

COURT SERVICES AND OFFENDER SUPERVISION AGENCY (CSOSA)

and

PRETRIAL SERVICES AGENCY (PSA)

2015 Strategic Sustainability Performance Plan – June 30, 2015



Agency Point of Contact

Reggie James, CSOSA Associate Director, Office of Administration is the Senior Sustainability Officer (SSO) and point of contact for both the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA). Mr. James can be reached at (202) 220-5707 or reggie.james@csosa.gov. His office is located at CSOSA Headquarters, 633 Indiana Avenue, NW, Washington, DC 20004.

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 Pretrial Services Agency for the District of Columbia (PSA) are committed to planning, designing and implementing environmentally sustainable practices to reduce CSOSA/PSA greenhouse gas (GHG) emissions. Policy Statement 5001 *Environmental, Energy and Transportation Management*, which was signed and issued to all staff on March 11, 2011, undergirds the Agency's efforts to achieve this goal and the reporting requirements of Executive Order (EO) 13514, Federal Leadership in Environmental, Energy and Economic Performance dated October 5, 2009, and related regulations.

CSOSA/PSA's goal is to reduce GHG emissions by 30% by FY 2020 measured against our FY 2008 baseline (3176 MT CO₂e). To achieve this, we are designing and implementing various projects, which address the full spectrum of GHG emission reduction and sustainable living practices. The projects vary in scope and complexity and include the following: fleet rightsizing with an automated reservation system; use of hybrid 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 sustainability projects.

II. Sustainability and the Agency Mission

Our mission (CSOSA) is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community; while PSA's mission is to promote pretrial justice and enhance community safety. Effective supervision of defendants on pretrial release and offenders post-conviction provides a crucial service to the courts and the public. We are integrating green practices in both our headquarters and field locations and are exploring initiatives to further incorporate sustainability practices in our offender/defendant supervision activities. As an example, we are currently exploring the installation of waterless fixtures in our drug testing sample collection centers.

Electronically Signed

Reggie James

Reggie James
Associate Director / Senior Sustainability Officer
CSOSA Office of Administration

6/30/15
Date

Executive Summary

The Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA) are committed to planning, designing and implementing environmentally sustainable practices in all agency activities to reduce 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*, which was signed and issued to all CSOSA and PSA employees on March 11, 2011.

CSOSA/PSA's goal is to reduce GHG emissions by 30% by FY 2020 measured against our FY 2008 baseline (3,176 MT Co2e). 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; a vehicle fleet that consists of 80% hybrid and 20% 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 sustainability projects.

During Fiscal Year 2011, CSOSA/PSA focused its resources on educating its staff on the importance of and their role in the Agency's sustainability effort. We found that it was difficult to move forward with sustainability projects without a solid in-house knowledge base. We began with training the entire Facilities staff and a portion of our Procurement staff in LEED (Leadership in Energy and Environmental Design) certification requirements to develop an understanding of the importance of sustainable practices in our buildings. Agency leadership provided resources for staff to participate in varied educational programs including Energy & Sustainability Summits, the Energy.Gov Green conference and Green Gov symposium. Additionally, Agency staff were provided tuition reimbursement for courses in the Sustainable Design Program at the Catholic University of America. As a result of those educational programs, the Agency issued a green cleaning contract for the seven buildings for which it controls janitorial services; installed environmentally-friendly finishes and water reducing fixtures as part of all renovation projects, and required recycling of demolished materials; required that computer purchases be EPEAT and Energy Star rated; implemented a document destruction program through a shred vendor that recycles; increased the purchase of office supplies that contain recycled content; and partnered with the Washington Area Bicycle Association to install bike racks at our facilities. In FY 2013, the Agency dedicated more attention to contractors/vendors to ensure that green products, energy saving equipment, and hybrid/alternative fuel vehicles were used in our contracted services.

We have empowered and inspired all staff who work at CSOSA and PSA to act sustainably and responsibly through an ongoing awareness campaign. This included providing reusable water bottles to all staff as part of the Government-wide 'Let's Move' Campaign during FY2013 which we reminded them to incorporate green practices throughout the day by exercising, biking to work, and reducing vehicular use. To further promote and encourage sustainability practices among our staff, we implemented the Green Messenger, an electronic mailbox that sends and receives eco-friendly updates and reminders. Lastly, our Facilities staff provides regular updates to employees on how to save energy in their daily lives and during extreme weather events.

CSOSA Size & Scope of Agency Operation – Table 1: Agency Size & Scope

Agency Size and Scope	FY 2013	FY 2014
Total Number of Employees as Reported in the President's Budget	1186 FTE	1245 FTE
Total Acres of Land Managed	0	0
Total Number of Buildings Owned ¹	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	14	14
Total Building Gross Square Feet (GSF)	342,050	342,050
Operates in Number of Locations Throughout U.S.	1	1
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	76	76
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	\$38.1M	\$39.4M

Instructions: Enter the appropriate FY 2013 data for your agency.

¹
Building

PSA Size & Scope of Agency Operation – Table 1: Agency Size & Scope

Agency Size and Scope	FY 2013	FY 2014
Total Number of Employees as Reported in the President's Budget	350 FTE	346 FTE
Total Acres of Land Managed	0	0
Total Number of Buildings Owned ¹	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	6	6
Total Building Gross Square Feet (GSF)	98,033	97,524
Operates in Number of Locations Throughout U.S.	1	1
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	2	2
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	\$3.9M	\$7.0M

Instructions: Enter the appropriate FY 2013 data for your agency.

