



# **FY 2014 Strategic Sustainability Performance Plan**



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## U.S. SMALL BUSINESS ADMINISTRATION

WASHINGTON, DC 20416

### U.S. Small Business Administration Sustainability Policy Statement

The SBA's Strategic Sustainability Performance Plan offers a blueprint and a framework for the Agency to execute its mission in a manner that preserves the environment and in the process demonstrates a commitment to creating a clean energy economy. The SBA will lead by example in achieving its sustainability goals by:

- Tracking and reducing its greenhouse gas emissions
- Partnering with the General Services Administration to make sustainable improvements to SBA's existing facilities and to select sustainable facilities in the future
- Continuously right-sizing the agency's vehicle fleet and increasing the SBA's acquisition of Alternative Fuel Vehicles
- Increasing the SBA's energy efficiency and water efficiency
- Reducing the amount of refuse generated and promoting recycling
- Conserving resources through government property reuse and reduced demand for new items, where possible
- Leveraging acquisitions to foster a market for sustainable goods and products
- Promoting electronics stewardship and the purchase of efficient electronics
- Measuring and increasing the agency's use of renewable energy, whenever possible
- Increasing the agency's resilience to the impacts of climate change
- Increasing the agency's communications with SBA staff and the public regarding the importance of these efforts

We will integrate our sustainability goals into existing management processes. The Office of the Chief Operating Officer will be the lead office pursuing these efforts under the direction of the Chief Operating Officer and the Deputy Chief Operating Officer/Chief Administrative Officer.

SBA will comply with environmental and energy statutes, regulations and, Executive Orders (EOs), and will implement EO 13514 by executing and reporting on goals in this Strategic Sustainability Performance Plan.

Donna J. Butler  
Senior Sustainability Officer

Date

## **U.S. Small Business Administration 2014 Strategic Sustainability Performance Plan: Executive Summary**

### **I. Vision**

The U.S. Small Business Administration's (SBA) Strategic Sustainability Performance Plan offers a blueprint and a framework for the SBA to execute its mission in a manner that preserves the environment and in the process demonstrates a commitment to creating a clean energy economy. In FY 2013, and the first half of FY 2014, the SBA achieved significant progress towards the goals outlined by EO 13514. Notably, in FY 2012 SBA achieved a total reduction of its reported greenhouse gas emissions, across Scopes 1, 2 and 3, by 17% in comparison to the baseline year of FY 2008. In addition, the SBA conducted its first ever "Sustainable Facilities Survey" of SBA's 20 largest facilities. In partnership with GSA, this survey collected information on the sustainable features available in each building. The survey results are being used to voluntarily report greenhouse gas emissions, and to target improvements in these facilities, as well as improvements across SBA's real property portfolio.

In FY 2014 and FY 2015 SBA plans to continue on this ambitious path by addressing many of the sustainability challenges posed by SBA's occupancy of leased space in private and federal buildings. The SBA will expand its "Sustainable Facilities Survey" and conduct a data call to all facilities larger than 5,000 SF. The SBA will also review all leases from FY 2013 and FY 2014 to ensure that they comply with the GSA's template lease sustainability requirements. The SBA's focus on facilities improvements will occur alongside other improvements in electronics recycling, property disposal, fleet management, the promotion of alternative commuting strategies, and communication regarding sustainability to both the public and SBA's employees.

### **II. Leadership**

SBA's Office of the Chief Operating Officer, under the leadership of the agency's Chief Operating Officer (COO) and Deputy Chief Operating Officer/Chief Administrative Officer, is leading the implementation of SBA's Sustainability Program. The DCOO/CAO is also the Senior Sustainability Officer for the agency. The Office of the COO coordinates the development and implementation of this plan, and the SBA's Greenhouse Gas Inventory on an annual basis. The Office of the COO also manages the agency's internal sustainability website, the Green Tip of the Month program, its sustainability "suggestion box" e-mail, and its Sustainability News quarterly e-newsletter. The facilities, vehicle fleet, and property management for the agency are functional areas within the Office of the COO which allows for streamlined sustainability policy development in these areas. The Office of the COO frequently collaborates with the GSA on facilities related projects because the GSA leases all of the SBA's facilities on behalf of the SBA. Likewise, the Office of the COO works closely with the Office of the Chief Information Officer on electronics stewardship, and the Office of the Chief Financial Officer on sustainable procurement. The Office of the COO collaborates with several other offices on specific areas such as Continuity of Operations, climate change adaptation, telework, and various field office needs.

### **III. Performance Review**

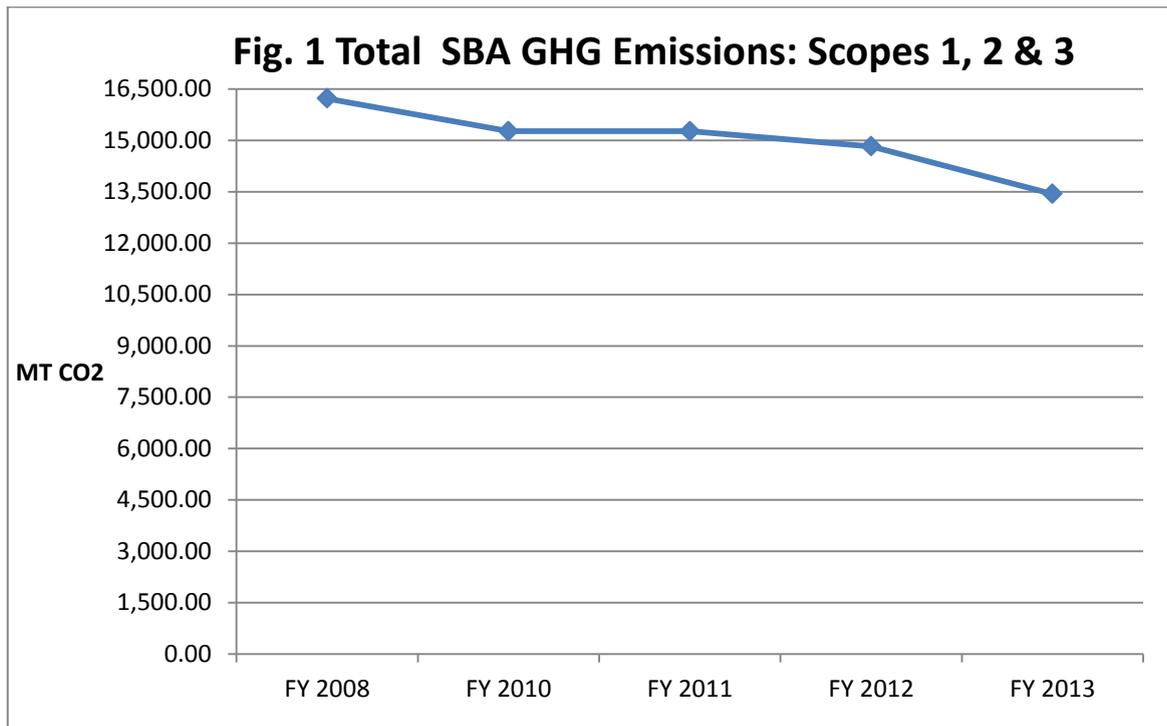
#### **a. Greenhouse Gas (GHG) Emissions**

##### **i. Scope 1&2 GHG Emissions**

SBA's only mandatorily reported source of Scope 1&2 GHG emissions is the agency's vehicle fleet. SBA uses the Federal Energy Management Program (FEMP) GHG emissions report to track its fleet emissions and inputs them in its annual GHG Inventory. Between FY 2012 and FY 2013 the SBA's emissions from its vehicle fleet decreased by 2%. In FY 2014 SBA anticipates decreases in emissions due to the agency's elimination of 16 vehicles during FY 2013. Furthermore, the SBA centralized its data entry into the FAST system which has greatly improved the quality of the SBA's fleet data. The major challenge SBA faces regarding Scope 1 and 2 emissions is that SBA cannot report most of its emissions due to its occupancy of leased facilities. Nonetheless, SBA voluntarily reported emissions for 13 of its 20 largest buildings for the first time this year and will expand this voluntary reporting to facilities larger than 5,000 sq. ft. in FY 2015.

##### **ii. Scope 3 GHG Emissions**

SBA integrates its efforts to reduce Scope 3 GHG emissions with its efforts to reduce the agency's travel expenditures in compliance with the Campaign to Cut Waste and the agency's efforts to increase telework participation among eligible employees. SBA tracks its emissions related to travel through GSA's Travel MIS tool. SBA also looks at internal travel reports tracking the number of cars rented, number of days cars are rented, and miles traveled by air (instead of segments) to compare these measures over time. In addition, SBA uses a commuter survey to measure the agency's commuting related emissions which were reduced by 14.7% between FY 2010 and FY 2013. SBA's total Scope 3 GHG emissions are now 18% below the agency's baseline. SBA continues to encourage telework, carpooling, mass transit commuting, and bicycle commuting to further reduce these emissions.



SBA's total emissions from Scopes 1, 2 & 3, in Metric Tons of CO<sub>2</sub>, decreased by about 17% between FY 2008 and FY 2013. This figure excludes SBA's voluntarily reported emissions which the agency began to report in FY 2012.

