCPC does not have additional Scope III reductions to report at this time.

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

NCPC is currently implementing an annual commuter survey to track employee transportation use. Using the survey developed by the U.S. Department of Transportation's John A. Volpe National Transportation Systems Center, we will continue to refine this for our small agency throughout the upcoming year.

- a. **Goal description** – Through increased telecommuting, AWS scheduling and use of webinars for training, NCPC has set an annual Scope III greenhouse gas emissions reduction goal of 5% for FY 2010 based on our FY 2008 baseline data. While this data is incomplete because we are currently unable to track most of our waste disposal and all of our T&D losses, we do believe changes in commuting habits can provide a modest reduction in emissions. Once we are able to better track all of our Scope III emissions, we hope to revise our goals to provide a more accurate and aggressive plan.
- b. **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 45, we anticipate this work to be achievable through our current staffing levels.
- c. **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.
- d. **Positions** - The agency is adequately staffed to support the development and implementation of this plan.
- e. **Planning table** – See below.
- f. **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.

NCPC looks forward to utilizing GSA's carbon footprint tool, once we are able to gather data for our Waste Disposal and T&D losses, as well as other data for Scope 1 and 2 emissions.

SCOPE 3 GHG TARGET	Units ^{xi}	FY 10	FY 11	FY 12	FY 13	FY 14	FY 20
Overall Agency Scope 3 Reduction Target (reduced from FY08 base year) ^{xii}	%	5	10	15	20	hold		hold
Sub-Target for Federal Employee Travel	%	5	10	15	20	hold	?
Sub-Target for Contracted Waste Disposal	%	n/a	n/a	n/a	n/a	n/a	?
Sub-Target for Transmission and Distribution Losses from Purchased Energy	%	n/a	n/a	n/a	n/a	n/a	?
Other, as defined by agency	%	n/a	n/a	n/a	n/a	n/a	?

3. **Goal: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**

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

This does not apply to NCPC with regard to Scope 1 and 2 Greenhouse Gas emissions. While NCPC has very detailed knowledge of Scope 3 Greenhouse Gas emissions as they relate to employee commuting and traveling behavior, we will work with other agencies to identify additional methods for calculating additional Scope 1, 2 and 3 categories such as those from consultant activity once we are able to set a baseline and generate that data.

- a. **Goal description** – N/A
- b. **Agency lead for goal** – When leased office space is able to develop and maintain a comprehensive greenhouse gas inventory, NCPC's Office of Administration will be responsible for tracking and reporting this requirement.
- c. **Implementation methods** – N/A
- d. **Positions** – If/when leased office space is required develop and maintain a comprehensive greenhouse gas inventory, 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.
- e. **Planning table** – See below.
- f. **Agency status** – N/A

4. Goal: High-Performance Sustainable Design / Green Buildings

- a) *Beginning in FY 2020, all new Federal buildings are designed to achieve zero-net energy by FY 2030.*
- b) *All new construction, major renovation or repair and alteration of federal buildings complies with, "Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles)"*
- c) *At least 15% of agency's existing buildings and building leases meet guiding principles by FY 2015 [5,000 GSF threshold for existing buildings and building leases]*
- d) *Demonstrate annual progress toward 100% conformance with Guiding Principles for entire building inventory*
- e) *Demonstrate use of cost-effective, innovative building strategies to minimize energy, water and materials consumption*
- f) *Manage existing building systems to reduce energy, water and materials consumption in a manner that achieves a net reduction in agency deferred maintenance costs*
- g) *Optimize performance of the agency's real property portfolio – examine opportunities to decrease environmental impact through consolidation, reuse and disposal of existing assets prior to adding new assets*
- h) *Ensure use of best practices and technology in rehabilitation of historic Federal properties*

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.

Over the next year, NCPC will work to further define the subgoals above (i.e. what are the most sustainable practices and technologies in the rehabilitation of historic properties) and work with CEQ to determine how the subgoals above should be integrated into our plan review process for federal projects in the National Capital Region.

