

U.S. SMALL BUSINESS ADMINISTRATION

2013 Strategic Sustainability Performance Plan

6/28/2013

Senior Sustainability Officer: Paul Christy, Chief Operating Officer

Point of Contact: Emily Hildreth, Presidential Management Fellow, Emily.Hildreth@sba.gov

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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 Management & Administration will be the lead office pursuing these efforts under the direction of the Chief Operating Officer and the Deputy Associate Administrator for the Office of Management & Administration.

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

Paul Christy
Senior Sustainability Officer

6/28/13

Date

**U.S. Small Business Administration 2013 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 2012 and the first half of FY 2013 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 9% in comparison to the baseline year of FY 2008. Another major achievement is that SBA right-sized its vehicle fleet at the start of FY 2013 and eliminated 16 underutilized vehicles, or 9% of the agency's total fleet. In addition, the SBA initiated its Headquarters Modernization project that is resulting in significant space management benefits due to the consolidation of the Washington District Office into headquarters. Headquarters Modernization also included the procurement of ENERGY STAR electronics and appliances, the use of environmentally preferable materials, and improved lighting and HVAC systems. This project will serve as a model for future renovations of other SBA facilities.

In FY 2013 and FY 2014 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. First, SBA recently partnered with the General Services Administration (GSA) to conduct a "Sustainable Facilities Survey" of SBA's 20 largest facilities. This survey collected information on the sustainable features available in each building. The survey results will be used to target improvements in these facilities, as well as improvements across SBA's real property portfolio. Second, SBA will draft a template Request for Lease Proposal (RLP) that will include sustainability requirements for all future leased SBA facilities. Third, SBA will draft a sustainability checklist for future facility renovations through tenant improvements funding and Reimbursable Work Authorizations (RWAs). These efforts will be subject to analysis to ensure they do not result in unreasonable expenditure on rent and renovations. 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 Management & Administration (M&A), under the leadership of the agency's Chief Operating Officer (COO) and Deputy Associate

Administrator (DAA) for Management & Administration, is leading the implementation of SBA's Sustainability Program. The COO is also the Senior Sustainability Officer for the agency. M&A coordinates the development and implementation of this plan, and the SBA's Greenhouse Gas Inventory on an annual basis. M&A also manages the agency's internal sustainability website, the Green Tip of the Month program, and its sustainability "suggestion box" e-mail. The facilities, vehicle fleet, and property management for the agency are all functions associated with M&A which allows for streamlined sustainability policy development in these areas. M&A 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, M&A works closely with the Office of the Chief Information Officer on electronics stewardship, and the Office of the Chief Financial Officer on sustainable procurement. M&A collaborates with several other offices on specific areas such as Continuity of Operations and climate change, telework, and various field office needs.