**b. Sustainable Buildings**

SBA integrates its efforts to reduce its agency rent footprint<sup>1</sup> with its efforts to increase the sustainable features of its facilities. As of April 2014, the SBA has eliminated over 55,000 sq. ft. of real estate from its FY 2012 freeze the footprint baseline. The SBA has planned an additional 20,900 sq. ft. in reductions in FY 2014 and FY 2015 with further reductions possible. In early FY 2014 the SBA also met with representatives from the GSA to identify the standard clauses within the GSA's template leases that support sustainability. As a result of this meeting, the SBA will be reviewing leases for recently leased space and review them to ensure the correct sustainability clauses were included. The SBA will also work with the GSA to ensure these clauses are included in future leases during FY 2014 and FY 2015.

SBA's other major accomplishment under this goal area in FY 2013 was the creation and dissemination of its first-ever Sustainable Facilities Survey, through a partnership with GSA. The Survey examines SBA's 20 largest facilities. The results indicate these facilities' utilities usage (which can be used to estimate their associated GHG emissions), recycling programs, use of sustainable materials, local commuting infrastructure and compliance with the Implementing Instructions—Sustainable Locations for Federal Facilities and the Guiding Principles for Federal Leadership in

<sup>1</sup> SBA is referring to the "freeze the footprint" campaign under OMB Management Procedures Memorandum No. 2013-02.

High Performance and Sustainable Buildings more generally. The SBA will be expanding this data call at the end of FY 2014 to include all facilities above 5,000 sq. ft. which account for 85% of the SBA's total real estate footprint. In spite of this progress, SBA continues to face challenges regarding sustainable facilities because SBA leases its buildings through GSA and many of them are owned by private landlords. This situation makes it difficult for SBA to invest in major improvements to the agency's facilities and renders data collection and monitoring of utilities difficult across the agency.

**c. Fleet Management**

SBA integrates its compliance with the Presidential Memorandum on Federal Fleet Performance and its Sustainability and Fleet Management Plan development. In FY 2013 and FY 2014 one SBA office piloted using the GSA's short-term vehicle rental program as an alternative to using a fleet vehicle. This office found the short-term rental program to be easy to administer and cost-effective. The SBA will consider recommending that other offices explore this program in FY 2014 and FY 2015. One challenge the agency faces relates to AFVs. Alternate fueling stations are frequently unavailable and hybrid vehicles, which do not require special fuel, are frequently unavailable in GSA's leasing inventory. SBA plans to continue building on this progress in the future by increasing its inventory of AFVs, and continually examining the usage of its current vehicles to identify opportunities for vehicle eliminations. These efforts will result in additional cost savings and improved environmental outcomes, in addition to the progress SBA has made to date.

**d. Water Use Efficiency & Management**

SBA's ability to improve its water use efficiency is integrally related to its facilities management system. As an agency whose primary water use comes from office buildings leased through GSA and owned by private landlords or other agencies, SBA is very constrained in its ability to directly control its water efficiency. However, SBA has used its Sustainable Facilities Survey to collect data, for the first time, on water use and water efficiency in its 20 largest facilities. The SBA is expanding this data call to facilities over 5,000 sq. ft. in FY 2014. In addition, the SBA has identified template lease clauses from GSA's template leases that focus on water conservation and the SBA is working to ensure these clauses are included in leases for the SBA's facilities in the future. Finally, the SBA is working to raise the awareness of its employees about the need to conserve water through communication tools such as the Green Tip of the Month and the Sustainability News quarterly e-newsletter.

**e. Pollution Prevention & Waste Reduction**

SBA's ability to reduce its pollution and waste output is integrally related to its facilities management system. SBA does not directly produce pollution other than municipal solid waste and the emissions associated with its office buildings and its vehicle fleet. SBA does not utilize any toxic chemicals in its operations and all cleaning chemicals are owned and managed by the owners of SBA's leased facilities. However, SBA is able to impact its waste output more directly. SBA is working to increase the amount of glass, metal and plastic recycled by its employees, to increase the recycling of construction debris, to reuse government property whenever possible, and to expand the implementation of a small electronics recycling program in a partnership with the U.S. Postal Service in FY 2014. SBA also used its Sustainable

Facilities Survey to collect data, for the first time, on the waste output of its 20 largest facilities and this data call will be expanded to all facilities larger than 5,000 sq. ft. in FY 2014. SBA will also complete the revision of its government property management Statement of Policy in FY 2014 which will include changes to its property disposal policy.

**f. Sustainable Acquisitions**

The SBA only purchases a limited amount of goods and services that the sustainable acquisitions requirements apply to. Nonetheless, the SBA continues to work to increase its procurement of sustainable goods. The SBA included Biobased clauses in two procurements and Energy Efficiency clauses in 66 procurements in FY 2013. The SBA also implemented a new sustainable procurement training requirements for all CORs and purchase card holders that resulted in 83% of the SBA's CORs being trained to date. 100% of the SBA's Contracting Officers also received sustainability training in FY 2013. Finally, the SBA continues to use FSSI BPA's to procure sustainable goods and services including copiers, wireless internet services, office supplies and shipping services.

**g. Electronics Stewardship & Data Centers**

SBA is steadily increasing its efforts to achieve its data center consolidation goals and to improve its electronics stewardship. SBA's Data Center management and consolidation is controlled by the agency's requirements to evaluate and consolidate Data Centers under OMB's Data Center Consolidation Initiative. In response to this Initiative, SBA's Data Center Consolidation Plan is currently being revised. Nonetheless, there are sustainability benefits to SBA's data center consolidation efforts that will be realized over time. The SBA entered into an MOU with the U.S. Postal Service at the end of FY 2013 to recycle toner and ink cartridges and is considering expanding this program to other electronics in FY 2014 and FY 2015. The SBA will also draft an Electronics Stewardship Plan in FY 2015.

**h. Renewable Energy**

SBA's ability to increase its renewable energy consumption is integrally related to its facilities management system. Because SBA is a tenant in leased facilities owned by private landlords and other agencies, SBA is not in a good position to install or purchase renewable energy directly. Consequently, the best way for SBA to consume renewable energy is by occupying facilities where the landlord procures electricity from utilities using renewable sources. SBA used its Sustainable Facilities Survey to collect data on renewable energy consumption and found that five of its 20 largest facilities use renewable sources. SBA will continue to support the consumption of renewable energy in these facilities and will collect additional data on all facilities larger than 5,000 sq. ft. The SBA will also continue to raise awareness among its employees regarding the benefits of renewable energy and will keep its Green Business Guide updated on SBA.gov including content on renewable energy for small businesses.

**i. Climate Change Resilience**

The SBA completed a revision to its Climate Change Adaptation Plan in FY 2014. The new Plan greatly expands on the foundation laid by the previous version with a focus on assisting small businesses with climate change adaptation, ensuring the

SBA's Office of Disaster Assistance is prepared for climate change, beginning to measure possible risks to SBA's loan guaranty portfolio from climate change, and ensuring that the SBA's operations are not vulnerable to interruptions caused by climate change.

**j. Energy Savings Performance Contracts**

SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment from ESPCs because these improvements in efficiency benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs. However, SBA is working to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.

**IV. Progress on Administration Priorities**

**a. Climate Change Adaptation Plan**

The SBA completed a revision to its Climate Change Adaptation Plan in FY 2014. The drafting of the new Plan was a cross-agency effort. The new Plan greatly expands on the foundation laid by the previous version with a focus on assisting small businesses with climate change adaptation, ensuring the SBA's Office of Disaster Assistance is prepared for climate change, beginning to measure possible risks to SBA's loan guaranty portfolio from climate change, and ensuring that the SBA's operations are not vulnerable to interruptions caused by climate change.

**b. Fleet Management Plan**

SBA recently submitted its FY 2014 Fleet Management Plan to GSA for review. The SBA completed the centralization of its FAST data entry and corrected many past errors in the SBA's data. The SBA's fleet continues to be smaller than the size project by the SBA's Vehicle Allocation Methodology and the SBA plans to continue right-sizing the fleet in FY 2014 and FY 2015.

**c. Energy Saving Performance Contracts**

SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment from ESPCs because these improvements in efficiency benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs. However, SBA is working to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.

**d. Biobased Purchasing Strategies**

SBA's "Addendum to the 2012 Strategic Sustainability Performance Plan: Responding to the President's Memorandum on Promotion of Biobased Markets" indicated that SBA's baseline inclusion of the Biobased clause in SBA's contracts was zero. In FY 2013 SBA included the clause in two contracts, indicating that our compliance is improving, despite the very limited instances in which SBA may apply this clause to its procurements. In addition, 100% of SBA's contracting officers and

83% of SBA's CORs took green procurement training in FY 2013 and FY 2014, including Biobased procurement training.

