

**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
and
PRETRIAL SERVICES AGENCY**

SUSTAINABILITY PLAN



June 3, 2011

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Senior Sustainability Officer**

Section 1: Agency Policy and Strategy

I. Agency Policy Statement

The Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the District of Columbia Pretrial Services Agency (PSA) is committed to planning, designing and implementing environmentally sustainable practices in all agency actions and thereby reducing CSOSA/PSA greenhouse gas (GHG) emissions. CSOSA/PSA will achieve this goal and the reporting requirements of Executive Order (EO) 13514, dated October 5, 2009, Federal Leadership in Environmental, Energy and Economic Performance and related regulations through its Policy Statement 5001 *Environmental, Energy and Transportation Management* signed and issued to all staff March 11, 2011.

CSOSA/PSA's goal is to reduce GHG emissions by 30% by FY 2020 measured against our FY 2008 baseline. To achieve this, we are designing and implementing various projects which address the full spectrum of GHG emissions reductions and sustainable living practices. The projects vary in scope and complexity and include the following: fleet rightsizing with an automated reservation system, use of hybrids and alternative fuel vehicles; waste recycling at all CSOSA/PSA locations; green information technology; sustainable designs in all new leases and renovations; and other GHG reducing and sustainable living projects.

II. Sustainability and the Agency Mission

Our mission (CSOSA and PSA) is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. Effective supervision of persons on pretrial release and convicted offenders provides a crucial service to the courts and the public. We are integrating green practices throughout our agency operations and will consider various initiatives that effect offender/defendant programs such as waterless fixtures in sample collection center.

AGENCY SUMMARY	CSOSA	PSA
Total # Employees	932	378
Total Acres Land Managed	0	0
Total # Facilities Owned	0	0
Total # Facilities Leased (GSA lease)	3	3
Total # Facilities Leased (Non-GSA)	10	3
Total Facility Gross Square Feet (GSF)	328,886	92,647
Operates in # of Locations throughout U.S.	16	6
Operates in # of Locations outside of U.S.	0	0
Total # Fleet Vehicles Owned	0	0
Total # Fleet Vehicles Leased	73	3
Total # Exempted-Fleet Vehicles (Tactical, Emergency, Etc.)	0	3
Total Operating Budget FY 2010 (\$MIL)	154.8	59.5
Total # Contracts Awarded FY 2010	382	0
Total Amount Contracts Awarded FY 2010 (\$MIL)	57	0
Total Amount Spent on Energy Consumption FY 2010 (\$MIL)	.632	N/A
Total MBTU Consumed per GSF	.087	N/A
Total Gallons of Water Consumed per GSF	31	N/A
Total Scope 1&2 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	.0021	N/A
Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 Reduction Target) FY 2008 Baseline MMTCO _{2e}	.0021	N/A
Total Scope 3 GHG Emissions (Comprehensive) FY 2008 Baseline MMTCO _{2e}	.0047	N/A
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 Reduction Target) FY 2008 Baseline MMTCO _{2e}	.0047	N/A

III. Greenhouse Gas Reduction Goals

In Fiscal Year 2020, our goal is to have reduced our overall greenhouse gas emissions by 30% from our FY 2008 baseline for buildings and working toward net zero energy use by 2030. CSOSA/PSA plans to reach these goals through best practices and reducing energy consumption thereby limiting green house gas emissions. CSOSA and PSA will join efforts to reduce greenhouse gas emissions directly related to employee business travel and commuting, waste reduction at our sites and energy loss within our work place environments.

IV. Plan Implementation

The Agency Sustainability Plan is implemented through the CSOSA Policy Statement 5001 and enforced by our Senior Sustainability Officer (SSO). The table below identifies the connection between our sustainability plan and reporting efforts.

Table 1: Critical Planning Coordination

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
<i>"Sample Plan"</i>	<i>Yes</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>Yes</i>	<i>No</i>
GPRA Strategic Plan	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Agency Capital Plan	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
A-11 300s	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Annual GHG Inventory and Energy Data Report	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
EISA Section 432 Facility Evaluations/Project Reporting/Benchmarking	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>
Budget	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Asset Management Plan / 3 Year Timeline	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Circular A-11 Exhibit 53s	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
OMB Scorecards	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
DOE's Annual Federal Fleet Report to Congress and the President ⁱ	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Data Center Consolidation Plan	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Environmental Management System ⁱⁱ	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Instructions for Implementing Climate Change Adaptation Planning	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Other (reports, policies, plans, etc.) ⁱⁱⁱ	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

V. Evaluating Return on Investment

Life-cycle cost / benefit analysis will be used for assessing the total cost of new projects and procurement actions.