¹
Building

Table 1-1: Goal 1 Strategies – Scope 1 & 2 GHG Reductions

Instructions: In Table 1-1 below, list ONLY the top five priority strategies that the agency will implement in FY 2016 to pursue Goal 1 Scope 1 & 2 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
EXAMPLE Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	(1) Deploy software for tracking required routine preventive maintenance at 10 facilities. (2) Develop work instructions that include parameters for operational control of equipment at 10 facilities. (3) Deploy	(1) Complete software implementation by November 2015. (2) Complete work instruction development and deployment by February 2015. (3) Fully implement leak detection program by January 2015. (4)

		leak detection program for compressors and refrigerators at all agency facilities. (4) Begin retro-commission of Colorado facility.	Complete Phase I of Colorado facility retro-commission by September 2015.
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	Yes	Greater use of the FEMP report to analyze areas of concern that can be improved to decrease output from emission generating equipment.	The FEMP reports will be used on a daily basis to help the agency to identify emission issues, areas of improvement and report discrepancies.
Identify alternative sources of data or alternative methods of analysis not set forth in E.O. 13693, but with the potential to support its goals.	NA	NA The Agency does not currently use an alternative source of data	N/A
Identify and support management practices or training programs that encourage employee sustainability and greenhouse gas consideration.	Yes	The agency will identify areas of use that attribute to the production of Greenhouse gases. Information will be shared to show how we as an agency can help reduce greenhouse gases and create a more sustainable work place	Since fiscal year 2012, the agency has initiated meetings, brown bag lunch discussions and contractor support training has been performed to make staff aware of the importance of sustainability and conservation practices.
Conceptualize the goals of E.O. 13693 within a projected cost-benefit framework to identify low-hanging fruit.	Yes	The agency will continue strive to promote building energy conservation, efficiency, and management by reducing agency building energy intensity and water use.	The Agency has installed waterless urinals at 3850 S. Cap field site along with hand blowers to reduce the use a paper towels at headquarters. Faucet sensors have also been installed to help reduce water.
Isolate successful measures applied toward the goals of E.O. 13514 that could be expanded to meet the goals of E.O. 13693.	Yes	(1)The waterless urinal project will be expanded throughout our agency to help with the continual reduction of water usage. (2) All of the agencies vehicles are E-85 or hybrid.	To decrease the greenhouse gas emissions, departments have begun to team up on visits and agency performed task.

Determine unsuccessful programs or measures to be discontinued to better allocate agency resources, human and otherwise.	NA	NA -The agency has performed successful measures with the trash/recycling program, waterless urinals, electric hand dryers. All projects were successfully implemented.	N/A
Determine which goals set forth in E.O. 13693 represent unambitious targets given past agency performance, identify by how much they could be exceeded, and establish new within-agency target.	NA	All goals and targets beyond monitoring and awareness will be contingent on resource availability to fund additional sustainability efforts and projects	N/A
Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	Agency will continue to have well detailed preventative maintenance programs that are evaluated and properly diagnosed.	In FY16; identify feasible targets as outlined in the E.O. 13693 towards meeting the reduction of agency's portfolio.

Table 1-2: Goal 1 Strategies – Scope 3 GHG Reductions

Instructions: In Table 1-2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 1 Scope 3 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
EXAMPLE Develop and deploy employee commuter reduction plan.	Yes	(1) Introduce parking fees; (2) build bike infrastructure by adding lockers and bike racks; (3), offer rideshare incentives to employees; (4) increase webinar usage to reduce local business travel.	(1) Fully implement parking fees by May 2015; (2) Complete bike infrastructure construction by December 2015; (3) Offer rideshare incentives by December 2015; (4) Develop

			baseline for webinar usage by November 2015. Install desktop webinar and teleconferencing availability on all agency computers by February 2015. Increase webinar usage by 3% relative to baseline by September 2015.
Reduce employee business ground travel.	Yes	The agency has implemented shuttle services to decrease local business ground travel; and reduced employee out of state conference travel.	We have continued to increase the frequency of our shuttle routes to decrease the staff use of personal vehicles or GOVs. Also staff that are traveling to the same locations have been encouraged to rideshare.
Reduce employee business air travel.	Yes	Agency will reduce business air travel by localizing the workshops and online seminars.	In FY 14 Agency staff were encouraged to find local trainings if possible before looking outside the DMV area.
Develop and deploy employee commuter reduction plan.	Yes	The agency has participated in the commuter survey and has begun to develop strategies to reduce our commuter emissions.	Reducing travel for meetings by using conference call methods, video conferencing and emails.
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	The agency has used the commuter data to forecast team moves and team relocations and strategic planning to access client base.	The agency will encourage the use of the commuting survey in planning the staff commutes from home to work and from work into the field sites.
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	Teleworking and decreasing the agency footprint is an initiative that the agency currently is performing.	The agency encouraged management to promote teleworking within each branch. Managers have been allowed to telework at the field sites. One of the field site teams at 800 N. Cap is participating in a telework pilot program.

Develop and implement bicycle commuter program.	Yes	CSOSA/ PSA has initiated bike programs to jump start the bike program.	PSA has initiated a bike directive and policy that rewards staff monetarily for biking to work. CSOSA/ PSA have participated in bike challenges and group projects to encourage staff to bike to work.
Provide bicycle commuting infrastructure.	Yes	The agency has installed bike racks at all of CSOSA field sites. CSOSA/ PSA have implemented bike challenges to increase staff interest of in biking versus driving to work.	CSOSA has installed bike racks at all of the field sites.
Plan to begin FY 2016: Report scope 3 greenhouse gas emissions for leases over 10,000 E.O. 3(h)(v) rentable square feet	Yes	N/ A The updates for lease planning are documented in the Federal Real Property Profile and will be accounted for in FY16 reporting specific to utilities managed by CSOSA.	Documentation towards reporting will be accounted for through 2015 reporting in FRPP where applicable.

