

FCA Sustainability Plan – June 2011

SECTION 1 – FCA POLICY AND STRATEGY

I. FCA Policy on Sustainability

The Farm Credit Administration (FCA) is committed to using its resources wisely and in a sustainable manner that will reduce the emission of greenhouse gases and protect the climate. Although FCA is a small, non-appropriated agency with less than 300 employees, we will do our part to achieve the goal stated in Executive Order 13514 of reducing the Federal government’s reduction of greenhouse gas pollution by 28 percent from 2008 levels by 2020. We will also comply with environmental and energy statutes, regulations, and Executive Orders (EOs) and other Federal initiatives.

This year we will focus our efforts in reducing the agency’s carbon footprint in the area of employee travel, primarily by encouraging telecommuting by agency employees when it is feasible. We will also look at ways we can encourage carpooling and use of public transit. We will continue to leverage our investments in video conferencing and improved communication technologies to reduce the need for employee travel between headquarters and our four field offices and hope to expand its use with the Farm Credit System associations and banks that we regulate.

FCA headquarters and field offices occupy leased office space shared with non-Federal tenants, so we are not able to measure our GHG emissions related to electricity, solid waste and wastewater. However, we will continue to take steps that, though not measureable, will reduce our levels of GHG emissions. In FY2010, we focused our efforts on reducing the amount of solid waste we produce by increasing our recycling activities, having introduced a recycling program for bottles and cans in our headquarters and instituted measures to reduce our use of paper products. We hope to identify other areas where we can increase our recycling efforts.

As a small agency, we are quite familiar with “doing more with less” and being a wise steward of our resources. We will incorporate this philosophy in our approach to creating a more sustainable workplace and reducing our GHG emissions.

II. Sustainability and FCA’s Mission

The Farm Credit Administration regulates the Farm Credit System, which is a major provider of credit to the agricultural sector of the U.S. economy. U.S. agriculture has been at the forefront of providing efficient use of energy resources, as witnessed by the development and use of seed that requires less invasive and more energy-efficient cultivation techniques and continued improvement to a distribution system that ensures food is transported quickly from farm to market with as little spoilage as possible. Over the last decade, the agricultural sector has been a major supplier of bio-fuel as an alternative to fossil fuels.

As an arm’s-length, safety and soundness financial regulator, FCA will set an example and encourage the Farm Credit System’s sustainability efforts. We will communicate our commitment to this initiative and encourage System institutions to share best practices. FCA receives its funding through assessments from the FCS, so any improvements we make in travel and efficient use of our resources directly benefits the system.

FCA’s Size and Scope of Operations

Total # Employees as of 9/30/2010	287
Total Acres Land Managed	0
Total # Facilities Owned	0
Total # Facilities Leased (GSA lease)	0
Total # Facilities Leased (Non-GSA)	0
Total Facility Gross Square Feet (GSF)	136,200

Operates in # of Locations throughout U.S.	6
Operates in # of Locations outside of U.S.	0
Total # Fleet Vehicles Owned	1
Total # Fleet Vehicles Leased	0
Total # Exempted-Fleet Vehicles (Tactical, Emergency, Etc.)	0
Total Operating Budget FY 2010 (\$MIL)	54.8
Total # Contracts Awarded FY 2010	117
Total Amount Contracts Awarded FY 2010 (\$MIL)	5
Total Amount Spent on Energy Consumption FY 2010 (\$MIL)	0
Total MBTU Consumed per GSF	0
Total Gallons of Water Consumed per GSF	0
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO2e	0
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO2e	0
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO2e	1921

III. FCA's Greenhouse Gas Reduction Goals

Executive Order 13514 lays out "scopes" of activities that Federal agencies perform that produce greenhouse gas emissions. FCA does not have mission activities "owned or directly controlled by the agency" that affect greenhouse gas emission. (i.e., Scope 1 and 2 activities). However, the agency does have measurable Scope 3 activities "emissions that are the consequence of agency activity."

We have identified the following Scope 3 goals that we can measure and have established targets and strategies to reduce our GHG emissions by 2020.