VI. Transparency

CSOSA and PSA have developed a link from our intranet and public websites that establishes this plan’s green strategies and goals. Bi-annual updates will be posted on both websites for staff and general public to view our progress.

Section 2: Performance Review and Annual Update

I. Summary of Accomplishments

CSOSA continues to make progress in the area of Fleet Management. We have reduced our fleet size by 2 vehicles and have exchanged 2 petroleum vehicles to fuel efficient hybrids. Additional, GSA has notified us that 8 of our petroleum vehicles will be exchanged with hybrids. Also, we are able to release 4 petroleum commercial leased vehicles for hybrids this Fiscal Year.

II. Goal Performance Review

Goal 1: Scope 1 & 2 Green House Gas Reduction

CSOSA

	SCOPE 1&2 GHG TARGET	Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	15%	18%	21%	24%	27%	30%	...	hold
	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%	0	0	10	15	20	25	...	30
	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	5%	5%	5%	7.5%	hold	hold	...	hold
	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%	0	0	10	10	10	10	...	25
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year) ^{iv}	%	10%	12%	14%	16%	18%	20%	...	30%
	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)	%	26%	26%	30%	35%	35%	40%	...	40%
	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year) ^v	%	61%	77%	95%	114%	136%	159%	...	hold
	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)	%	75%	85%	95%	100%	125%	160%	...	hold
	Senior Executive Fleet Replaced with Low-GHG, High Efficiency Vehicles (Percent replaced from FY08 base year)	%	0	0	100	100	100	100	...	100
	Other as defined by agency	-	-	-	-	-	-	-	...	-
	Total Scope 1&2 GHG Emissions (Comprehensive)	MMTCO _{2e}	.0021	.0020	-	-	-	-5
	Total Scope 1&2 GHG Emissions (Subject to Agency Scope 1&2 GHG Reduction Target)	MMTCO _{2e}	.0021	.0020	-	-	-	-5
	Overall Agency Scope 1 & 2 Reduction (reduced from FY08 base year) ^{vi}	%	1.1%	2%	-	-	-	-	...	TBD

Goal 2 - Scope 3 Greenhouse Gas Reduction

CSOSA and PSA

SCOPE 3 GHG TARGET	Units ^{vii}	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Total Scope 3 GHG Emissions (Comprehensive)	MMTCO ₂ e	.005	.005	-	-	-	-	...	-
Total Scope 3 GHG Emissions (Subject to Agency Scope 3 GHG Reduction Target)	MMTCO ₂ e	.005	.005	-	-	-	-	...	-
Overall Agency Scope 3 Reduction (reduced from FY08 base year) ^{viii}	%	-66	-66	-	-	-	-	...	TBD
Other, as defined by agency	%	-	-	-	-	-	-	...	-

Goal #3 – High-Performance Sustainable Design / Green Buildings^{ix} & Regional and Local Planning

CSOSA

SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles ^x)	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Owned Buildings	%	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
FRPP-Reported Leased Buildings	%	0	0	0	10 %	10 %	15%	...	15%
Total Buildings	%	0	0	0	10 %	10 %	15%	...	15%
Other, as defined by agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
REGIONAL AND LOCAL PLANNING									
Other, as defined by agency	-	-	-	-	-	-	-	...	-

GOAL 4: Water Use Efficiency and Management

CSOSA

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)	%	6%	8%	10%	12%	14%	16%	...	26%
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%	0	2%	5%	8%	11%	15%	...	20%
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%	0	2%	4%	6%	8%	10%	...	20%
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%	0	0%	0%	0%	0%	0%	0%	0%
Other, as defined by agency	-	-	-	-	-	-	-	...	-

GOAL 5: Pollution Prevention and Waste Reduction

CSOSA and PSA

POLLUTION PREVENTION & WASTE REDUCTION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
Non-Hazardous Solid Waste Diversion Targets (Non-C&D)	%	0%	5%	20%	30%	40%	50%	...	?
C&D Material & Debris Diversion Targets	%	0%	0%	20%	30%	40%	50%	...	?
If agency uses on-site or off-site waste-to-energy, estimated total weight of materials managed through waste-to-energy	Tons or pounds	0	0	0	0	0	0	...	0
Number of sites or facilities with on-site composting programs	#	0	0	0	0	0	0	...	0
Number of sites or facilities recycling through off-site composting programs	#	0	0	0	0	0	0	...	0
If agency has on-site or off-site composting programs, estimated total weight of materials diverted to composting	Tons or pounds	N/A	N/A	N/A	N/A	N/A	N/A	...	N/A
% of agency-operated offices/sites with a recycling program	%	100	100	100	100	100	100	...	100
If agency offices located in multi-tenant buildings, % of those buildings with a recycling program	%	100	100	100	100	100	100	...	100
% of agency-operated residential housing with recycling programs	%	100	100	100	100	100	100	...	100
Other, as defined by agency	-	-	-	-	-	-	-	...	-