Building Energy Conservation, Efficiency, and Management

Section 3(a) of E.O. 13693 states that agencies will promote building energy conservation, efficiency, and management. Section 3(a)(i) requires agencies to reduce building energy intensity by 2.5% annually through the end of FY 2025 (measured in British thermal units per square foot), relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to section 9(f) of E.O. 13693.

Building Efficiency Performance and Management

Section 3(h) of E.O. 13693 states that agencies will improve building efficiency, performance, and management. Section 3(h)(iii) requires that agencies identify, as a part of the planning requirements of section 14 of this order, a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target.

CEQ recognizes that any FY 2016 agency projections for this goal are rudimentary estimates. Agencies will be only expected to share lessons learned in implementing this goal and will not be scored or graded on outcomes towards the target established for FY 2016.

Please input the percentage here <10>%.

Table 2-1: Goal 2 Strategies – Sustainable Buildings

Instructions: In Table 2-1 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 2. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary,

agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Use remote building energy performance assessment auditing technology 3(a)(A)	NA –	NA -The agency has not been able to identify funding for a renewable energy project. We will continue to seek support of the larger agencies such as the Dept. of Energy.	N/A
Participate in demand management programs 3(a)(B)	N/A	N/A	N/A
Ensure that monthly performance data is entered into the Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager 3(a)(C)	N/A	N/A	N/A
Where feasible: Incorporate Green Button data access system into reporting, data analytics, and automation processes 3(a)(D)	N/A	N/A	N/A
Implement space utilization and optimization practices and policies 3(a)(E)	Yes	The agency has initiated a pilot program to potentially decrease the agency footprint. One of our field teams has been designated to telework.	The agency will access the program and modify the plan accordingly to potentially decrease the footprint.by 5% in 2018.
Identify opportunities to transition test-bed technologies to achieve the goals of this section 3(a)(F)	N/A	N/A	N/A

Where feasible: Conform to city energy performance benchmarking and reporting requirements 3(a)(G)	N/A	N/A	N/A
Begin planning for FY 2020 requirement: Ensure all new construction of Federal buildings greater than 5,000 gross square feet that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030 3(h)(i)	N/A	N/A	N/A
In all new agency lease solicitations over 10,000 rentable square feet, include criteria for energy efficiency as a performance specification or source selection evaluation factor 3(h)(iv)	N/A	N/A	N/A
In all new agency lease solicitations over 10,000 rentable square feet, include requirements for building lessor disclosure of carbon emission or energy consumption data for leased portion of building 3(h)(iv)	N/A	N/A	N/A
In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit 3(h)(vi)	N/A	N/A	N/A

Ensure that all new construction, major renovation, repair, and alteration of agency buildings includes appropriate design and deployment of fleet charging infrastructure 3(h)(vii)	N/A	N/A	N/A
Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings 3(h)(viii)	N/A	N/A	N/A
(A) Recommended Strategy			
EXAMPLE Deploy CEQ's Implementing Instructions – Sustainable Locations for Federal Facilities.	NA	Agency has no plan to build or lease new facilities in the next two fiscal years.	NA
Install and monitor energy meters and sub-meters as soon as practicable.	NA	The agency has not been allocated funding to participate in metering projects.	NA
Collect and utilize building and facility energy use data to improve building energy management and performance.	N/A	N/A	N/A
Incorporate green building specifications into all new construction and major renovation projects.	Yes	The agency has incorporated green building specifications in all of our new building renovation and product enhancements.	Materials have been based on renewable products and low energy emission products.
Redesign or lease interior space to reduce energy use by implementing daylighting, space optimization,	Yes	All of CSOSA's redesigns incorporate sensing, lighting controls, low energy use lighting to reduce interior energy use.	CSOSA will continue to implement energy reduction methods in all future projects.

sensors/control system installation, etc.			
Develop and deploy energy and sustainability training for all facility and energy managers.	N/A	N/A	N/A
Include in every construction contract all applicable sustainable acquisition requirements for recycled, bio-based, energy efficient and environmentally preferable products.	N/A	N/A	N/A

Table 2-2: Goal 2 Strategies – Data Center Efficiency

Section 3(a)(ii) of E.O. 13693 states that agencies must improve data center efficiency at agency facilities. Section 3(a)(ii)(C) requires that agencies establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers.

Instructions: In Table 2-2 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 2. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Ensure the agency chief information officer promotes data center energy optimization, efficiency, and performance 3(a)(ii)(A)	N/A	N/A	N/A
Install and monitor advanced energy meters	N/A	N/A	N/A

in all data centers by fiscal year 2018 3(a)(ii)(B)			
(A) Recommended Strategy			
EXAMPLE Improve data center temperature and air-flow management.	Yes	Measure existing data center ventilation rates and adjust rates to maintain adequate temperature and air flow will reduce energy usage.	Complete data center survey by August 2015 and implement revised ventilation procedures as soon as possible depending on scope of adjustment.
Optimize agency Data Centers across total cost of ownership metrics.	N/A	N/A	N/A
Improve data center temperature and air-flow management.	N/A	N/A	N/A
Identify and consolidate obsolete and underutilized agency computer servers into energy efficient data centers.	N/A	N/A	N/A

Agency Clean Energy Share of Total Electric and Thermal Energy Goal

E.O. 13693 3(b) requires that, at a minimum, the percentage of an agency's total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10% in FY 2016-17; 13% in FY 2018-19; 16% in FY 2020-21; 20% in FY 2022-23; and 25% by FY 2025.