Federal Employee Travel

Goal: By 2020, reduce GHG emissions due to employee travel by 10 percent

Strategy: Increase use of video conferencing to reduce business travel and increase telecommuting to reduce employee commuting.

Contracted Wastewater

Goal: By 2020, reduce GHG emissions by 1 percent

Strategy: FCA does not have control over this measure, but we are assuming that improvements in wastewater treatment over this period will result in reduced GHG emissions

We did not receive American Recovery and Reinvestment Act funds in 2011 or 2012, so they did not impact FCA goals.

IV. Implementation of FCA's Plan

Mr. Stephen G. Smith is FCA's Senior Sustainability Officer and the Agency's Senior Official for Climate Change. Mr. Smith serves as the Director of the Office of Management Services, and reports directly to the Chief Operating Officer for the agency and is responsible for development, implementing and evaluation of our plan. He also serves as the Chief Financial Officer and directly oversees the work of the other key officials that will be involved in implementing the Executive order: the Chief Information Officer and the Chief Human Capital Officer/Procurement Official.

As a small agency, we benefit from a relatively flat organizational structure. This makes communication and coordination efforts easier, compared to much larger agencies. Our four field offices are tightly integrated into our IT infrastructure, which allows for multiple methods of direct communication via email, text messages, and video

conferencing. All employees are assigned portable laptop computers. Most senior staff and supervisors use personal digital assistants.

Given our small size, we do not need a rigorous prioritization strategy or evaluation methodology. We intend to use our annual sustainability report to OMB as the measure of our progress in meeting our goals.

Table 1: Critical Planning Coordination

This table illustrates the relationship between our sustainability plan and related planning and reporting efforts across the agency.

Originating Report / Plan <i>Yes indicates goal is relevant to and has been integrated into listed report/plan. No indicates that the goal has not been integrated into the plan. N/A indicates goal is not applicable.</i>	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	Appendices
GPRA Strategic Plan*	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No	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
Data Center Consolidation Plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A
Climate Change Adaptation Planning Implementing Instructions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes

*GPRA Strategic Plan - FCA is in the process of updating our strategic plan and it will include assumptions on sustainability.

** FCA does not have any sustainability initiatives that require separate line item funding.

V. Evaluating Return on FCA’s Investment/Project Priorities

Given the size of the agency and the small number of goals we can measure, FCA has not needed to perform a rigorous evaluation process to determine our priorities. As discussed in sections I and III, FCA will be focusing primarily on employee travel. We expect to see the most return based on our investments in video conferencing and our policies on teleworking.

VI. Transparency of FCA’s Program

We submit reports and plans to OMB/CEQ, which are then made available on Government-wide websites, such as Data.Gov. We also post sustainability information on the Agency website as directed by the Office of Management and Budget and the Council on Environmental Quality. We communicate information about our sustainability efforts to employees using our electronic employee newsletter. In keeping with sustainability practices, we disseminate information electronically whenever possible, rather than in hardcopy format.

SECTION 2 – FCA PERFORMANCE REVIEW AND ANNUAL UPDATE

I. **FCA Summary of Accomplishments.** Since the submission of last year’s plan, FCA has completed a number of Green House Gas reduction initiatives:

- In a speech directed to the Farm Credit System and posted on the FCA Website, our CEO communicated the Agency’s commitment and progress on curbing Green House Gas emissions and encouraged the System to look for efficiencies and share best practices in this area.
- We reviewed recycling practices at our field office locations and were able to determine that, although in leased buildings, all had active recycling programs in place.
- To promote and reinforce Agency recycling efforts within the agency, we published an article in the employee newsletter, highlighting recycling programs and activities at headquarters and in our field offices.
- We incorporated a training module on “Green” procurement for employees who hold credit cards to make Agency small purchases and followed up to make sure these employees took the training.
- We procured energy efficient laptop computers and reviewed print font settings for them to ensure that the default settings minimize the use of printer ink and reduce the amount of paper printed.
- We administered the CEQ’s “Default Methodology Commuter Survey” commuting survey to our employees and had a particularly high response rate of 68 percent. This information will assist us in better understanding the transportation options that our employees use to commute to work and identify steps we may be able to take to reduce employee commuting.
- We installed filtered water machines in our headquarters offices and encouraged agency employees to use them instead of purchasing bottled water.
- We have eliminated the use of Styrofoam cups in our headquarters coffee station areas and made ceramic mugs available to all employees.