**Table 1: Agency Size & Scope**

<b>Agency Size and Scope</b>	<b>FY 2012</b>	<b>FY 2013</b>
Total Number of Employees as Reported in the President's Budget	3,368	3,368
Total Acres of Land Managed	0	0
Total Number of Buildings Owned <sup>1</sup>	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	190	187
Total Building Gross Square Feet (GSF)	1,476,457	1,319,477
Operates in Number of Locations Throughout U.S.	162	160
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	168	155
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	133.2	106.3

## EVALUATING PREVIOUS STRATEGIES

### Goal 1: Greenhouse Gas (GHG) Reduction – Scope 1 & 2

(A) Strategy	(B) Did you implement this strategy? (Yes/No)	(C) Was the strategy successful for you? (Yes/No)	(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified	Yes	Yes	Yes. SBA will continue to use this strategy. The FEMP GHG emission report has allowed SBA to carefully monitor its reported Scope 1, 2 and 3 emissions which have declined by about 17% across all three categories since 2008. In particular, SBA will use this report to evaluate the impact of right-sizing the agency's fleet on its Scope 1 emissions in FY 2014.
Employ operations and management best practices for energy consuming and emission generating equipment	No	No	In FY 2013 and early FY 2014 SBA collaborated with the General Services Administration (GSA) to ensure that all future facilities leased by SBA include a list of standard sustainability requirements. However, this operations and management best practices requirement is not part of GSA's standard leasing practice. Therefore, the SBA is seeking to use alternative means to reduce its Scope 1 and 2 emissions.
Collect voluntary Scope 1 and 2 emissions data from SBA's 20 largest facilities.	Yes	Yes	Yes. The SBA will expand on its data call from FY 2014 by conducting a data call in partnership with the GSA to collect utilities, waste, and other data from all of SBA's facilities that are over 5,000 SF (about 60 facilities which account for 85% of the agency's total footprint).
Improve SBA's fleet fuel use data collection and revise past	Yes	Yes	No. Switching to a centralized collection of SBA's FAST data was a one-time

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? (Yes/No)</b>	<b>(C) Was the strategy successful for you? (Yes/No)</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
data reports.			effort. The SBA will continue to centrally manage FAST data in the future, however, due to the success of this effort the agency does not need to continue working to improve and revise future data entries.
Reduce grid-supplied electricity consumption by improving/upgrading lighting.	Yes	Yes	In FY 2013 and early FY 2014 the SBA worked with the GSA to ensure that all future facilities leased by SBA include a list of standard sustainability requirements. The GSA's template leases that will be used by SBA in all outgoing years include requirements for high efficiency lighting and occupancy sensors. In addition, the SBA has prioritized the use of high efficiency lighting and daylighting in its renovations of current facilities. These strategies were recently implemented at SBA headquarters during a renovation.

### Goal 1: Greenhouse Gas (GHG) Reduction – Scope 3

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Reduce employee business ground travel	Yes	No.	Yes. As part of the Campaign to Cut Waste the SBA set caps on office spending on travel in FY 2013 (which resulted in a reduction in spending on travel of \$1 million) and set similar caps in FY 2014. Reductions in spending have corresponded with reductions in the amount of travel by agency staff in general, however, in FY 2013 the SBA increased the number of cars rented and rental days as compared to FY 2012, even though

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
			the amount of air travel by agency staff decreased significantly.
Reduce employee business air travel	Yes	Yes	Yes. As part of the Campaign to Cut Waste the SBA set caps on office spending on travel in FY 2013 (which resulted in a reduction in spending on travel of \$1 million) and set similar caps in FY 2014. In FY 2013 SBA reduced the number of air miles traveled by nearly 20% as compared to FY 2012.
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions	Yes	Yes	Yes. The SBA used its commuter survey results to inform its continued support of alternative commuting strategies including the use of mass transit, telework, carpools and bicycle commuting.
Increase number of employees eligible for telework and/or the total number of days teleworked	Yes	Yes	SBA's Office of Human Resource Solutions is working to increase the total number of SBA employees eligible to telework by increasing the number of trainings available regarding SBA's telework program, and participating in Telework Week, among other actions. Between FY 2012 and FY 2013 the SBA increased the number of employees eligible for telework by 28%.
Provide bicycle commuting infrastructure	Yes	Yes	The Sustainable Facilities Survey identified that 12 out of the SBA's 20 largest facilities provide secure bicycle storage. While secure bicycling infrastructure is not a standard requirement within the GSA's leases, the SBA is considering its options to obtain secure bike storage for more of its facilities.

## Goal 2: Sustainable Buildings

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Incorporate green building specifications into all new construction and major renovation projects	Yes	Yes	Yes. In FY 2013 and early FY 2014 the SBA collaborated with the General Services Administration (GSA) to identify a list of standard sustainability requirements from GSA's template leases that will be included in future leases for the SBA's facilities.
Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.	Yes	Yes	Yes. In FY 2013 and early FY 2014 the SBA worked with the GSA to ensure that standard sustainability requirements from GSA's template leases will be included in future leases for the SBA's facilities. The GSA's template leases that will be used by SBA in outgoing years include requirements for high efficiency lighting and occupancy sensors. In addition, the SBA has prioritized the use of high efficiency lighting and daylighting, as well as space optimization in its renovations of current facilities. These strategies were recently implemented at SBA headquarters during a renovation.
Deploy CEQ's Implementing Instructions – Sustainable Locations for Federal Facilities	Yes	Yes	Yes. In FY 2013 the SBA compared the GSA's sustainability requirements from their template leases with the CEQ's Implementing Instructions – Sustainable Locations for Federal Facilities and found that the majority of the instructions were encompassed within the templates. The SBA will work with GSA to ensure these requirements are included in future leases of the SBA's facilities.
Include in every RWA all applicable sustainable	Yes	Yes	Yes. The GSA's template leases already include a variety of sustainability

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products, whenever economically feasible.			requirements that apply to tenant improvements. The SBA will include requirements for sustainable materials to be used for construction as part of the lease for the SBA's facilities. In addition, the SBA will review its procurements of materials for facilities renovations, such as systems furniture and electronics to ensure they include sustainable requirements.
Use results from SBA's Sustainable Facilities Survey to target areas for improvements in SBA's 20 largest facilities and to identify targets for improvement across SBA's entire inventory of properties.	Yes	Yes	Yes. The SBA will expand on its data call from FY 2014 by conducting a data call in partnership with the GSA to collect utilities, waste, and other data from all of SBA's facilities that are over 5,000 SF (about 60 facilities which account for 85% of the agency's total footprint).
Modernize SBA Headquarters as a pilot for future renovations with positive sustainability outcomes.	Yes	Yes	No. The pilot was completed in FY 2014. It was successful in that it optimized the use of space on three floors within SBA Headquarters, employed daylighting, motion sensors and high efficiency lighting, and included procurements of energy efficient electronics and other sustainable goods. The SBA intends to use the renovation as a model for future renovations inside Headquarters and in other facilities.

### Goal 3: Fleet Management

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
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	Yes	Yes. The SBA successfully reduced the size of its fleet in FY 2012 and early FY 2013. However, the SBA's additional planned right-sizing was canceled for FY 2014. Nonetheless, the SBA plans to consider additional right-sizing in FY 2015.
Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs)	Yes	No	Yes. The SBA did successfully replace some non-AFVs with AFVs, but also found that in some locations AFVs were not available in the GSA's inventory. The SBA has also identified that additional controls are needed on the SBA's vehicle acquisition process to ensure that non-AFVs are replaced with AFVs whenever possible and cost-effective. The SBA will continue working to replace non-AFVs with AFVs in FY 2014 and FY 2015.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles	Yes	Yes	Yes. The SBA uses GSA's Drive Thru and FAST data to track vehicle acquisition and fuel consumption. These tools effectively allow the agency to monitor its fleet activities.
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective	Yes	Yes	Yes. The SBA continues to only lease vehicles through the GSA and plans to continue doing so in FY 2014 and FY 2014.
Pilot car sharing and GSA's short term car rental program programs.	Yes	Yes	Yes. One SBA office piloted using a private car-sharing program, but found that it was not cost-effective. However, one SBA office piloted using the GSA's short-term rental program and found it to be easy

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
			to administer and cost-effective. The SBA will recommend the use of the short-term rental program to more offices in FY 2014 and FY 2015.

#### **Goal 4: Water Use Efficiency & Management**

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Purchase and install water efficient technologies (e.g., Waterwise, low-flow water fixtures and aeration devices).	Yes	Yes	Yes. In FY 2013 and early FY 2014 the SBA worked with the GSA to ensure that standard sustainability requirements from GSA's template leases will be included in future leases for the SBA's facilities. The GSA's template leases that will be used by SBA in outgoing years include requirements for Waterwise fixtures.
Add leak detection to annual safety inspections.	No	No	No. The SBA has not yet completed an update to its safety inspection protocol. The SBA intends to promote leak detection through other mechanisms.
Use results from SBA's Sustainable Facilities Survey to target areas for improvements in SBA's 20 largest facilities and to identify targets for improvement across SBA's entire inventory of properties	Yes	Yes	Yes. In FY 2013 SBA completed its Sustainable Facilities Survey that included the collection of water data and other information regarding water conservation. The SBA will expand this data call in FY 2014 to all of the SBA's facilities that are larger than 5,000 SF.
Encourage water leak reporting on World Water	Yes	Yes	No. In FY 2013 the SBA encouraged leak reporting on World Water Day. In FY

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Day.			2014 and FY 2014 the SBA is encouraging water conservation through other communication tools such as the Green Tip of the Month and Sustainability News quarterly newsletter.
Encourage SBA employees to conserve water at home as well as at work.	Yes	Yes	Yes. The 2014 Summer edition of the SBA's Sustainability News Quarterly includes tips for conserving water during the summer months.