Agency Renewable Energy Share of Total Electricity Consumption Goal

E.O. 13693 3(c) sets a second schedule that addresses specifically renewable energy. It requires that renewable energy account for not less than 10% of total electric energy consumed by an agency in FY 2016-17; 15% in FY 2018-19; 20% in FY 2020-21; 25% in FY 2022-23; and 30% by 2025.

Table 3: Goal 3 Strategies – Clean and Renewable Energy

Instructions: In Table 3 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 3. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
DoD only: Include in DoD accounting, fulfillment of the requirements of DoD goals under section 2852 of the National Defense Authorization Act of 2007 3(e)(vi)	N/A	N/A	N/A
(A) Recommended Strategy			
EXAMPLE Lease land for renewable energy infrastructure.	NA	Agency does not own any land that can be leased.	N/A
Install agency-funded renewable on-site and retain corresponding renewable energy certificates (RECs) or obtaining replacement RECs 3(d)(i)	NA	Agency does not participate in the renewable REC Program.	N/A
Contract for the purchase of energy that includes installation of renewable energy on or off-site and retain RECs or replacement RECs for the term of the contract 3(d)(ii)	NA	Agency does not participate in the renewable REC Program.	N/A
Purchase electricity and corresponding RECs or obtaining equal value replacement RECs 3(d)(iii)	NA	Agency does not participate in the renewable REC Program.	N/A
Purchase RECs 3(d)(iv)	NA	Agency does not participate in the renewable REC Program.	N/A
Install thermal	NA	Agency does not	N/A

renewable energy on-site at Federal facilities and retain corresponding renewable attributes or obtain equal value replacement RECs 3(e)(i)		participate in the renewable REC Program.	
Install combined heat and power processes on-site at Federal facilities 3(e)(ii)	NA	Agency does use combined energy processes at any of our federal sites.	N/A
Identify opportunities to install fuel cell energy systems on-site at Federal facilities 3(e)(iii)	NA	Agency does not use combined energy processes at any of our federal sites.	N/A
Identify opportunities to utilize energy from small modular nuclear reactor technologies 3(e)(iv)	NA	NA-The agency does not foresee use of small modular nuclear reactor technologies associated with our mission.	N/A
Identify opportunities to utilize energy from a new project that includes the active capture and storage of carbon dioxide emissions associated with energy generation 3(e)(v)	NA	Agency does not use combined energy processes at any of our federal sites.	N/A
Implement other alternative energy approaches that advance the policy set forth in section 1 and achieve the goals of section 2 of E.O. 13693 3(e)(vii)	NA	NA - Agency does not use combined energy processes at any of our federal sites.	N/A
Consider opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites.	NA	NA - Agency does not use combined energy processes at any of our federal sites.	N/A

Potable Water Consumption Intensity Reduction Goal

E.O. 13693 section 3(f) states that agencies must improve water use efficiency and management, including stormwater management. E.O. 13693 section 3(f)(i) requires agencies to reduce potable water consumption intensity by 2% annually through FY 2025 relative to an FY 2007 baseline (measured in gallons). A 36% reduction is required by FY 2025.

ILA Water Consumption Reduction Goal

E.O. 13693 section 3(f)(iii) also requires that agencies reduce their industrial, landscaping and agricultural (ILA) water consumption measured in gallons by 2% annually through FY 2025 relative to a FY 2010 baseline.

Table 4: Goal 4 Strategies – Water Use Efficiency & Management

Instructions: In Table 4 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 4. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Install appropriate green infrastructure features to help with storm- and wastewater management (such as rain gardens, rain barrels, green roofs, or impervious pavement) 3(f)(iv)	N/ A	The agency does not rain gardens, rain barrels and green roofs.	N/A
Install and monitor water meters; collect and utilize building and facility water data for conservation and management 3(f)(ii)	NA	The agency does not have water meters.	N/A
(A) Recommended Strategy	N/A	N/A	N/A
EXAMPLE Install high efficiency technologies (e.g., WaterSense).	No	Agency completed retrofit of bathroom fixtures and landscaping water systems at all agency sites in FY	N/A

		2013. No new retrofit activities for water reduction are scheduled at agency sites during the next fiscal year.	
Install high efficiency technologies (e.g., WaterSense).	Yes	The agency will install waterless urinals at one of our field sites and hand dryers at several field sites.	Successful in the install of waterless urinals at one site in 2014; and plans to implement more in 2015/16.
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost (for best practices from the EPA, go to http://go.usa.gov/KvbF).	N/A	N/A	N/A
Minimize outdoor water use and use alternative water sources as much as possible.	N/A	N/A	N/A
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	N/A	N/A	N/A
Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping and agricultural water use.	NA	The agency does not have any advanced metering.	N/A
Develop and implement programs to educate employees about methods to minimize water use.	Yes	Goals to educate our staff on methods to minimize water usage. Will identify alternate solutions which can aide the strategy of reduction.	In 2015, awareness programs will be developed.
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may	N/A	N/A	N/A

impact energy use.			
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	N/A	N/A	N/A
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	N/A	N/A	N/A
Ensure that planned energy efficiency improvements consider associated opportunities for water conservation.	N/A	N/A	N/A
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption including recommendations developed by Regional Federal Executive Boards.	N/A	N/A	N/A

Agency Progress toward Fleet Per-Mile Greenhouse Gas Emissions Goal

E.O. 13693 section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. E.O. 13693 section 3(g)(ii) requires agencies to take actions that reduce fleet-wide per-mile greenhouse gas emissions from agency fleet vehicles relative to a new, FY 2014 baseline and sets new goals for percentage reductions: not less than 4% by the end of FY 2017; not less than 15 % by the end of FY 2020; and not less than 30% by then end of FY 2025.