II. **FCA Goal Performance Review:**

GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction. *This goal is not applicable to FCA. FCA does not have mission activities “owned or directly controlled by the agency” that affect greenhouse gas emissions.*

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

For this goal, FCA will be limited to reporting on Federal Employee Travel. Since agency office space is in privately owned, multi-tenant buildings, we cannot provide data for contracted waste disposal or transmission and distribution losses from purchased energy.

Goal Description/Target: *By 2020, reduce GHG emissions due to employee travel by 10 percent*

Federal Employee Travel

Agency Lead for Goal: Stephen G. Smith, Director, Office of Management Services

Implementation Method:

Employee commuting: FCA will continue promoting the use of mass transit through employee subsidies and carpooling and will determine if a bike subsidy for employees is feasible. In addition, the

Agency will encourage employees to telecommute from home to the greatest extent practical. FCA will conduct an annual survey to gather the information that will help us better understand employee commuting patterns, which we can use to craft telework policies and make informed decisions on the use of employee subsidies and other incentives to decrease employee commuting.

Business Travel: We will continue to expand our use of video conferencing and expect that its use will reduce staff travel to our field office locations. We plan to expand video conferencing to the Farm Credit System institutions we regulate, further reducing our need for business travel

Staffing/Resources: FCA is staffed adequately to meet this goal. FCA is a non-appropriated agency and does not require approval of additional funding to accomplish this goal.

Agency Status:

Employee Commuting: FCA conducted an employee commuting survey using the FEMP-designed commuter survey tool in December 2010. Using 2010 data, it extrapolated a 2008 baseline based on the number of employees. As the number of employees increased from 284 in 2008 to 287 in 2010, it showed a corresponding increase in GHG emissions

Business Travel: Travel by FCA employees actually increased by 18 percent when comparing the FY2008 base to FY2010 data. This can be explained by: 1) the weakness in the economy negatively affected the Farm Credit System, resulting in increased employee travel for examination and enforcement activities; 2) FCA has been hiring new employees that require extensive on-site training in anticipation of a large exodus of senior level employees due to retirement over the next few years. We expect these trends to stabilize and hope to see a decline in business travel beginning this year. We also expect that increased use of video conferencing and the ability to participate in meetings and training sessions from employee’s computer desktops to decrease the need for employee travel. We expect to extend videoconferencing capability to the institutions we regulate, which will result in less need to travel for on-site visits.

Development of Inventory/Calculation Methods: FCA used the Scope 3 Emissions Reduction Target Tool for capturing the data needed for our GHG inventory, with 68 percent of FCA employees participating.

SCOPE 3 GHG TARGET	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Total Scope 3 GHG Emissions (Comprehensive)	MMTCO2e	2276	2253	2231	2208	2186	2164	...	2058
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 GHG Reduction Target)	MMTCO2e	2276	2253	2231	2208	2186	2164	...	2058
Overall Agency Scope 3 Reduction (reduced from FY08 base year)	%	0	1	2	3	4	5	...	10
Overall Agency Scope 3 Increase (increased from FY08 base year)	%	18	0	0	0	0	0	...	0

GOAL 3, Part 1: High-Performance Sustainable Design/Green Buildings. This goal is not applicable to FCA. FCA’s office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity. While we have no plans for renovating space, we will follow GSA requirements should renovations be required in the future.

GOAL 3, Part 2: Regional and Local Planning. This goal is not applicable to FCA. FCA’s office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity.