- a. **Goal description** – N/A
- b. **Agency lead for goal** – N/A
- c. **Implementation methods** – N/A
- d. **Positions** - N/A
- e. **Planning table** – See below
- f. **Agency status** – N/A

SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles^{xiii})	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Owned Facilities Targets	%	n/a	n/a	n/a	n/a	n/a	n/a
Leased Facilities Targets	%	n/a	n/a	n/a	n/a	n/a	n/a
Total Facility Targets	%	n/a	n/a	n/a	n/a	n/a	15%
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a	n/a

5. GOAL: Regional and Local Planning

- a) *Incorporate participation in regional transportation planning (recognition and use of existing community transportation infrastructure) 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 a variety of transportation methods, including roads, public transportation, bicycling and walking. We are heavily 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. Recently, our executive director began providing federal representation on the Washington Metropolitan Area Transit Authority (WMATA) board, which has allowed us to better represent the interests of the federal government on this board. Finally, our involvement with the Metropolitan Washington Council of Governments (MWCOCG) 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 energy planning*

While NCPC does not currently lead the discussion in local energy planning for federal facilities, we are a core member of the MWCOCG, 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 MWCOCG'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](#).

- c) *Incorporate sustainable building location into policy and planning for new Federal facilities and leases*

NCPC recently reviewed and submitted comments on the draft recommendations of the Federal Site Location Committee and Transportation Logistics committee, both of which were established through Executive Order 13514.

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.

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

One of NCPC's principal responsibilities involves the review of NEPA and NHPA documents 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 (Appendix A, Section III (E) and Appendix B, Section III (A) 2-b), it does not specifically reference Executive Order 13514. NCPC plans to incorporate reference to this document our existing NEPA and NHPA process and policies.

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

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.

- a. **Goal description** – Continue to work with federal and local agencies to participate in the planning and implementation of regional and local transportation systems, energy infrastructure, sustainable building locations, NEPA requirements, and ecosystem protection.

- b. **Agency lead for goal** – The Intergovernmental Affairs Division is heavily involved in the discussions with MWCOCG and other local jurisdictions. The Plan Review Division serves as the lead for review of specific transportation plans and new federal facility locations. Finally, the Policy and Research Division is responsible for updates to the Comprehensive Plan.
- c. **Implementation methods** – NCPC continues to actively participate in the Metropolitan Washington Council of Governments, and also holds its own monthly Commission meetings to review and provide recommendations for local planning endeavors. We are currently in the process of updating the Federal Elements of the Comprehensive Plan, and will be including a specific element dedicated to sustainability in the National Capital Region.
- d. **Positions** – As we already actively participate in regional transportation planning efforts, the agency is adequately staffed to support the development of this plan.
- e. **Planning table** – See below
- f. **Agency status** – Regional transportation planning is one of NCPC's core responsibilities, and we continue to be heavily involved in discussions surrounding improvements to our region's public transportation system and, within Washington, the District's bicycle transportation master plan implementation.

REGIONAL AND LOCAL PLANNING	Units	FY 10	FY 11	FY 12	FY 13	FY 20
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a	n/a

6. GOAL: Water Use Efficiency and Management

- a) Reduce potable water use intensity by at least 26% by FY 2020
- b) Reduce non-potable water use (industrial, landscaping, agricultural) by at least 20% by FY 2020
- c) Identify and implement water reuse strategies
- d) 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, the goal for water use efficiency and management applies directly to the agency's 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 other plans and acts. 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 facilities. 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.

Once NCPC is able to track this data as part of its lease, we will update this section to reflect our agency's goals.

- a. **Goal description** – N/A
- b. **Agency lead for goal** – N/A
- c. **Implementation methods** – N/A
- d. **Positions** - N/A
- e. **Planning table** – See below
- f. **Agency status** – N/A

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

7. GOAL: Pollution Prevention and Waste Elimination

- a) *Increase source reduction of pollutants and waste*
- b) *Divert at least 50% non-hazardous solid waste by FY 2015, excluding construction and demolition (C&D) debris*
- c) *Divert at least 50% C&D materials and debris by FY 2015*
- d) *Reduce printing paper use*
- e) *Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber*
- f) *Reduce and minimize the acquisition, use, and disposal of hazardous chemicals and materials*
- g) *Increase diversion of compostable and organic materials from the waste stream*
- h) *Implement integrated pest management and landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials*
- i) *Increase agency use of acceptable alternative chemicals and processes*
- j) *Decrease agency use of chemicals to assist agency in achieving FY 2020 GHG reduction targets [See Section II - 1 and 2 above]*
- k) *Report in accordance with Sections (301-313) of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986^{xiv}*