E.O. 13693 section 3(g)(i) requires that, as a part of the Sustainability Planning process agencies should determine the optimum fleet inventory, emphasizing eliminating unnecessary or non-essential vehicles. This information is generally available from the agency Vehicle Allocation Methodology (VAM) process that is completed each year. To satisfy this requirement for 2015, please include the VAM results and the appropriate agency fleet management plan to the appendix of this document. Future versions of this plan will require similar submissions by agencies.

Table 5: Goal 5 Strategies – Fleet Management

Instructions: In Table 5 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 5. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If

the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Collect and utilize agency fleet operational data through deployment of vehicle telematics – as soon as is practicable, but not later than two years after date of order 3(g)(iii)	Yes	The agency has fleet management system that has the capability to collect fleet data.	By the end of FY 15, the agency will look into adding GPS to the fleet of cars.
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system 3(g)(iv)	Yes	The agency has a fleet management system in place to account for all vehicles in the fleet. The agency also submits yearly fleet data to FAST and all vehicles are registered in FMVRS.	The goal for the agency in FY16 is to have all field sites equipped with fleet kiosks to ensure accurate accountability for the vehicles in the agency's fleet.
Plan for agency fleet composition such that 20% of passenger vehicle acquisitions are zero emission or plug-in hybrid vehicles by 2020, and 50% by 2025.	Yes	In about 2020 when it's time to replace the current GSA vehicles; the agency will be requesting plug-in hybrids as replacements.	The agency will seek the support of the General Services Agency (GSA) to successfully implement the change to zero emission or plug in

Vehicles acquired in other vehicle classes count double toward this target 3(g)(v)			vehicles as they become available. The smaller agencies have more challenges with obtaining replacements, so a timeline cannot be readily identified.
Plan for appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology 3(g)(vi)	NA	There are currently no plug-in stations at any of the field sites.	N/A
(A) Recommended Strategy			
EXAMPLE Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	(1) Increase utilization of E85 in flex-fuel vehicles; (2) locate dual-fuel vehicles where they have access to alternative fuel; (3) use B20 or greater in diesel vehicles.	(1) Show a 20% increase in E-85 use over FY 2013 by February 2015. (2) Locate 45% of dual fuel vehicles within 5 miles of E-85 station by April 2015. (3) Use 100% B20 or greater in diesel vehicles by January 2015.
Optimize/Right-size the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	Yes	Currently the majority of the sedans in the fleet are hybrids and 95% of SUV'S and 100% of the mini vans are E85. Vehicles that fuel with Ethanol are located near alternative fuel stations.	The goal is to monitor vehicle usage via mileage reports to see where vehicles are being underutilized.
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	Vehicles that are dual-fueled vehicles are strategically located near alternative fuel stations.	The agency will continue to place vehicles that are dual-fueled near alternative fuel stations.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and	Yes	All of the agency's vehicles are GSA-leased. GSA tracks all of the vehicles fuel consumptions.	The agency will continue to lease GSA vehicles to ensure accuracy and accountability of fuel consumption.

commercially-leased vehicles.			
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	NA	The agency leases all GSA vehicles.	N/A
Implement vehicle idle mitigation technologies.	NA	Waiting for GSA to offer such vehicles and the agency has hybrid vehicles.	N/A
Minimize the use of "law enforcement" vehicle exemption and implementing the GSA Bulletin FMR B-33, <i>Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets</i> of November 15, 2011.	NA	The agency does not have any law enforcement vehicles.	N/A
Where State vehicle or fleet technology or fueling infrastructure policies are in place, conform to the minimum requirements of those policies.	Yes	The agency has fuel, GOV and POV policies in place. These policies are in the agency's intranet for all employees to view.	Continue to re-emphasize and train employees on said policies.
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).	Yes	The agency has a shuttle service for employees and more employees are encouraged to share rides when using GOVs.	Increase shared ridership by 25% in FY16

Sustainable Acquisition Goal - Biobased

E.O. 13693 section 3(i) requires agencies to promote sustainable acquisition by ensuring that environmental performance and sustainability factors are considered to the maximum extent practicable for all applicable procurements in the planning, award and execution phases of acquisition.

Sections 3(iv) and 3(iv)(A) also require that agencies act, as a part of the implementation and planning requirements of section 14 of E.O. 13693, until agencies have achieved at least 95 percent compliance with the BioPreferred and biobased purchasing requirement, to establish an annual target for the number of contracts to be awarded with BioPreferred and

biobased criteria and dollar value of BioPreferred and biobased products to be delivered and reported under those contracts in the following fiscal year.

To establish this target, agencies shall consider the dollar value of designated BioPreferred and biobased products reported in previous years, the specifications reviewed and revised for inclusion of BioPreferred and biobased products, and the number of applicable product and service contracts to be awarded, including construction, operations and maintenance, food services, vehicle maintenance, and janitorial services.

Please input the number of contracts targeted for FY 2016 here **10** and dollar value here **\$2,505,510**.