**Goal 5: Pollution Prevention & Waste Reduction**

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Reduce waste generation through elimination, source reduction, and recycling	Yes	Yes	Yes. The SBA joined the US Postal Services small electronics recycling program in FY 2014. The SBA plans to continue using this program and to consider expanding the agency's use in FY 2014 and FY 2015.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials	Yes	Yes	Yes. In FY 2013 and early FY 2014 the SBA worked with the GSA to ensure that standard sustainability requirements from GSA's template leases will be included in future leases for the SBA's facilities. The GSA's template leases that will be used by SBA in outgoing years include requirements to use integrated pest management and reduced use of toxic and hazardous chemicals/materials for landscaping, where applicable.

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Establish a tracking and reporting system for construction and demolition debris elimination	Yes	Yes	Yes. In FY 2013 and early FY 2014 the SBA worked with the GSA to ensure that standard sustainability requirements from GSA's template leases will be included in future leases for the SBA's facilities. The GSA's template leases that will be used by SBA in outgoing years include requirements that construction debris from tenant improvements projects be recycled to the extent possible. The SBA also plans to identify ways to ensure this requirement is incorporated into any construction procurements conducted by the agency in FY 2015.
Use results from SBA's Sustainable Facilities Survey to target areas for improvements in SBA's 20 largest facilities and to identify targets for improvement across SBA's entire inventory of properties.	Yes	Yes	Yes. In FY 2013 SBA completed its Sustainable Facilities Survey that included the collection of waste and recycling data. The SBA will expand this data call in FY 2014 to all of the SBA's facilities that are larger than 5,000 SF. Also, the SBA has already identified some targets for improvement in the categories of recycling offered at the SBA's facilities as a result of these efforts.
Revise SBA's property excessing system.	Yes	Yes	Yes. The SBA has initiated a revision to its personal property management Statement of Policy. The SBA will complete the revisions during FY 2014.

## Goal 6: Sustainable Acquisition

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Update and deploy agency procurement policies and programs to ensure that federally-mandated designated sustainable products are included in all relevant procurements and services	Yes	Yes	Yes. The SBA revised its procurement policies by adding a sustainable procurement training requirement for CORs and purchase card holders in FY 2014. The agency's Acquisitions Division is completing additional policy revisions in FY 2014 and FY 2015.
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts	Yes	Yes	Yes. The SBA included Biobased clauses in two procurements valued at around \$20,000 and Energy Efficiency clauses in 66 procurements valued at around \$640,000 in FY 2013. The SBA conducts very few procurements where sustainability clauses are applicable, however, the SBA will continue to include the clauses in applicable procurements in FY 2014 and FY 2015.
Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals	Yes	Yes	Yes. 100% of the SBA's Contracting Officers received training related to sustainable procurements in FY 2013 to encourage the procurement of sustainable goods and services. SBA's Contracting Officers will receive similar training in FY 2014 and FY 2015.
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements	Yes	Yes	Yes. While the SBA continues to use the FSSI procurement program to procure copiers, office supplies and domestic delivery services. The SBA also added a new FSSI wireless procurement in FY 2013. The SBA plans to continue using FSSI in FY 2014 and FY 2014.
Report on sustainability compliance in contractor	Yes	Yes	No. The SBA has improved its participation in CPARs above its baseline,

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
performance reviews			but it has not yet met its 65% target. The SBA is focusing on other initiatives to meet the sustainable procurement goals in FY 2014 and FY 2015.
Perform a review of contracts where sustainability clauses could have been included, but were not reported in FPDS to determine whether FPDS reporting is flawed, or whether the clauses were in fact left out of the contract.	Yes	Yes	No. In FY 2013 the SBA performed this review and determined that FPDS reporting was accurate. The SBA does not see a need to repeat this review in FY 2014.

### Goal 7: Electronic Stewardship & Data Centers

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Identify agency “Core” and “Non-Core” Data	Yes	Yes	No. The SBA identified that it has no Core data centers in FY 2013. There is no need to perform an additional analysis on this matter in FY 2014.
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	Yes	Yes. The SBA updated its printer/copier configuration baselines in FY 2013 to include updated security requirements, but the SBA still needs to add additional standards for energy efficiency, duplexing and other features in FY 2014 and FY 2015.
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and	Yes	Yes	Yes. All computing equipment procured by the SBA’s OCIO is Energy Star 6.0 compliant. SBA will

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
FEMP designated electronic office products			continue procuring compliant computing equipment in FY 2014 and FY 2015.
Conduct Data Center consolidation according to a Data Center Consolidation Plan.	Yes	Yes	Yes. The SBA is continuing to revise its data center consolidation plan in compliance with the OMB's FDCCI.
Join the U.S. Postal Service's Small Electronics Recycling Program.	Yes	Yes.	Yes. The SBA joined the US Postal Services small electronics recycling program in FY 2014. The SBA plans to continue using this program and to consider expanding the agency's use in FY 2014 and FY 2015.

### **Goal 8: Renewable Energy**

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
Use renewable energy to power select SBA facilities.	Yes	Yes	Yes. The Sustainable Facilities Survey results indicated that 5 of the SBA's 20 largest facilities are powered by renewable energy. In FY 2014 the SBA is expanding the data call to include all of the SBA's facilities that are larger than 5,000 SF and will determine if other facilities are powered by renewable energy.
Use results from SBA's Sustainable Facilities Survey to target areas for improvements in SBA's 20 largest facilities and to identify targets for improvement across SBA's	Yes	Yes	Yes. The Sustainable Facilities Survey results indicated that 5 of the SBA's 20 largest facilities are powered by renewable energy. In FY 2014 the SBA is expanding the data call to include all of the SBA's facilities that are larger than

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
entire inventory of properties.			5,000 SF and will determine if other facilities are powered by renewable energy.
Update public information that promotes the use of renewable energy by the public.	Yes	Yes	Yes. The SBA has conducted a review of its Green Business Guide on SBA.gov to ensure it continues to be accurate and to add additional information about renewable energy. The results from the review will be published before the end of FY 2014.
Provide information to SBA's employees that describes the benefits of renewable energy.	Yes	Yes	Yes. The SBA's Sustainability News quarterly newsletter has included information regarding renewable energy projects across the federal government. The SBA plans to continue promoting renewable energy in the Green Tip of the Month and the newsletter in FY 2014 and FY 2015.

### Goal 9: Climate Change Resilience

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
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	Yes	Yes	Yes. The SBA participates in the Climate Change Adaptation Community of Practice, the Council on Climate Preparedness and Resilience, and the Inter-Agency Forum on Climate Change Impacts and Adaptations. In addition, the SBA in the Climate Change Adaptation Planning Workshop run by the National Exercise Program. Several of the SBA's

<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
			programs that support adaptation also involve interagency collaboration. The SBA will continue to participate in these forums in FY 2014 and FY 2015.
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events	Yes	Yes	Yes. The SBA's Continuity of Operations planning includes consideration of impacts from severe weather events. Each updated plan in FY 2014 and FY 2015 will include updated reviews of these impacts.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change	Yes	Yes	Yes. The SBA's Continuity of Operations planning includes consideration of health and safety impacts from climate change. Each updated plan in FY 2014 and FY 2015 will include updated reviews of these impacts.
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies	Yes	Yes	Yes. The SBA's update to its Climate Change Adaptation Plan in FY 2014 included participation from across the agency, including participation from senior officials. The SBA intends to conduct its updates in this manner in FY 2015.
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary	Yes	Yes	Yes. The SBA included data from the 2014 National Climate Assessment in its FY 2014 update to its Climate Change Adaptation Plan. The agency will continue to rely on the National Climate Assessments and other data from the nation's scientific agencies in FY 2015.
Design and construct new or modify/manage existing agency facilities and/or infrastructure to	Yes	Yes	Yes. The SBA has identified its mission critical facilities and is working with GSA to ensure back-up power is

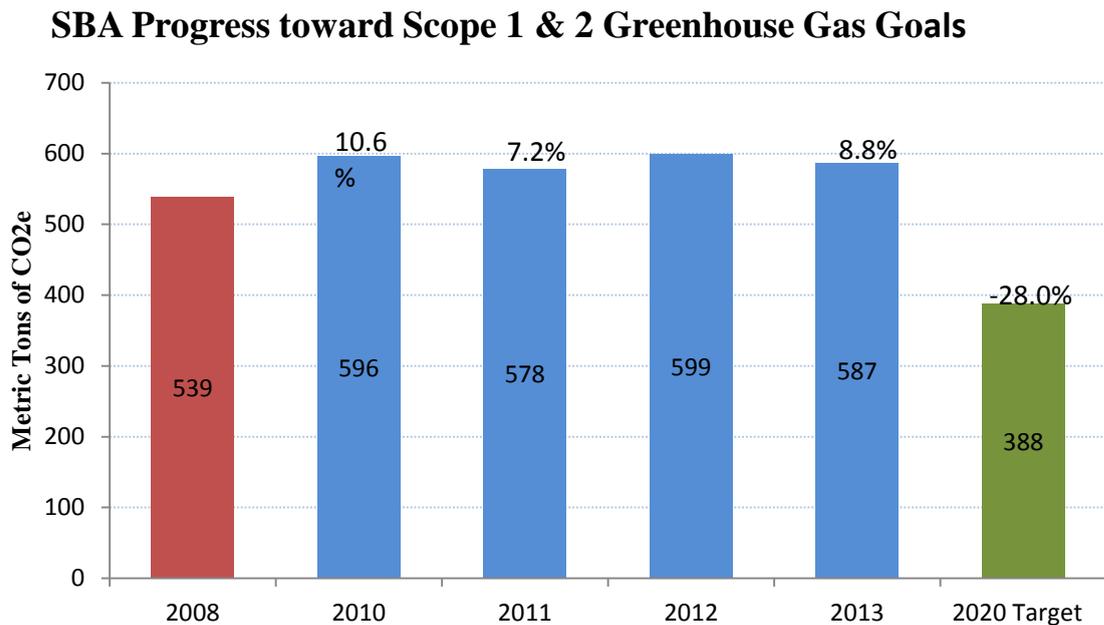
<b>(A) Strategy</b>	<b>(B) Did you implement this strategy? Yes/No</b>	<b>(C) Was the strategy successful for you? Yes/No</b>	<b>(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)</b>
account for the potential impacts of projected climate change			available at these facilities. The SBA will continue working with the GSA to ensure its facilities are prepared for the impacts of climate change in FY 2014 and FY 2015.