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

- d) *Reduce printing paper use*
In 2008 NCPC purchased 540,000 sheets of paper. In 2009 NCPC only purchased 344,000 sheets of paper because it implemented a double-sided default printing strategy. Through increased awareness and an effort among staff to reduce printing, NCPC's goal for FY 2011 is to reduce this amount purchased by 10%. We anticipate the greatest reduction through the distribution of electronic copies of our quarterly newsletter and easily accessible online commission documents (including agendas, TAIs and EDRs). As noted in NCPC's *Justification for Appropriation* for FY 2011, we anticipate the overall reduction of agency printing costs to be 50%.
- e) *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.
- g) *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.

- 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 anticipate a continued decrease in paper use throughout the remainder of FY 2010 as more and more constituents become comfortable with electronic documents.

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

8. GOAL: 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 that agency's Go Green Environmental Initiative. Our office utilizes GSA Advantage's Go Green aisle for purchase of office products.

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 does not currently have an affirmative procurement plan or green purchasing plan, but does detail anticipated procurement for the upcoming fiscal year in our annual *Justification for Appropriation*. The document notes:

"In our continuous effort to streamline operations, promote sustainability and improve this agency's economic performance, the FY 2011 request also includes funding to advance the NCPC's environmental efforts per Executive Order 13514 *Federal Leadership in Environmental, Energy and Economic Performance* as well as continue outsourcing of major components of the financial management and information technology lines of business."

- 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** – Through further streamlining outlined in our FY 2011 Justification for Appropriation, NCPC anticipates a 15% reduction in supplies.

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	50%	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	50%	95%	hold	hold	hold
Water Efficient Products	%	50%	95%	hold	hold	hold
Biobased Products	%	50%	95%	hold	hold	hold
Recycled Content Products	%	50%	95%	hold	hold	hold
Environmentally Preferable Products/Services (excluding EPEAT)	%	50%	95%	hold	hold	hold
SNAP/non-ozone depleting substances	%	50%	95%	hold	hold	hold
Other, as defined by agency						

9. GOAL: Electronic Stewardship and Data Centers

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

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. The agency technology staff is currently evaluating 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 is expected to be in place by 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.

- b) *Update agency policy to ensure implementation of best management practices for energy efficient management of servers and Federal data centers.*

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.

- c) *Goals should identify how the agency intends to meet technology energy consumption reduction goals in its data centers.*

By January 2013, NCPC will reduce the number of agency network servers by 50% from 20 to 10 servers, 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 committing to ensure all future acquisitions of network servers, appliances and equipment for the data center meet Energy Star standards.

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

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.

- e) *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.

Today, NCPC closely follows GSA guidelines for disposal for 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 become aware of Unicorn as a resource for satisfying our disposal and recycling requirements. By August 2010, agency property disposal procedures will be amended to establish Unicorn as the agency's primary resource for disposal and recycling of nonfunctional or obsolete computers and electronics.

- 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.

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified ^{xv}	%	75%	90%	95%	hold
% of electronic assets covered by sound disposition practices ^{xvi}	%	75%	90%	95%	hold
% of cloud activity hosted in a data center	%	n/a	n/a	n/a	n/a
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	n/a	n/a	n/a	n/a
Reduction in the number of agency data centers	%	n/a	n/a	n/a	n/a
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	50%	75%	90%	100%
% of agency data centers operating at an average bandwidth utilization of 85%	%	n/a	n/a	n/a	n/a
% of agency data centers operating with an average CPU utilization of 60-70%	%	n/a	n/a	n/a	n/a
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	n/a	n/a	n/a	n/a
% of covered electronic product acquisitions that are EPEAT-registered	%	75%	95%	95%	hold
% of agency data center activity implemented via virtualization	%	n/a	n/a	n/a	n/a
Other, as defined by agency	n/a	n/a	n/a	n/a	n/a

10. GOAL: Agency Innovation

This is an area for agencies to describe any innovative methods that agencies are using to expand their sustainability mission beyond what is required in EO 13514 and beyond what is described elsewhere in the document. Agencies should highlight innovative practices, technologies, or techniques used to achieve goals. Agencies should also identify anything that stands out as a practice, technology, or technique that may help other agencies to achieve goals.