Table 6: Goal 6 Strategies – Sustainable Acquisition

Instructions: In Table 6 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 6. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. **DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A)**. Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Meet statutory mandates that require purchase preference for recycled content products designated by EPA 3(i)(i)(A)	YES	Applicable products purchased by PSA/CSOSA include paper and non-paper products, specifically toner cartridges. All purchases of reprographic paper meets the EPA postconsumer fiber content of 30%. Used toner cartridges are centrally collected and returned to a remanufacturer or manufacturer to be refilled, refurbished, and cleaned for resale.	Continue to ensure all purchases for reprographic paper require a minimum 30% postconsumer fiber content and continue to encourage personnel to return used toner cartridges to the designated central collection point for recycle.
Meet statutory mandates that require purchase preference for energy and water efficient products and services, such as ENERGY STAR qualified and	YES	Ensure solicitations and resulting contracts contain applicable sustainability clauses in accordance with FAR Subpart 23 and applicable executive	Conduct compliance reviews of solicitations and contracts to ensure appropriate clauses are included. CSOSA will conduct focus quarterly reviews on services

FEMP-designated products, identified by EPA and DOE 3(i)(i)(B)		orders. Based on recent FPDS-NG data, CSOSA estimates that 70% of its contracts include applicable sustainability clauses. The facilities services, GPS Electronic Monitoring and IT systems contracts includes bio, recycled, energy-efficient products. CSOSA aims to ensure that 95% if new eligible contract includes the sustainability clauses.	contracts to verify that the appropriate clauses are included in 95% of applicable contract actions.
Meet statutory mandates that require purchase preference for BiopREFERRED and biobased designated products designated by the USDA 3(i)(i)(C)	YES	PSA's/CSOSA's purchases for biopREFERRED and biobased products are very limited. However, when requirements are identified that fall within this category, PSA/CSOSA will ensure contracts include preference for biopREFERRED/biobased products as identified by the USDA.	Conduct compliance reviews of solicitations and contracts to ensure appropriate contract language is applied.
Purchase sustainable or products and services identified by EPA programs such as the ones outlined in 3(i)(ii)	No	CSOSA currently procure sustainable or products and services which are being tracked as part of the agency reporting in FPDS-NG.	N/A
Purchase Significant New Alternative Policy (SNAP) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons, where feasible 3(i)(ii)(A)	No	The agency does not procure ozone-depleting substances and high global warming potential hydrofluorocarbons chemicals services or supplies.	N/A
Purchase WaterSense certified products and services (water efficient products) 3(i)(ii)(B)	No	CSOSA has not identified any agency requirement for Water Sense labeled water-	N/A

		efficient products. Appropriate actions will be employed when the need arise.	
Purchase Safer Choice labeled products (chemically intensive products that contain safer ingredients) 3(i)(ii)(C)	No	CSOSA already includes the use of Safer Choice label products in its facilities services contract and currently monitor their use to performance monitoring.	N/A
Purchase SmartWay Transport partners and Smartway products (fuel efficient products and services) 3(i)(ii)(D)	No	To date, CSOSA has no requirement to procure services requiring shipment/transportation of good which can benefit from SmartWay Fuel Energy Efficiency Programs.	N/A
Purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA that have been determined to assist agencies in meeting their needs and further advance sustainable procurement goals of this order 3(i)(iii)(A)	No	CSOSA currently procures environmentally preferable products and services and monitor their usage in contracts.	N/A
Meet environmental performance criteria developed or adopted by voluntary consensus standards bodies consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 3(i)(iii)(B)	NA	This is not considered a Top 5 strategy since the agency has not developed a plan to meet the National Technology Transfer and Advancement Act.	N/A
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases 3(i)(iv)(B)	YES	PSA's/CSOSA purchases for biopreferred and biobased products are very limited. However, when requirements are	Conduct compliance reviews of solicitations and contracts to ensure appropriate contract language is applied and verify contractor

		identified that fall within this category, PSA will ensure contracts that include biopreferred/biobased products contain applicable FAR clauses, to include 52.212-2, and monitor contractor reporting in SAM.	reporting has been accomplished in SAM.
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher as designated by future instruction under section 4(e) of E.O. 13693 3(i)(v) (A) Recommended Strategy	YES	PSA will be issuing a contract utilizing the GSA FSSI and CSOSA intends to issue orders utilizing PSA's contract vehicle for Print Management Services to conduct an assessment of its existing imaging fleet with a goal to optimize the fleet and replace devices which are not correctly sized for the supported unit and reduce overall copier use.	Take action as deemed appropriate to optimize current usage and replace older units with more efficient models, with a goal to ultimately reduce the overall printing use agency wide.
EXAMPLE Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	No	CSOSA is currently focused on making sure contracts have sustainable language at the outset. CSOSA may in the future explore ways of reviewing contractor sustainability performance	N/A
Update and deploy agency procurement policies and programs to ensure that federally-mandated designated sustainable products are included in all relevant procurements and services.	No	As part of the Agency's, Operation Instruction Contract Acquisition Manual, CSOSA currently conducts procurement compliance reviews of its contracts designed to ensure all relevant sustainable products are included in all relevant procurements .	N/A
Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on	No	CSOSA has not identified any barriers at this time.	N/A

biobased purchasing.			
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	No	This is not considered a Top 5 strategy since biobased produces are a large percent of the agency acquisition.	N/A
Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals.	No	This is not considered a Top 5 strategy since CSOSA is currently focused on making sure contracts have sustainable language at the outset. CSOSA may in the future explore ways of reviewing contractor sustainability performance.	N/A
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Yes	CSOSA estimate that over 70 percent of its contracts were issued utilizing strategic sourcing through established contract vehicles with General Service Administration and NASA SWEP and GAO which includes sustainability acquisition requirements. CSOSA aims to achieve 95% in FY 2016.	Utilize Federal Strategic Sourcing vehicle to achieve 95% sustainability acquisition requirements.
Report on sustainability compliance in contractor performance reviews.	No	There are very limited circumstances in which reporting on sustainability compliance in contractor performance reviews would be possible.	N/A
Ensure that agency purchase-card holder policies direct the exclusive use of the GSA Green Procurement Compilation where desired products are listed in the	No	These are already included in the GSA Green Procurement in its Purchase Card policy.	N/A

Compilation.			
Employ environmentally sound disposal practices with respect to agency disposition of excess or surplus electronics.	Yes	CSOSA will work with procurement to identify terminology in contracts to appropriately address disposal practices applicable to Furniture, Fixtures, Equipment (FFE) and technological products obtained from vendors.	CSOSA will implement changes to new contracts where larger purchases are made, it would be beneficial for CSOSA to identify other mechanisms other than GSA for excess..

Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention. E.O. 13693 section 3(j)(iii) requires agencies to annually divert at least 50% of non-hazardous construction and demolition debris and section 3(j)(ii) requires agencies to divert at least 50% of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

Table 7: Goal 7 Strategies – Pollution Prevention & Waste Reduction

Instructions: In Table 7 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 7. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023) 3(j)(i)	N/A	N/A	N/A
Reduce or minimize the quantity of toxic and	Yes	All chemicals and quantities of chemicals	Continue to monitor all chemicals and MSDS

hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets established in section 2 of E.O. 13693 3(j)(iv)		are closely monitored by CSOSA procurement and Facilities departments to ensure that we are not contributing to the increasing of the green house gases.	sheets that are associated with all of our contracts.
(A) Recommended Strategy			
EXAMPLE Establish a tracking and reporting system for construction and demolition debris elimination.	NA	Agency does not perform any construction or demolition activities.	N/A
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	N/A	N/A	N/A
Reduce waste generation through elimination, source reduction, and recycling.	Yes	The agency implemented waste reduction programs through recycling programs.	Continue to follow procedures to help reduce waste.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.	Yes	All contracts issued by the agencies procurement office integrated language in pest and landscape contracts to reduce potential hazardous chemicals and materials.	Continue to improve management practices.
Establish a tracking and reporting system for construction and demolition debris elimination.	N/A	N/A	N/A

Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	N/A	N/A	N/A
Inventory of current HFC use and purchases.	N/A	N/A	N/A
Require high-level waiver or contract approval for any agency use of HFCs.	NA	The agency does require a high –level waiver	N/A
Ensure HFC management training and recycling equipment is available.	Yes	All training, disposal and Recycling of HFC's are integrated in contract and management maintenance protocols.	In FY16; implementation of changes will occur in accordance with OSHA and manufacturers' requirements.

Agency Progress on Energy Performance Contracting

E.O. 13693 section 3(k) requires that agencies implement performance contracts for Federal buildings. E.O. 13693 section 3(k)(iii) also requires that agencies provide annual agency targets for performance contracting to be implemented in FY 2017 and annually thereafter as part of the planning of section 14 of this order.

Table 8: Goal 8 Strategies – Energy Performance Contracting

Instructions: In Table 8 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 8. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Utilize performance contracting to meet	YES	PSA procurement will begin placing emphasis	Add this element to acquisition plans when

<p>identified energy efficiency and management goals while deploying life-cycle cost effective energy and clean energy technology and water conservation measures 3(k)(i)</p>		<p>on addressing energy efficiency and life-cycle cost effective energy and clean energy technology and water conservation measures, as may be applicable, as part of its acquisition planning. As part of the President's Contracting Challenge, energy conservation project, including renewal energy generation and more efficient facility systems will be pursued through CSOSA's under contracts requiring HVAC upgrades and facilities maintenance contracts.</p>	<p>contracting for energy efficient products or services and services requiring water conservation measures. CSOSA will include this as requirement to its facility maintenance contracts which can achieve renewable energy conversation.</p>
<p>Fulfill existing agency performance contracting commitments towards the \$4 billion by the end of calendar year 2016 goal established as part of the GPRA Modernization Act of 2010, Climate Change Cross Agency Priority process 3(k)(ii)</p>	<p>No</p>	<p>CSOSA is not in a position to issue contract directly for Climate Change.</p>	<p>N/A</p>
<p>(A) Recommended Strategy</p>			
<p>EXAMPLE Evaluate all buildings over 50,000 sq. ft. for use with energy performance contracts</p>	<p>No</p>	<p>Agency already performed audits of all large buildings to reveal those with the greatest potential energy and cost savings</p>	<p>N/A</p>
<p>Evaluate 25% of agency's most energy intensive buildings for use with energy performance contracts</p>	<p>No</p>	<p>The majority of CSOSA's real property is administered under Government Service Administration contracts. CSOSA is not in a position to evaluate 25% of its agency most energy</p>	<p>N/A</p>

		performance contracts.	
Prioritize top ten projects which will provide greatest energy savings potential	No	To date, CSOSA has not prioritized its top ten projects which provide the greatest energy savings potential. Appropriate actions will be coordinated to add a priority order when the need arise.	N/A
Cut cycle time of performance contracting process by at least 25%	No	A process is not in place to measure the cycling time for performance contracting.	N/A
Assign agency lead to participate in strategic sourcing initiatives	YES	PSA's will appoint an individual to work through the SAC on strategic sourcing initiatives. CSOSA estimate that over 70 percent of its contracts were issued utilizing strategic sourcing. CSOSA will further appoint an individual to participate in strategic sourcing initiatives.	PSA/CSOSA will identify, train, and appoint an individual to participate in strategic sourcing initiatives.
Devote 2% of new commitments to small buildings (<20k sq. ft.)	No	The majority of CSOSA's real property is administered by Government Service Administration contracts; CSOSA is not in a position to devote 2% of new commitments to small buildings.	N/A
Identify and commit to include 3-5 onsite renewable energy projects in energy performance contracts	N/A	N/A	N/A
Ensure relevant legal and procurement staff are trained by FEMP ESPC/ UESC course curriculum	YES	PSA/CSOSA will review training opportunities offered by the Office of Energy Efficiency & Renewable Energy and Federal Energy Management Program (FEMP) add relevant courses to staff training requirements.	Add identified courses to procurement staff's training plans in either FAITAS or the Learning Management System (LMS) and ensure that procurement staff's utilize online training resources through FEMP