GOAL 4: Water Use Efficiency and Management. This goal is not applicable to FCA. FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity. However, as part of our commitment to sustainability, FCA continues to work with building management to reduce potable water consumption. Our headquarters offices have water saving faucets, toilets and showers, and we have encouraged building management to use drought-resistant plantings.

GOAL 5: Pollution Prevention and Waste Elimination. FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data to measure this activity. However, as part of our commitment to sustainability, we have:

- encouraged diversion of landfill waste by instituting paper recycling programs;
- reduced paper consumption by setting the default on our copiers to print all documents double-sided;
- eliminated the printing and mailing of documents that can be delivered electronically; and
- initiated a program at our headquarters program to recycle plastic and metal beverage containers.

FCA will continue to take individual actions and discuss options with the building management, though while not measurable, will reduce our emission of greenhouse gasses.

GOAL 6: Sustainable Acquisition

Goal Description: Sustainable Contract actions at 95% by FY2011/Green Procurement Policy in effect by FY2011

- 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, bio-based, environmentally preferable (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.
- 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.

Agency Lead for Goal: Philip Shebest, Human Capital Officer/Chief Procurement Official

Implementation Method: FCA has one centralized office responsible for major procurements. It is staffed by one FTE and processes under 200 contract actions a year. Effective for FY2011, FCA will ensure that 95% of new contract actions and existing contracts require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, bio-based, environmentally preferable (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives. Given the small number and nature of our contracts actions, we expect this goal to will mainly apply to our acquisition of IT equipment. We will not need to use sampling methodology but will track our progress at the aggregate level. FCA has included green purchasing requirements in its standard operating procedures.

Staffing/Resources: FCA is adequately staffed to meet this goal. FCA is a non-appropriated agency and additional funding is not required to accomplish this goal.

Agency Status: We are evaluating 2011 contract actions to determine if we are meeting the 95% goal for sustainable contract procurements. FCA has incorporated green purchasing policy into our procurement handbook.

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	%	100	95%	hold	hold	hold	hold	...	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	100	95%	hold	hold	hold	hold	...	hold
Water Efficient Products	%	n/a	95%	hold	hold	hold	hold	...	hold
Bio-based Products	%	n/a	95%	hold	hold	hold	hold	...	hold
Recycled Content Products	%	95%	hold	hold	hold	hold	hold	...	95%
Environmentally Preferable Products/Services (excluding EPEAT – EPEAT in included in Goal 7)	%	95%	hold	hold	hold	hold	hold	...	95%
SNAP/non-ozone depleting substances	%	95%	hold	hold	hold	hold	hold	...	95%

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1st QTR FY 11	2nd QTR FY 11	3rd QTR FY 11 (Planned)	4th QTR FY 11 (Planned)
Total # Agency Contracts	76	34	20	40
Total # Contracts Eligible for Review	76	0	20	40
Total Contracts GHG Eligible	3	0		
# of Compliant Contracts	3	0		
Total % of Compliant Contracts	100%	n/a		

FCA did not employ sampling, as we average fewer than 200 contract actions a year.

GOAL 7: Electronic Stewardship and Data Centers

- a. Ensure acquisition of EPEAT registered, ENERGY STAR qualified, and FEMP designated electronic office products when procuring electronics in eligible product categories.
- b. Establish and implement policy and guidance to ensure use of power management, duplex printing, and other energy efficient or environmentally preferred options and features on all eligible agency electronic products.
- c. Update agency policy to reflect environmentally sound practices for disposition of all agency excess or surplus electronic products.

- d. Discuss how the agency will increase the quantity of electronic assets disposed through sound disposition practices. Include in the discussion how your agency is using or plans to use programs such as disposal through GSA Xcess, recycling through 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.
- e. Discuss how the agency will require IT planning/Life Cycle Manager to replace and or waive equipment that does not meet “Green” compliance requirements.
- f. Update agency policy to ensure implementation of best management practices for energy efficient management of servers and Federal data centers, including how the agency will meet data center reduction goals included in the Federal Data Center Consolidation Initiative.