NCPC has initiated the 10th Street Corridor EcoDistrict Project focusing on redeveloping the area between the National Mall and the Southwest Waterfront. We have an especially unique opportunity here because of the number of buildings that are federally owned. The large federal presence in this area will allow us to advance sustainable development practices beyond the scale of individual buildings to demonstrate how buildings, infrastructure and public space can function together in what we're referring to as an eco-district.

The overarching idea of creating an EcoDistrict is to plan at a "district" or "precinct" scale. The benefits of planning at this scale is that the area is large enough to create significant environmental benefits from the combination of infrastructure and buildings but also small enough to implement new technology quickly.

EcoDistricts can be defined in many different ways but for the purposes of this project, will focus on creating an area that:

- Captures, manages, and reuses a majority of energy, water and waste on site;
- Offers a range of transportation options;
- Provides a rich diversity of habitat and open space;
- Creates a vibrant public realm;
- Includes a mix of uses and amenities for employees, visitors, and residents.

This area is home to the Forrestal Building which houses the Department of Energy. The U.S. Postal Service Headquarters, the General Services Administration, and the Department of Housing and Urban Development are all within close proximity in the same federal precinct. Today there is a complicated and disconnected system of streets, freeways, and railways and a lack of uses that have created an area void of life and connectivity to the rest of the city. Especially to the remarkable amenities that are within walking distance such as the Mall and the waterfront.

AGENCY INNOVATION	Units	FY 10	FY 11	FY 13	...	FY 20
Other, as defined by agency	?	n/a	n/a	n/a	n/a	n/a

Section 3: Agency Self Evaluation

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

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

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

Narrative requested:

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

NCPC does not currently have an OMB Scorecard. However, we are looking forward to working with CEQ to help other agencies achieve the sustainability and energy standards for success on their scorecards through our plan review, FCIP, planning partnerships and comprehensive plan functions as described in Section 1, Part 4, sub-heading d. NCPC is committed to improving the sustainability of the built environment in the National Capital Region, and to use this Executive Order to further enhance our planning capabilities to create a more sustainable federal city.

ⁱ EPA Act

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

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

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

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

^{vi} Acquire AFVs annually, as required.

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

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

^{viii} In fleet vehicles.

^{ix} The increased percentage of alternative fuel use is relative to the FY 2005 baseline.

^x GHG emissions are measured in mtCO₂e and the percentage reductions are reductions in mtCO₂e

^{xi} GHG emissions are measured in mtCO₂e and the percentage reductions are reductions in mtCO₂e.

^{xii} 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.

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

^{xiv} 42 U.S.C. 11001 et seq

^{xv} This count should include the percentage of products that met energy star standards at the time of purchasing.