## GOAL 1: GREENHOUSE GAS (GHG) REDUCTION

### Agency Progress toward Scope 1 & 2 GHG Goal

E.O. 13514 requires each agency establish a Scope 1 & 2 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 target reduction. The blue bars represent annual agency progress towards achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have increased compared to the 2008 baseline.

**Figure 1-1**



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

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/N A	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months

<p>Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.</p>	<p>Yes</p>	<p>SBA's only mandatorily reported source of Scope 1&amp;2 GHG emissions is its vehicle fleet. SBA uses the FEMP GHG emission report to track its fleet emissions. SBA's fleet management targets will result in reductions in Scope 1 emissions that will be reflected in the FEMP GHG emission report.</p>	<p>The SBA will evaluate the impact of its FY 2013 fleet right-sizing efforts when it receives the FEMP GHG emissions report in January of 2015.</p>
<p>Ensure that all major renovations and new building designs are 30% more efficient than applicable code.</p>	<p>No</p>	<p>SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment because these improvements in efficiency benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs. However, SBA is working to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.</p>	<p>NA</p>

<p>Implement in EISA 432 covered facilities all lifecycle cost effective ECMs identified.</p>	<p>NA</p>	<p>EISA Sec. 432 does not apply to SBA because SBA leases all of its facilities through GSA and SBA does not pay for the utilities in these facilities. EISA Sec. 432(1)(c)(iii).</p>	<p>NA</p>
<p>Reduce on-site fossil-fuel consumption by installing more efficient boilers, generators, furnaces, etc. and/or use renewable fuels.</p>	<p>No</p>	<p>SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment because these improvements in efficiency benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs. However, SBA is working to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.</p>	<p>NA</p>

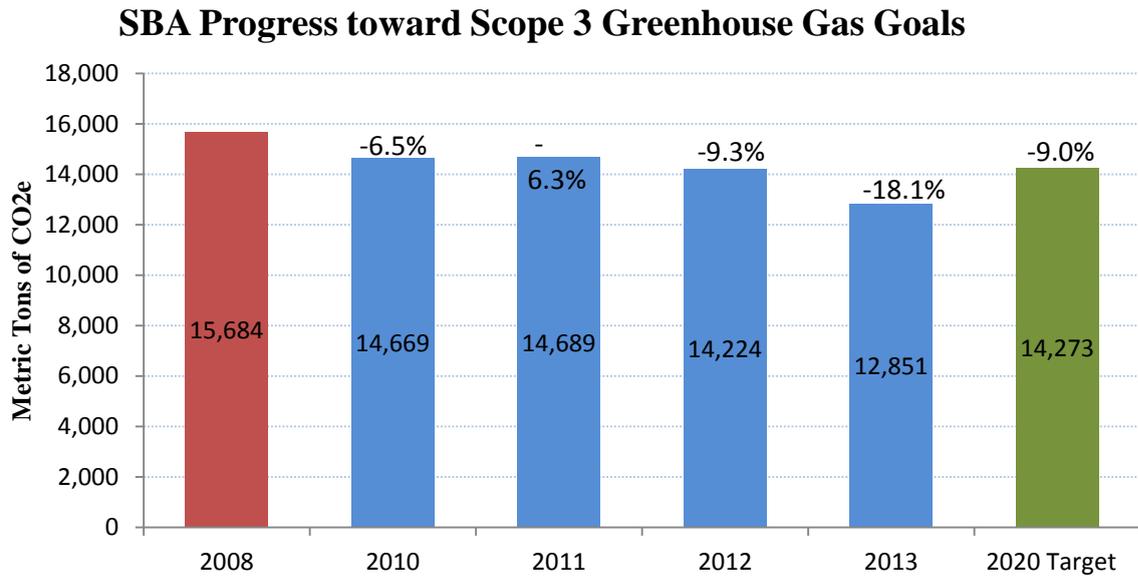
<p>Reduce grid-supplied electricity consumption by improving/upgrading motors, boilers, HVAC, chillers, compressors, lighting, etc.</p>	<p>Yes</p>	<p>SBA has prioritized improved lighting and daylighting during future selections and upgrades of its leased facilities for energy efficiency and employee comfort purposes.</p>	<p>In FY 2014 the SBA is using clauses within the GSA's template leases to require energy efficient lighting, occupancy sensors and other energy efficiency oriented characteristics for buildings leased by the SBA. This includes a requirement that any leased buildings over 10,000 SF must be Energy Star compliant, with limited exceptions.</p>
<p>Employ operations and management best practices for energy consuming and emission generating equipment.</p>	<p>No</p>	<p>Requiring leased buildings to use operations and management best practices, such as setting performance targets is not a standard component GSA's leasing process. The SBA is looking into whether it is possible to add performance targets as an additional requirement, but the outcome of this effort is very uncertain at this time.</p>	<p>NA</p>
<p>Install building utility meters and benchmark performance to track energy and continuously optimize performance.</p>	<p>NA</p>	<p>SBA leases all of its facilities through GSA. The meters in SBA's facilities are property of private landlords.</p>	<p>NA</p>

Collect voluntary Scope 1 and 2 emissions data from SBA's facilities that are over 5,000 SF.	Yes	The SBA will conduct a data call in partnership with the GSA to collect utilities, waste, and other data from all of SBA's facilities that are over 5,000 SF (which account for 85% of the agency's total footprint).	Enter voluntary Scope 1 and 2 emissions data from SBA's data call into the FY 2014 GHG inventory. The SBA will also ensure that a clause requiring disclosure of utilities data is included in future leases in accordance with GSA's Simplified Lease template clause on this topic.
Conduct a study of the SBA's procurement of overtime utilities to identify ways to conserve energy and monetary resources.	Yes	The SBA will review past procurements of overtime utilities for SBA's facilities in order to identify ways to achieve cost savings and to conserve energy.	The study will be completed by the end of FY 2014. The results will be implemented in FY 2015.
Conduct a pilot campaign at SBA Headquarters to reduce the energy plug load for the building.	Yes	The SBA will conduct a pilot campaign to reduce the energy plug load for the building by taking baseline utilities measurements, and surveying the number of devices left powered on after work hours. Then the agency will conduct an awareness campaign and take another measurement of the utilities and a second survey of devices to measure the success of the campaign.	The campaign will be conducted in October of FY 2015 during Energy Awareness month.

### Agency Progress toward Scope 3 GHG Goal

E.O. 13514 requires each agency establish a Scope 3 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 reduction target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have been increased compared to the FY 2008 baseline.

**Figure 1-2**



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

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/N A	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Reduce employee business ground travel.	Yes	The SBA sets caps on office spending on travel.	Yes. As part of the Campaign to Cut Waste the SBA set caps on office spending on travel in FY 2013 (which resulted in a reduction in spending on travel of \$1 million) and set similar caps in FY 2014. Reductions in spending have corresponded with reductions in the amount of travel by agency staff.

