

For: State and County Offices

Reporting Requirements for Sustainability of FFAS Facilities

Approved by: Deputy Administrator, Management



1 Overview

A Background

The Obama Administration has issued several executive orders that establish aggressive sustainability goals for Federal buildings. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, requires that 15 percent of existing buildings of 5,000 gross square feet or more must incorporate sustainable practices by the end of FY 2015. Federal agencies must demonstrate annual progress towards meeting the 15 percent goal to meet the OMB end-of-year reporting requirements. Therefore, USDA, Office of Procurement and Property Management is assessing the existing inventory of buildings 5,000 gross square feet or greater to determine which facilities follow sustainable principles and practices and report to OMB.

The initial data call was requested by e-mail on November 30, 2011, to be completed by March 31, 2011. However, some States have not submitted their reports.

B Purpose

This notice provides instructions and guidance for:

- FSA leased space (5000 sq feet and greater) where FSA is lead agency
- obtaining the USDA/FSA Sustainability Reports that were due March 31, 2011
- completing the initial Sustainability Report by May 27, 2011.

C Contact

If there are questions about this notice, contact either of the following:

- Julius M. Byrd by either of the following:
 - e-mail to julius.byrd@wdc.usda.gov
 - telephone at 202-401-0010

Disposal Date	Distribution
November 1, 2011 5-9-11	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact (Continued)

- Andrea Roman by either of the following:
 - e-mail to **andrea.roman@wdc.usda.gov**
 - telephone at 202-401-0707.

2 USDA and FFAS Objectives

A USDA Objectives

USDA must ensure that:

- all new facilities and major renovation projects implement design, construction, operation, and maintenance practices in support of the sustainable design/high performance goals of Executive Orders 13514 and 13423, as well as the statutory requirements of Energy Independence and Security Act and Energy Policy Act 2005
- a minimum of 15 percent of the existing Federal capital asset building inventory of USDA incorporates the sustainable design practices in the Guiding Principles by the end of FY 2015.

B FFAS Objectives

FFAS sustainable building commitment is to program, plan, design, and lease facilities using integrated design principles for positive environmental attributes; and operate and maintain buildings with increasing measures of energy performance, water conservation, indoor environmental quality, and use of sustainable materials and systems.

High-performance sustainable buildings provide:

- tangible benefits to the environment
- reduction in life-cycle cost of facilities' environmental and energy attributes
- improvement in energy efficiency, water conservation, and utilization of renewable energy
- safe, healthy, and productive environments
- sustainable environmental stewardship.

3 State and County Office Action

A Completing Report

All State and County Offices shall:

- use the USDA/FSA Agency Existing Building Sustainability Ranking Sheet to assess spaces where FSA is the lead agency, and the lease is not in hold-over (expired) status
- report the sustainable features of FFAS-leased buildings and spaces no later than **May 27, 2011**, using the Sustainable Building Worksheet template provided by e-mail on November 30, 2010
- complete the relevant information such as “Year Constructed”, “Gross Square Footage”, “Owned Lease Other”, and “Asset Physical Location” followed by the Sustainable Features by inserting a numerical code for each category not to exceed the number reflected in each column; tally the points from each category as reflected in the example
- submit a negative report even if there are no sustainable features at the leased site.

B Responsibilities

Administrative or Executive Officer shall:

- assist Real Property Leasing Officer (RPLO) to collect the sustainability information from the lessor at the leased facility and/or space
- communicate with CED’s for sustainability reporting.

CED’s shall assist RPLO’s to collect sustainability information from the lessor at the leased facility and/or space.

RPLO’s shall be the liaison with MSD Headquarters and relay the sustainability information as outlined in the USDA/FSA Sustainability Data Call.

C Additional Sustainability Reporting Requirements

The sustainable information received by May 27, 2011, will be evaluated by FFAS during the month of June 2011.

To ensure accurate reporting to the existing Master Sustainability Report, a follow-up Sustainability Data Call will be initiated on July 1, 2011. This Data Call request will be an e-mail notification to follow-up with any sustainability changes that may have occurred since the initial reporting. The requested input will be due no later than August 1, 2011. Upon review and consolidation of the information received, a final report will be sent to OMB via the Department. The final report will establish a baseline to ensure that 15 percent of all FFAS leased space and/or buildings incorporate sustainable practices by the end of FY 2015.