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

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

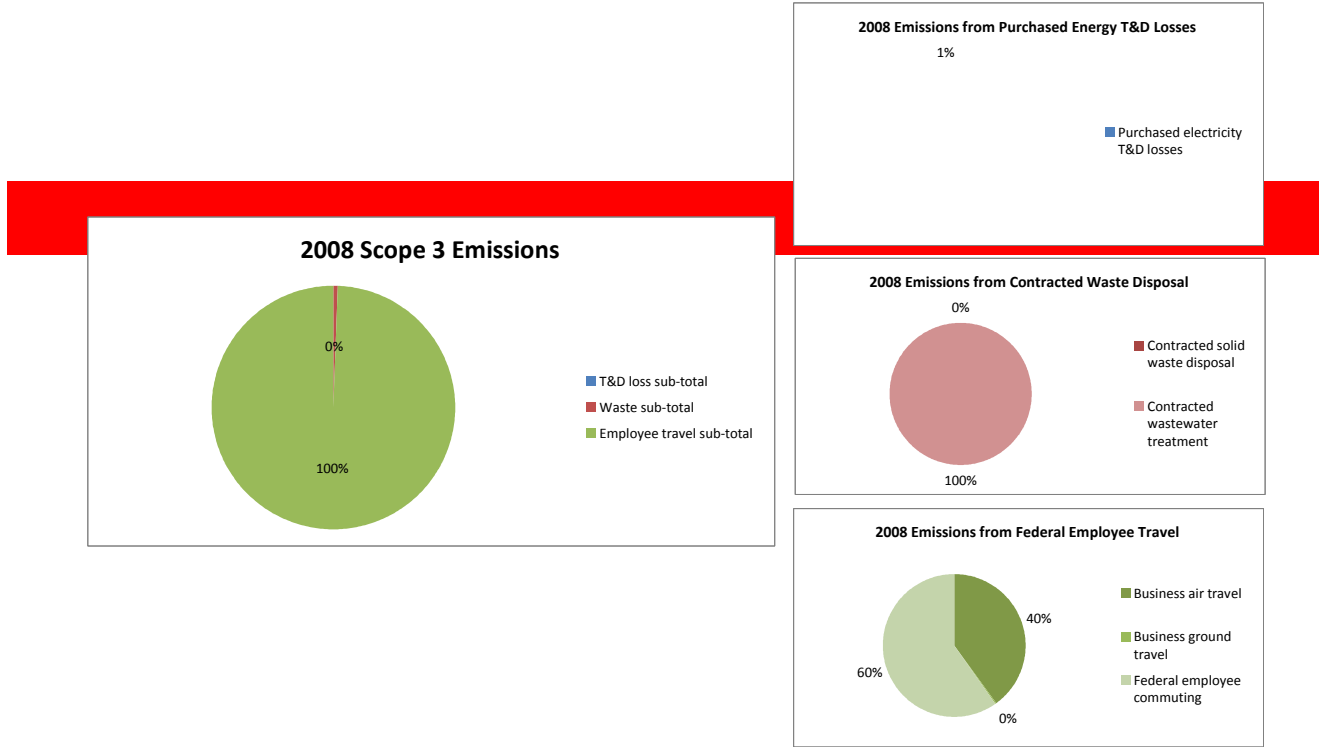
Agency Name
Summary: Scope 3 Emissions Reduction Target

Automatic calculations						(Optional manual entries)													
		Estimated 2008 emissions (mtCO2e)	Reduction target (%)	(Optional manual entry) Alternative reduction target chosen by agency (%)	Estimated 2020 emissions (mtCO2e)	Manual entry of emissions distribution (%)	Reduction target (%)												
Transmission and distribution (T&D) losses from purchased energy	Purchased electricity T&D losses	-			-														
	T&D loss sub-total	0.000	0.0%		0.000	0.0%	#DIV/0!												
Contracted waste disposal	Contracted solid waste disposal	-			-														
	Contracted wastewater treatment	0.366	0.0%		0.366														
	Waste sub-total	0.366	0.0%		0.366	0.0%	#DIV/0!												
Federal employee travel	Business air travel	29.600	20.0%		23.680														
	Business ground travel	0.218	5.0%		0.207														
	Federal employee commuting	44.083	20.0%		35.266														
	Employee travel sub-total	73.901	20.0%		59.154	0.0%	#DIV/0!												
Agency total		74.267	19.9%		59.520	<table border="1"> <tr> <td colspan="2">Manual entry of emissions distribution among the three categories (%)</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">#DIV/0!</td> </tr> <tr> <td>T&D losses</td> <td></td> </tr> <tr> <td>Waste</td> <td></td> </tr> <tr> <td>Employee travel</td> <td></td> </tr> <tr> <td>Total</td> <td align="center">0.0%</td> <td></td> </tr> </table>		Manual entry of emissions distribution among the three categories (%)		#DIV/0!	T&D losses		Waste		Employee travel		Total	0.0%	
Manual entry of emissions distribution among the three categories (%)		#DIV/0!																	
T&D losses																			
Waste																			
Employee travel																			
Total	0.0%																		

Revised April 8, 2010

The content of this scope 3 target tool is deliberative, pre-decisional communication. It is not Administration policy. Do not release.

Agency Name
2008 Estimated Distribution of Scope 3 Emissions



Agency Name
2020 Estimated Distribution of Scope 3 Emissions