Reduce employee business air travel.	Yes	The SBA sets caps on office spending on travel.	Yes. As part of the Campaign to Cut Waste the SBA set caps on office spending on travel in FY 2013 (which resulted in a reduction in spending on travel of \$1 million) and set similar caps in FY 2014. Reductions in spending have corresponded with reductions in the amount of travel by agency staff.
Develop and deploy employee commuter reduction plan.	No	SBA is not developing an employee commute reduction plan at this time because other efforts by the SBA are addressing employee commuting including increased telework for eligible employees, facilities site selections, and less formal programs to encourage mass transit, carpooling and bicycle commuting.	NA

<p>Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.</p>	<p>Yes</p>	<p>SBA performed a commuter survey in FY 2010, FY 2012 and FY 2013. SBA uses these surveys to measure its commuter emissions and to identify opportunities for decreasing commuter emissions. SBA sees encouraging the use of public transportation, carpooling, telework for eligible employees, and bicycle commuting as the primary methods to further reduce SBA's emissions from commuting.</p>	<p>In FY 2014 and FY 2015 SBA will continue encouraging employees to commute via public transportation, carpool and by bicycle, and to telework when they are eligible to do so. SBA currently uses its Green Tip of the Month produced in the SBA Daily e-notice to promote these activities. The SBA also uses its Sustainability News quarterly newsletter to promote modes of commuting that are alternatives to driving. In addition, SBA is emphasizing the importance of the availability of public transit in its selection of facilities for leasing; and promoting telework through its Office of Human Resource Solutions.</p>
<p>Increase number of employees eligible for telework and/or the total number of days teleworked.</p>	<p>Yes</p>	<p>SBA's Office of Human Resource Solutions is working to increase the total number of SBA employees eligible to telework by increasing the number of trainings available regarding SBA's telework program, and participating in Telework Week, among other actions. Between FY 2012 and FY 2013 the SBA increased the number of employees eligible for telework by 28%.</p>	<p>In FY 2014 the SBA will continue to seek to increase the number of employees eligible to telework. In addition, for the first time, the FY 2013 Commuter Survey included questions regarding telework, establishing a baseline of data that can be reviewed when the FY 2014 Commuter Survey is conducted.</p>

Develop and implement bicycle commuter program.	Yes	While the SBA will not establish a formalized bicycle commuter program, the SBA is pursuing several initiatives to encourage bicycle commuting including leading teams in the Federal Bike to Work Challenge, providing bike infrastructure at the SBA's leased facilities, and piloting providing memberships to bike shares to employees.	In FY 2014 SBA participated in the Federal Bike to Work Challenge with two teams. The SBA will participate in the Challenge again in FY 2015. In addition, the FY 2013 Sustainable Facilities Survey the SBA identified that 12 of the SBA's 20 largest facilities provide secure bike storage. The SBA will seek to identify how many of the agency's facilities above 5,000 SF provide secure bike storage during its FY 2014 data call. Finally, the SBA is seeking to pilot the provision of memberships to bikeshare programs to employees in FY 2014.
Provide bicycle commuting infrastructure.	No	The SBA is providing bicycle infrastructure as part of the above strategy.	NA

**GOAL 2: SUSTAINABLE BUILDINGS**

**Table 2: Goal 2 Strategies – Sustainable Buildings**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months

<p>Incorporate green building specifications into all new construction and major renovation projects.</p>	<p>Yes</p>	<p>The SBA will include green building specifications during its selection of leased facilities.</p>	<p>The SBA reviewed the GSA's template lease clauses on green building specifications for facilities and tenant improvements and will include these clauses in future leases.</p>
<p>Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.</p>	<p>Yes</p>	<p>SBA has prioritized improved lighting and daylighting during future selections and upgrades of its leased facilities for energy efficiency and employee comfort purposes.</p>	<p>In FY 2014 the SBA is using clauses within the GSA's template leases to require energy efficient lighting, daylighting and other energy efficiency oriented characteristics for buildings leased by the SBA. This includes a requirement that any leased buildings over 10,000 SF must be Energy Star compliant, with limited exceptions.</p>
<p>Deploy CEQ's Implementing Instructions –Sustainable Locations for Federal Facilities.</p>	<p>Yes</p>	<p>The SBA will include green building specifications during its selection of leased facilities. The majority of these specifications meet the CEQ's Implementing Instructions-Sustainable Locations for Federal Facilities.</p>	<p>The SBA reviewed the GSA's template lease clauses on green building specifications for facilities and tenant improvements and will include these clauses in future leases.</p>

<p>Include in every construction contract all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products.</p>	<p>Yes</p>	<p>The SBA will include requirements for sustainable materials to be used for construction in the requirements for SBA's leased facilities. In addition, the SBA will review its procurements of materials for facilities renovations, such as systems furniture and electronics to ensure they include sustainable requirements.</p>	<p>In Q4 of FY 2014 the SBA will review all new leases that were signed in FY 2013 and FY 2014 to ensure the appropriate clauses were included. In addition, SBA will review its statements of work for renovation projects to ensure the appropriate clauses are included where cost-effective and subject to available funds.</p>
<p>Develop and deploy energy and sustainability training for all facility and energy managers.</p>	<p>NA</p>	<p>While SBA plays a role in managing the daily operations of its facilities, staff employed directly by the private landlords who own SBA's facilities are the official facility and energy managers in a given building. Consequently, SBA cannot provide training to these private individuals.</p>	<p>NA</p>

Harmonize the requirements of the freeze the footprint campaign with SBA's sustainability efforts related to facility right-sizing and space optimization.	Yes	As of April 2014, the SBA has eliminated over 55,000 SF of real estate from its FY 2012 freeze the footprint baseline. With these reductions come commensurate savings in materials, water and electricity, maintenance and greenhouse gas emissions that allow the SBA to achieve its sustainability goals.	The SBA will reduce its footprint by an additional 20,900 SF in FY 2014 and FY 2015, with other further reductions possible depending on the results of the agency's space utilization survey.
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### GOAL 3: FLEET MANAGEMENT

**Table 3: Goal 3 Strategies – Fleet Management**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
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	The SBA will continue its efforts to right-size its fleet.	In FY 2014 and FY 2015 the SBA will continue its efforts to identify underutilized vehicles and to carefully review requests for new vehicles.

<p>Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).</p>	<p>No</p>	<p>SBA is not specifically targeting a reduction in the miles traveled by fleet vehicles. SBA's employees are already subject to specific policies governing when they can use government vehicles. SBA prefers to target reductions in its number of vehicles and to increase its number of AFVs to achieve the same results as setting targets to reduce the number of miles traveled.</p>	<p>NA</p>
<p>Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs).</p>	<p>Yes</p>	<p>The SBA strives to replace non-AFVs with AFVs whenever GSA has AFVs available in its inventory.</p>	<p>In FY 2014 and FY 2015 the SBA will continue to replace non-AFVs with AFVs whenever possible. However, in FY 2013 and FY 2014 the SBA has encountered challenges when the GSA does not have AFVs available in its inventory.</p>

<p>Increase utilization of alternative fuel in dual-fuel vehicles.</p>	<p>No</p>	<p>While SBA encourages its employees to use alternative fuel, the lack of available infrastructure makes it difficult for SBA to set realistic and achievable goals for increasing alternative fuel usage. SBA prefers to focus the majority of its efforts on other sustainable fleet management methods.</p>	<p>NA</p>
<p>Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.</p>	<p>Yes</p>	<p>SBA uses GSA's fleet management tools, including Drive Thru, FAST and the Vehicle Allocation Methodology (VAM) as its Vehicle Management Information System. Because all of SBA's vehicles are leased through GSA, Drive Thru is an excellent tool for tracking SBA's inventory and usage data. Drive Thru data can also be easily integrated into FAST, the VAM, and the sustainability reporting tools such as the Greenhouse Gas Inventory and Strategic Sustainability Performance Plan.</p>	<p>SBA will continue using Drive Thru, FAST and its VAM to inform its fleet management decisions. SBA will continue to update its annual Fleet Management Plan and Greenhouse Gas Inventory in a timely manner, using data from these tools in FY 2014 and FY 2015.</p>

Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	Yes	Since 2011, SBA has only leased its vehicles through GSA and plans to continue to do so. SBA does not own any vehicles, and does not plan to own any in the future at this time.	SBA will continue to lease all of its vehicles from GSA in FY 2013 and FY 2014.
Continue using GSA's short term car rental program programs.	Yes	An SBA office piloted the use of GSA's short term car rental program in FY 2013 and found both administrative and cost benefits.	In FY 2014 and FY 2015 the SBA will support the continued use of this program.

**GOAL 4: WATER USE EFFICIENCY & MANAGEMENT**

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

(A) <b>Will the agency implement the following strategies to achieve this goal?</b>	(B) <b>Top Five? Yes/No/NA</b>	(C) <b>Strategy Narrative</b>  (100 word limit)	(D) <b>Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months</b>
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Purchase and install high efficiency technologies (e.g., WaterSense).	Yes	Over the last 6 years the GSA has included low-flow toilets, WaterSense fixtures and other water efficient technologies as a standard clause in their leases. The SBA will ensure that this clause continues to be incorporated into the leases for the agency's facilities.	In Q4 of FY 2014 the SBA will review all new leases that were signed in FY 2013 and FY 2014 to ensure the appropriate clauses were included.
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 <a href="http://go.usa.gov/KvbF">http://go.usa.gov/KvbF</a> )	No.	The SBA does not manage sufficient assets that use water to warrant the creation of a water asset management plan.	NA
Minimize outdoor water use and use alternative water sources as much as possible.	Yes	The GSA's Standard Lease clause on landscaping includes requirements to use low maintenance plants to reduce water usage. Water used in landscaping is the SBA's only source of outdoor water consumption.	In FY 2014 and 2015 the SBA will ensure the landscaping clause is included in leases for the SBA's facilities for all buildings using the Standard Lease form and where landscaping is present.
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	No.	The SBA does not have direct control over its water systems to implement these types of techniques.	NA

Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping and agricultural water use.	NA	SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. The meters in SBA's facilities are property of private landlords.	NA
Develop and implement programs to educate employees about methods to minimize water use	Yes	The SBA educates its employees about methods to reduce water consumption through programs like Earth Week, the Green Tip of the Month and the Sustainability News quarterly newsletter.	In FY 2014 and FY 2015 the SBA will include tips related to reducing water consumption in its Earth Week activities, Green Tip of the Month and Sustainability News quarterly newsletter.
Assess agency water strategy to determine the impact of water use on the agency's energy use and efficiency	No	Given the SBA's limited control over its water use and water systems this would not be an efficient use of agency resources.	NA
Collect water usage data from all of SBA's facilities larger than 5,000 SF.	Yes.	In FY 2013 the SBA used its Sustainable Facilities Survey to collect water usage data from the agency's 20 largest facilities. The SBA will expand this data call in FY 2014 to all facilities larger than 5,000 SF.	In FY 2014 the SBA will conduct a data call for utilities data from all of its facilities larger than 5,000 SF.