Agency Lead for Goal: G. Douglas Valcour, Chief Information Officer

Implementation Method: FCA has reviewed the goals outlined above and will determine how as a small agency we can best meet them. We will incorporate relevant goals in our annual Information Resource Management planning and budgeting cycle, which guides our IT equipment procurements.

Staffing/Resources: FCA is adequately staffed to meet this goal. FCA is a non-appropriated agency and does not require approval of additional funding to accomplish this goal.

Agency Status: FCA has one data center and one emergency/backup facility. Our goal for CPU utilization for our main data center will be 65% for 2011. It will not be possible to achieve 65% utilization at our emergency/backup facility, as it is only operated in emergency situations. We are in a privately owned, multi-tenant building that does not have individual metering, so we are unable to compute our Power Utilization Effectiveness (PUE). In recent years, we have made it an agency priority to purchase Energy-Star compliant IT equipment, so believe we are 100% compliant in this area. Duplex printing is the standard setting on all of our network printing equipment that has this option. We do not have the ability to set duplex printing on attached printers or our current color-networked printers, but do encourage duplex printing by agency employees. We have also been cognizant of our recycling obligations and have been using Unicor as our single source for recycling obsolete IT equipment so we have been 100% compliant in this area. The CIO is actively involved in OMB’s initiative to consolidate data centers, and we will ensure that should the Agency’s data center move to a consolidated environment, the new data center will meet the specifications outlined.

Planning Table 2011

ELECTRONIC STEWARDSHIP & DATA CENTERS	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	%	100%	100%	100%	hold	hold	hold
% of covered electronic product acquisitions that are EPEAT- registered	%	100%	95%	95%	hold	hold	hold
% of covered electronic product acquisitions that are FEMP- designated	%	100%	95%	95%	hold	hold	hold
% of agency, eligible PC, Laptops, and Monitors with power management actively implemented and in use	%	100%	100%	100%	100%	hold	hold
% of agency, eligible electronic printing products with duplexing features in use	%	50%	95%	100%	100%	hold	hold
% of electronic assets covered by sound disposition practices	%	100%	100%	100%	100%	hold	hold

% of agency data centers independently metered to determine monthly (or more frequently) Power Utilization Effectiveness (PUE).	%	n/a	n/a	n/a	n/a	n/a	n/a
Reduction in the number of agency data centers – <i>FCA has one primary and one back-up center.</i>	#	n/a	n/a	n/a	n/a	n/a	n/a
% of agency data centers operating with an average CPU utilization greater than 65%	%	0%	50%	75%	hold	hold	hold
Maximum annual weighted average Power Utilization Effectiveness (PUE) for agency.	#	n/a	n/a	n/a	n/a	n/a	n/a

GOAL 8: Agency Innovation & Government-Wide Support

To ensure that FCA remains innovative in our approach to sustainability, we will involve agency staff in developing and promoting approaches to improve our sustainability efforts. We plan to institute an agency “Green” award to reward employee suggestions that lead to improved sustainability practices and lowering GHG emission.

Section 3: Agency Self Evaluation

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

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
- Enable energy star or power management features on 100% of eligible PCs
- Extends the life and/or uses sound disposition practices for its excess or surplus electronics

Yes. Discussed under Goal 7.

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?

Yes.

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

FCA's office space is in privately owned, multi-tenant buildings, so we cannot provide data pertaining to energy evaluations.

4. Will your agency meet the deadline of October 1, 2012 (EPACT'05 Sec 103) for metering of energy use?

FCA's office space is in privately owned, multi-tenant buildings and we are unable to perform individual metering.

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?

FCA's does not report in the FRPP.

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

FCA does not have any energy and sustainability resources/investments in our budget.

Appendix 2: Agency Climate Change Adaptation Policy Statement

FCA's statement on climate change adaptation policy is available on FCA's Website.

Appendix 3: Agency Energy & Sustainability Scorecard for Scorecard Agencies (July 2011)

FCA is not a Scorecard Agency.

Appendix 4: Acronyms and Abbreviations

FCA adopts the acronyms and abbreviations used in the reporting instructions and has no others to add.