GOAL 6: Sustainable Acquisition

CSOSA

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	...	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	0	95%	hold	hold	hold	hold	...	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	0	10%	25%	-	-	-	...	hold
Water Efficient Products	%	0	0	95%	-	-	-	...	hold
Biobased Products	%	0	0	25%	-	-	-	...	hold
Recycled Content Products	%	5%	10%	25%	-	-	-	...	hold
Environmentally Preferable Products/Services (excluding EPEAT – EPEAT in included in Goal 7)	%	0	5%	25%	-	-	-	...	hold
SNAP/non-ozone depleting substances	%	0	0	0	-	-	-	...	hold
Other, as defined by agency	-	-	-	-	-	-	-	...	-

SUSTAINABLE ACQUISITION CONTRACT REVIEW	1 st QTR FY 11	2 nd QTR FY 11	3 rd QTR FY 11 (Planned)	4 th QTR FY 11 (Planned)
Total # Agency Contracts	63	49	-	-
Total # Contracts Eligible for Review	0	0	-	-
Total Contracts Eligible Contract Reviewed (i.e., 5% or more eligible based on previous OMB guidance)*	0	0	-	-
# of Compliant Contracts	0	0	-	-
Total % of Compliant Contracts	0	0	-	-

GOAL 7: Electronic Stewardship^{xi} and Data Centers

CSOSA and PSA

ELECTRONIC STEWARDHIP & 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 ^{xii}	%	50%**	100%	100%	hold	hold	hold
% of covered electronic product acquisitions that are EPEAT- registered	%	0%	95%	95%	hold	hold	hold
% of covered electronic product acquisitions that are FEMP- designated	%	0%	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 ^{xiii}	%	0	95%	100%	100%	hold	hold
% of electronic assets covered by sound disposition practices ^{xiv}	%	100%	100%	100%	100%	hold	hold
% of agency data centers independently metered, advanced metered, or sub-metered to determine monthly (or more frequently) Power Utilization Effectiveness (PUE).	%	0%	40%	60%	80%	90%	100%
Reduction in the number of agency data centers	2	2	2	2	2	2	hold
% of agency data centers operating with an average CPU utilization greater than 65% ^{xv}	%	TBD	50%	75%	hold	hold	hold
Maximum annual weighted average Power Utilization Effectiveness (PUE) for agency.	#	TBD	1.8	1.7	1.6	1.5	1.4

** Energy Smart and Energy wise rating not Energy Star

GOAL 8: Agency Innovation & Government-Wide Support

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

*The agency's plan for meeting the requirements of E.O. 13514 or E.O. 13523 does not cite specific projects in our 2011 submission. However, CSOSA and PSA commit to begin the following short term goals to align the agency with sustainability and energy standards as forecasted in the 2020 projections.

- Elimination of bottled water at agency sites;
- Evening facility review to ensure that interior and exterior lighting are turned off;
- Elimination of leaks from fixtures and equipment;
- Feasibility Study for the installation energy management/metering in our 24-hour Re-Entry and Sanction Center; and
- Incorporation of green leasing into on-going new actions.

ⁱ EPAAct

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} In fleet vehicles.

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

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

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

^{viii} 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.

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

^x 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.

^{xi} Agencies should reference existing Electronic Stewardship, Sustainability, etc. plans and policies. Plans do not need to be reproduced within this document. Incorporate by reference and indicate whether or not existing agency plans have been updated to reflect EO 13514.

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

^{xiii} Eligible electronic products include, but are not limited to, imaging equipment such copiers, faxes, printers, scanners, etc.

^{xiv} Electronic assets are generally those electronics products owned and/or leased by the Agency that need to be disposed of in accordance with acceptable end-of-life practices. Some examples of sound disposition practices include, but are not limited to, GSA Xcess, including transfer to eligible federal entities and donation to eligible states and nonprofits (Note: The use of GSA Auctions, public sales, and abandonment and destruction provided by GSA is outside of the scope of GSA Xcess and does not ensure sound disposition.); recycling through Unicor; donation through GSA's Computer for Learning (CFL) or other non-profit organizations; and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent certification. Agencies are encouraged to describe in the narrative write-up approximately which percentage is attributed to each disposal method. At this point, the percentage is set by the agency. Agencies should set a target as close to 100% as is reasonably achievable.

^{xv} In data centers with large variations in load this metric should be applied only to servers that are powered up. Servers that are powered down should not be counted.