Include a requirement to use environmentally preferable products in buildings that SBA occupies as a tenant.	Yes	The GSA includes a clause in its template leases that require all landlords to purchase environmentally preferable products to maintain their facilities. Environmentally preferable products include water efficient products.	In Q4 of FY 2014 the SBA will review all new leases that were signed in FY 2013 and FY 2014 to ensure the appropriate clauses were included.
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## GOAL 5: POLLUTION PREVENTION & WASTE REDUCTION

### Agency Progress toward Pollution Prevention & Waste Reduction

E.O. 13514 requires that Federal agencies promote pollution prevention and eliminate waste. The E.O. requires agencies to minimize the use of toxic and hazardous chemicals and pursue acceptable alternatives. It also requires agencies minimize waste generation through source reduction, increase diversion of compostable materials, and by the end of FY 2015 divert at least 50% of non-hazardous and 50% of construction and demolition debris.<sup>2</sup>

**Table 5: Goal 5 Strategies – Pollution Prevention & Waste Reduction**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	No	SBA is currently identifying its sources of HFC emissions, but is not prepared to eliminate, reduce or recover these emissions.	NA

<sup>2</sup> Waste guidance will be issued in mid-late FY 2014, and agencies will be expected to begin implementation in FY 2015. Next year's SSPP will include strategies as appropriate, and accounting will begin in FY 2016.

<p>Reduce waste generation through elimination, source reduction, and recycling.</p>	<p>Yes</p>	<p>The SBA will continue to use its small electronics recycling program in partnership with the U.S. Postal Service for the recycling of toner and ink cartridges which has been very successful to date. The agency will also consider expanding the use of this program to other categories of electronics.</p>	<p>By the start of FY 2015, the SBA will evaluate the expansion of the program to recycle new categories of electronics. In particular, the SBA will explore the option of using the program to recycle desk phones.</p>
<p>Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.</p>	<p>Yes</p>	<p>GSA's template lease clauses require integrated pest management and to reduce the use of toxic and hazardous chemicals in landscape management. The SBA will ensure these clauses are included in the leases for its facilities.</p>	<p>In Q4 of FY 2014 the SBA will review all new leases that were signed in FY 2013 and FY 2014 to ensure the appropriate clauses were included.</p>
<p>Establish a tracking and reporting system for construction and demolition debris elimination.</p>	<p>No</p>	<p>GSA's leases include requirements that debris from tenant improvements construction be recycled, however, it is not cost-effective for the SBA to establish its own tracking and reporting system for debris.</p>	<p>NA</p>

Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	NA	SBA does not procure or use chemicals. All cleaning chemicals are managed by the owners of the buildings leased by SBA.	NA
Take inventory of current HFC uses and purchases	Yes	The SBA will inventory potential agency sources of HFCs and seek to use standard formulas to calculate emissions.	The SBA will inventory refrigerators, HVAC systems (through the agency's facilities data call) and government vehicles to the extent possible to calculate a rough estimate of emissions.
Require high-level waiver or contract approval for any agency use of HFCs	No	The SBA is has not yet identified sources of HFCs within the agency and cannot commit to this type of restriction without first understanding possible use cases.	NA
Ensure HFC management training and recycling equipment are available	No	It is unlikely that SBA's staff regularly manage equipment that uses HFCs.	NA

Continue to revise SBA's property excessing system.	Yes	In FY 2014 SBA is continuing to revise its Statement of Policy regarding non-real estate government property management, including revisions to SBA's property excessing system.	In FY 2014, SBA will revise its property excessing system and document the revisions in its Statement of Policy on government property management. Increasing cost effective property reuse and recycling will be a component of these revisions.
Require landlords and contractors conducting renovations in SBA's facilities to recycle the maximum amount of construction and demolition debris possible.	Yes	The GSA's template lease clauses include requirements to use a construction waste management plan for all projects.	In Q4 of FY 2014 the SBA will review all new leases that were signed in FY 2013 and FY 2014 to ensure the appropriate clauses were included.

## GOAL 6: SUSTAINABLE ACQUISITION

### Agency Progress toward Sustainable Acquisition Goal

E.O. 13514 requires agencies to advance sustainable acquisition and ensure that 95 percent of applicable new contract actions meet federal mandates for acquiring products that are energy efficient, water efficient, biobased, environmentally preferable, non-ozone depleting, recycled content, or are non-toxic or less toxic alternatives, where these products meet performance requirements. To monitor performance, agencies perform quarterly reviews of at least 5 percent of applicable new contract actions to determine if sustainable acquisition requirements are included.

**Table 6: Goal 6 Strategies – Sustainable Acquisition**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months

<p>Update and deploy agency procurement policies and programs to ensure that federally- mandated designated sustainable products are included in all relevant procurements and services.</p>	<p>Yes</p>	<p>The SBA is updating its acquisition Statement of Policy which will include sustainability considerations.</p>	<p>The Statement of Policy will be updated by the end of FY 2015.</p>
<p>Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.</p>	<p>Yes.</p>	<p>The SBA implemented a new training requirement on sustainable procurement for CORs that has resulted in 83% of the SBA's CORs receiving training to date.</p>	<p>The SBA will conduct sustainable procurement training for Contracting and Purchase Card holders in FY 2014 and FY 2015.</p>
<p>Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.</p>	<p>Yes</p>	<p>Construction work is acquired through an interagency agreement. The SBA will work to ensure that sustainability and biobased requirements are included to the extent practicable. The SBA included biobased clauses in two procurements valued at around \$20,000 and Energy Efficiency clauses in 66 procurements valued at around \$640,000 in FY 2013.</p>	<p>The SBA conducts very few procurements where sustainability clauses are applicable, however, the SBA will continue to include the clauses in applicable procurements in FY 2014 and FY 2015, including an effort to ensure sustainability is incorporated into construction procurements acquired via an interagency agreement.</p>

<p>Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals</p>	<p>No.</p>	<p>These are already included in the SBA's template acquisition plans and statements of work.</p>	<p>NA</p>
<p>Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.</p>	<p>Yes</p>	<p>The SBA will consider using FSSI BPAs during its FY 2015 acquisition planning processes.</p>	<p>The SBA currently uses FSSI for procurements of copiers, office supplies, wireless internet and shipping. The SBA will seek to use the FSSI to acquire an additional procurement in FY 2015.</p>

<p>Report on sustainability compliance in contractor performance reviews.</p>	<p>No</p>	<p>There are very limited circumstances in which reporting on sustainability compliance in contractor performance reviews would be possible</p>	<p>NA</p>
<p>Continue to provide training to Contracting Officers on sustainability and green procurement</p>	<p>Yes</p>	<p>In FY 2013 all of the SBA's Contracting Officers received sustainable procurement training.</p>	<p>In FY 2014 SBA's Contracting Officers will continue to receive sustainable procurement training.</p>

**GOAL 7: ELECTRONIC STEWARDSHIP & DATA CENTERS**

**Agency Progress toward EPEAT, Power Management & End of Life Goals**

E.O. 13514 requires agencies to promote electronics stewardship by: ensuring procurement preference for EPEAT-registered products; implementing policies to enable power management, duplex printing, and other energy-efficient features; employing environmentally sound practices with respect to the disposition of electronic products; procuring Energy Star and FEMP designated electronics; and, implementing best management practices for data center operations.

**Table 7: Goal 7 Strategies – Electronic Stewardship & Data Centers**

(A) <b>Will the agency implement the following strategies to achieve this goal?</b>	(B) <b>Top Five? Yes/No/NA</b>	(C) <b>Strategy Narrative</b> (100 word limit)	(D) <b>Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months</b>
Identify agency “Core” and “Non-Core” Data Centers.	No	This effort was completed in FY 2013 and cannot be repeated in FY 2014.	N/A
Consolidate 40% of agency non-core data centers.	No	The SBA is currently revising its data center consolidation plan.	N/A
Optimize agency Core Data Centers across total cost of ownership metrics.	N/A	The SBA does not have Core Data Centers.	N/A
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	The SBA will continue to establish standards for PCs, Laptops and printers related to energy efficiency, power management, duplex printing, etc.	Standards for network printers, network multifunctional devices, PCs and laptops will be established by midyear FY 2015.

Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products, including use of certified eSteward and/or R2 electronic recyclers, and monitor compliance.	No	The SBA is updating its property management and excessing policies which will include considerations of the disposition of electronics.	N/A
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products.	Yes	The SBA reviewed its computing equipment procurement contract and established that all equipment must be Energy Star 6.0 compliant.	Yes. All computing equipment procured by the SBA's OCIO is Energy Star 6.0 compliant. SBA will continue procuring compliant computing equipment in FY 2014 and FY 2015.
Continue to utilize the U.S. Postal Service's Small Electronics Recycling Program	Yes	The SBA will continue to use this program for the recycling of toner and ink cartridges which has been very successful to date. The agency will also consider expanding the use of this program to other categories of electronics.	By the start of FY 2015, the SBA will evaluate the expansion of the program to recycle new categories of electronics. In particular, the SBA will explore the option of using the program to recycle desk phones.
Draft an electronics stewardship plan.	Yes	This SBA will create an Electronics Stewardship Plan.	The SBA will complete a draft of an Electronics Stewardship Plan by midyear FY 2015.
Update SBA's property management and excessing policy	Yes	The SBA is continuing its effort to update its property management and excessing policy which began in FY 2014.	The SBA will complete an update of its property management and excessing policy by the start of FY 2015 including revised requirements for the disposition of electronics.

## GOAL 8: RENEWABLE ENERGY

**Table 8: Goal 8 Strategies – Renewable Energy**

(A) <b>Will the agency implement the following strategies to achieve this goal?</b>	(B) <b>Top Five? Yes/No/NA</b>	(C) <b>Strategy Narrative</b>  (100 word limit)	(D) <b>Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months</b>
Purchase renewable energy directly or through Renewable Energy Credits (RECs).	NA	SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords who pay for all of the building utilities. Consequently, SBA cannot directly purchase renewable energy or RECs to power its facilities.	NA
Install onsite renewable energy on federal sites.	NA	SBA does not own any federal facilities or pieces of land where renewable energy infrastructure could be installed.	NA
Lease land for renewable energy infrastructure.	NA	SBA does not have the authority to lease land solely for the installation of renewable energy infrastructure.	NA

<p>Develop biomass capacity for energy generation.</p>	<p>NA</p>	<p>SBA does not have the authority, nor the facilities to develop biomass capacity for energy generation.</p>	<p>NA</p>
<p>Utilize performance contracting methodologies for implementing ECMs and increasing renewable energy.</p>	<p>No</p>	<p>SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. SBA would not receive an appropriate return on its investment because these improvements benefit the building landlords who pay for all utilities, and provide no financial benefit to the agency, while incurring significant implementation costs.</p>	<p>NA</p>
<p>Work with other agencies to create volume discount incentives for increased renewable energy purchases.</p>	<p>NA</p>	<p>SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords who pay for all of the building utilities. Consequently, SBA cannot directly purchase renewable energy to power its facilities.</p>	<p>NA</p>

Use renewable energy to power select SBA facilities.	Yes	SBA's Sustainable Facilities Survey indicates that 5 of SBA's 20 largest facilities consume renewable energy from utility providers.	Yes. The Sustainable Facilities Survey results indicated that 5 of the SBA's 20 largest facilities are powered by renewable energy. In FY 2014 the SBA is expanding the data call to include all of the SBA's facilities that are larger than 5,000 SF and will determine if other facilities are powered by renewable energy.
Update public information that promotes the use of renewable energy by the public.	Yes	The SBA will review its online Green Business Guide to ensure it is updated and accurate. The site is found here: <a href="http://www.sba.gov/content/green-power-and-renewable-energy">http://www.sba.gov/content/green-power-and-renewable-energy</a> .	By the end of FY 2014 the SBA will complete its review and update of this information.
Provide information to SBA's employees that describes the benefits of renewable energy.	Yes	The SBA will use the Sustainability News quarterly newsletter to promote knowledge about renewable energy among the SBA's staff.	The SBA has already included a few articles in FY 2014 regarding renewable energy and will continue to do so in FY 2015.
The SBA will explore options to create a cost effective preference for facilities powered by renewable energy.	Yes	The SBA will work with the GSA to identify options to create a preference for facilities powered by renewable energy.	The SBA will complete this study by midyear FY 2015.

The SBA will collect data from all of the agency's facilities that are larger than 5,000 SF including information on whether they use energy from renewable sources.	Yes	The SBA will collect data from all of the agency's facilities that are larger than 5,000 SF including information on whether they use energy from renewable sources.	In FY 2014 the SBA will conduct a data call for utilities data from all of its facilities larger than 5,000 SF.
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**GOAL 9: CLIMATE CHANGE RESILIENCE**

**Agency Climate Change Resilience**

E.O. 13514 requires each agency to evaluate agency climate change risks and vulnerabilities to identify and manage the effects of climate change on the agency's operations and mission in both the short and long term.

**Table 9: Goal 9 Strategies – Climate Change Resilience**

(A) <b>Will the agency implement the following strategies to achieve this goal?</b>	(B) <b>Top Five? Yes/No/NA</b>	(C) <b>Strategy Narrative</b> (100 word limit)	(D) <b>Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months</b>

<p>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.</p>	<p>Yes</p>	<p>Yes. The SBA participates in the Climate Change Adaptation Community of Practice, the Council on Climate Preparedness and Resilience, and the Inter-Agency Forum on Climate Change Impacts and Adaptations. In addition, the SBA in the Climate Change Adaptation Planning Workshop run by the National Exercise Program. Several of the SBA's programs that support adaptation also involve interagency collaboration.</p>	<p>The SBA will continue to participate in these forums in FY 2014 and FY 2015 and will look for opportunities to join other efforts at the regional and national levels.</p>
<p>Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.</p>	<p>Yes</p>	<p>The SBA's Continuity of Operations planning includes consideration of impacts from severe weather events.</p>	<p>Each updated plan in FY 2014 and FY 2015 will include updated reviews of these impacts.</p>

<p>Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.</p>	<p>No</p>	<p>The SBA's Continuity of Operations planning includes consideration of health and safety impacts from climate change. However, this is not one of the SBA's top five strategies given the ongoing uncertainty regarding many of the health impacts from climate change.</p>	<p>NA</p>
<p>Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.</p>	<p>No</p>	<p>While reviewing the SBA's loans and technical assistance programs for the Climate Change Adaptation Plan, the SBA did not identify programs and policies that needed to be updated to address the impacts of climate change.</p>	<p>NA</p>
<p>Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.</p>	<p>Yes</p>	<p>The SBA's update to its Climate Change Adaptation Plan in FY 2014 included participation from across the agency, including participation from senior officials. The SBA Administrator has also signed a revised Climate Change Adaptation Policy Statement that demonstrates the agency's commitment to adaptation efforts.</p>	<p>The SBA intends to conduct its updates to its Climate Change Adaptation Plan in this same manner in FY 2015.</p>

<p>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.</p>	<p>Yes</p>	<p>The SBA does a lot of work to help small businesses prepare for severe weather events and other impacts from climate change. These efforts are described in detail in the agency's Climate Change Adaptation Plan.</p>	<p>The SBA will continue to assist small businesses with preparedness for severe weather events and other impacts from climate change in FY 2014 and FY 2015.</p>
<p>Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary.</p>	<p>Yes</p>	<p>The SBA drafts and executes its Climate Change Adaptation Plan by using best available science, particularly the National Climate Assessments.</p>	<p>The SBA included data from the 2014 National Climate Assessment in its FY 2014 update to its Climate Change Adaptation Plan. The agency will continue to rely on the National Climate Assessments and other data from the</p>
<p>Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.</p>	<p>No</p>	<p>This is not one of the SBA's top five strategies. However, The SBA has identified its mission critical facilities and is working with GSA to ensure back-up power is available at these facilities. The SBA will continue working with the GSA to ensure its facilities are prepared for the impacts of climate change in FY 2014 and FY 2015.</p>	<p>NA</p>

Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	No	At this time the SBA has not confirmed a need to include climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	NA
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## GOAL 10: Energy Performance Contracts

### Agency Progress Toward Goal

Energy Performance Contracts, including both Energy Savings Performance Contracts (ESPCs) and Utility Energy Service Contracts (UESCs), enable agencies to obtain energy efficiency investments in buildings and deploy on-site renewable energy through long-term contracts with the private sector, which are in turn paid through savings derived from those investments.<sup>3</sup>

**Table 10: Goal 10 Strategies – Energy Performance Contracts**

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Evaluate 25% of agency's most energy intensive buildings for use with energy performance contracts	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA

<sup>3</sup> Goal 10 Section is relevant only to agencies subject to the PPCC.

Prioritize top ten projects which will provide greatest energy savings potential	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA
Cut cycle time of performance contracting process by at least 25%	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA
Assign agency lead to participate in strategic sourcing initiatives	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA
Devote 2% of new commitments to small buildings (<20k sq. ft.)	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA
Identify and commit to include 3-5 onsite renewable energy projects in energy performance contracts	NA	The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.	NA

<p>Ensure relevant legal and procurement staff are trained by FEMP ESPC/ UESC course curriculum</p>	<p>NA</p>	<p>The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.</p>	<p>NA</p>
<p>Provide measurement and verification data for all awarded projects</p>	<p>NA</p>	<p>The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.</p>	<p>NA</p>
<p>Enter all reported energy savings data for operational projects into MAX COLLECT (max.gov)</p>	<p>NA</p>	<p>The SBA leases all of its facilities through the GSA and cannot execute Energy Savings Performance Contracts because they are not cost effective.</p>	<p>NA</p>