Provide measurement and verification data for all awarded projects	No	Verification data for awarded projects are currently being track through FPDS-NG and measurement to such date will be track by the agency contracting writing system.	N/A
Enter all reported energy savings data for operational projects into MAX COLLECT (max.gov)	N/A	N/A	N/A

Agency Progress on Electronic Stewardship

E.O. 13693 section 3(l) requires that agencies promote electronics stewardship and requires ensuring procurement preference for environmentally sustainable electronic products as established in section 3(i);

(ii) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products; and

(iii) employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

Table 9: Goal 9 Strategies – Electronic Stewardship

Instructions: In Table 9 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 9. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
(A) Required Strategy under E.O. 13693			
Establish, measure, and report procurement preference for environmentally sustainable electronic products 3(l)(i)	Yes	PSA - All equipment purchased is Energy Star compliant. Qtr 4 – Review acquisition policy. CSOSA - Review procurement policies for the acquisition of IT	PSA - Complete policy review by December 2015. CSOSA - Qtr 1-4 Monitor for compliance

		equipment	
Establish, measure, and report policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products 3(l)(ii)	Yes	<p>PSA - (1) Review and revise agency policy requiring power management and duplex printing. (2) Initiate survey and corrective action program for agency printers to ensure all environmentally preferable features, including duplexing, are fully utilized, where possible.</p> <p>CSOSA – (1) Review and update Policies and procedures’ For sustainability measure for IT electronic item</p> <p>(2) Assess current environment and ensure that current policies are being met s</p>	<p>PSA - Complete survey of printers by August 2015. Mitigate non-compliant printers by December 2015.</p> <p>CSOSA - Qtr 1-4 FY 2015 Monitor for compliance</p>
Establish, measure, and report sound practices with respect to the agency's disposition of excess or surplus electronic products 3(l)(iii)	Yes	<p>PSA - Review policies regarding excess. Qtr. 3-4 FY 2016 -- Review and update policies All electronics are excessed via GSA. Current consumables (toner cartridges) are refurbished and recycled.</p> <p>CSOSA – (1) Review current procedures for excessing equipment (electronic products) and associated consumables (toner)</p> <p>(2) Continue to use GSA for equipment</p>	<p>PSA - Qtr. 4 Review existing property management policy. Provide Office of Facilities with any recommendations for needed modifications, as they relate to IT equipment. Continue to excess equipment via GSA. Monitor the current process for recycled toner cartridges.</p> <p>CSOSA - Qtr 1-4 Monitor for compliance</p>

		disposition	
(A) Recommended Strategy			
EXAMPLE Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.	Yes	(1) Revise agency policy requiring power management and duplex printing. (2) Initiate survey and corrective action program for agency printers to ensure all environmentally preferable features, including duplexing, are fully utilized.	(1) Complete policy revision by August 2015. (2) Complete survey of printers by February 2015. Complete resurvey of non-conformant printers by April 2015.
Optimize Agency Core Data Center	Yes	CSOSA - Consolidate servers by 10%	CSOSA - Qtr 1-4 Implement and monitor For compliance
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products and monitor compliance.	Yes	PSA - Review policies regarding excess. Qtr. 3-4 -- Review and update policies CSOSA - Review and update OIT policies regarding use and disposal of equipment and consumables	PSA - Qtr. 4 Review existing property management policy. Provide Office of Facilities with any recommendations for needed modifications, as they relate to IT equipment. CSOSA - Qtr 1 - Monitor for compliance

Table 10: Goal 10 Strategies – Climate Change Resilience

Instructions: In Table 10 below, list ONLY the top five priority strategies that the agency will pursue in FY 2016 to achieve Goal 10. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable ("NA") or "No", an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is "Yes", provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A). Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2016 priority. If necessary, agencies may add additional strategies into the blank rows provided in column (A) in order to present five priority strategies.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in

			next 12 months
(A) Required Strategy under E.O. 13693			
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change. (In column C, identify names of agency programs or policies)	N/A	N/A	N/A
EXAMPLE Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	No	Agency already updated emergency response plans in FY 2013 to account for extreme weather events. No new updates are anticipated in FY 2015.	N/A
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	The agency has updated the emergency preparedness, eagle horizon and evacuation training to reflect climate changes in the atmosphere. Language was added to our emergency guidelines to address earthquakes, tornadoes and flooding.	CSOSA is not an agency required to implement climate Changing practices. We will continue to prepare as much as possible in the OEP planning.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	NA	Agency protocols are reflected through Human Resource, OSHA, and Facilities guidelines to protect the safety of Staff. Additionally, CSOSA is not an agency required to implement climate changing practices.	N/A
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts	NA	The agency does not provide external programs to address climate change impacts.	CSOSA is not an agency required to implement climate changing practices.

of, climate change.			
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	NA	CSOSA is not an agency required to implement climate Changing practices.	N/A
Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.	NA	CSOSA is not an agency required to implement climate changing practices.	N/A
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary.	Yes	CSOSA is not an agency required to implement climate Changing practices: however our Environmental policy covers oversight as well as we utilize GSA – P100 for guidance.	Utilize GSA identified guidance such as P-100 for the design of affordable changes to tenant build out of spaces as they occur.
Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.	No	CSOSA is not an agency required to implement climate Changing practices.	N/A
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	No	The agency has begun to look at climate control as a major impact that should be incorporated in our agency planning. Creating Evacuation routes and protocol for climate affected changes will naturally occur in accordance with Occupant Emergency planning. Outside of this, adaptation planning	N/A

		is not a reporting requirement for this agency.	
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	N/A	N/A	N/A