III. Performance Review

a. Greenhouse Gas (GHG) Emissions

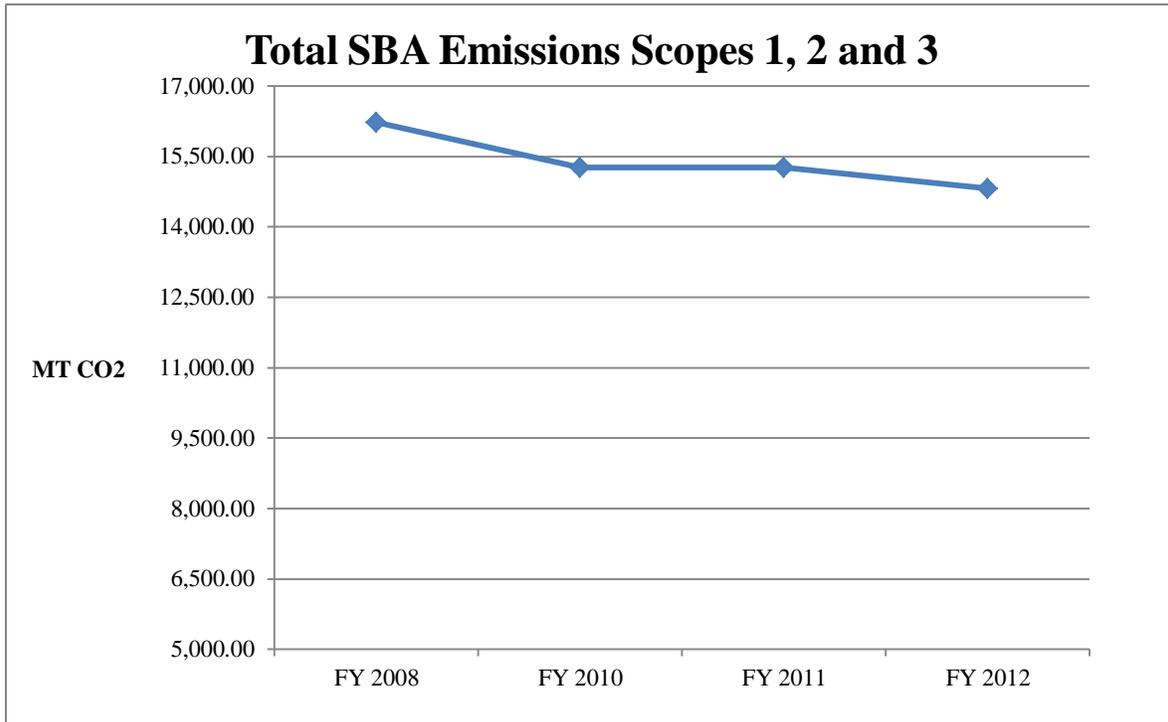
i. Scope 1&2 GHG Emissions

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 2009 and FY 2012 SBA's emissions from its vehicle fleet have remained steady at approximately 10% above SBA's FY 2008 baseline emission level. However, in FY 2013 SBA anticipates decreases in emissions due to the agency's elimination of 16 vehicles and the increased number of AFVs and newer, more efficient cars in SBA's fleet. To build on the anticipated Scope 1 & 2 GHG reductions SBA will see this year, SBA will eliminate an additional 14 vehicles from its fleet, and switch non-AFVs that are eligible for replacement to AFVs. These efforts are integrated with the agency's efforts to reduce spending on fleet. 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 its Headquarters building for the first time this year and will expand this voluntary reporting to other large facilities in FY 2013.

ii. Scope 3 GHG Emissions

SBA integrates its efforts to reduce Scope 3 GHG emissions with its efforts to reduce the agency's travel budget 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. These measures reveal that SBA's true Scope 3 GHG emissions from travel are lower than the estimates produced by GSA's Travel MIS, especially relating

to the use of rental cars which the agency has significantly reduced, while GSA's model assumes higher usage. SBA also uses a commuter survey to measure the agency's commuting related emissions which were reduced by 8.6% between FY 2010 and FY 2012. SBA continues to encourage telework, mass transit commuting, and bicycle commuting to further reduce these emissions.



b. Sustainable Buildings

SBA integrates its efforts to reduce its agency rent footprint¹ with its efforts to increase the sustainable features of its facilities. SBA's Headquarters Modernization project is a good example of this integration and it represents the SBA's primary accomplishment regarding sustainable facilities in FY 2012 and FY 2013. In July of 2013 SBA will return over 13,000 sq. ft. of space to GSA for its Washington, DC District Office which will be incorporated into the Headquarters facility without increasing Headquarters' square footage. In addition, SBA plans to reduce its footprint for warehouse storage space in FY14 by ending the lease for one warehouse facility. These space reductions reap significant long-term savings on rental payments, and reduce the agency's consumption of utilities and its carbon footprint. The Headquarters Modernization project includes several other sustainable features such as the procurement of ENERGY STAR appliances and electronics, the use of low VOC emitting and recycled content finishes, recycling of construction debris, and improvements in lighting efficiency, daylighting and HVAC systems. SBA hopes to use this project as a model for future renovations in the field.

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

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 High Performance and Sustainable Buildings more generally. Similarly, SBA reviewed two recent Requests for Leasing Proposals used by the agency to lease new facilities to check their compliance with the Implementing Instructions and Guiding Principles. The review demonstrated that the solicitations complied with most of the Guiding Principles, but not as many of the Implementing Instructions. With the results of this review and SBA's Sustainable Facilities Survey, the agency will draft a template Request for Leasing Proposal with a section on sustainability and a checklist of sustainable features for future renovations in FY 2014. 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 near impossible 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. SBA has accomplished several important goals related to its vehicle fleet in FY 2013. SBA reduced its number of fleet vehicles from 170 to 154 through a right-sizing effort in its Office of Field Operations. This effort went above and beyond the mandate of the Presidential Memorandum because SBA currently maintains a fleet that is smaller than its "optimum fleet size" target set by GSA's Vehicle Allocation Methodology (VAM). 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. Nonetheless, SBA increased its percentage of AFV vehicles from 62% to 74% of its total fleet between FY 2011 and March of 2013. 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. SBA will use this information, and information gleaned from its review of two recent Requests for Leasing Proposals, to better inform its future selection of facilities and facility improvements that increase water efficiency. As a result, SBA will incorporate water efficiency improvements into its template Request for Leasing Proposal and its sustainability checklist for renovations. SBA is also working to improve the awareness of its staff regarding water leak reporting within SBA's facilities across the agency.

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 implement a toner and ink cartridge 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. SBA will incorporate waste management improvements into its template Request for Leasing Proposal and its sustainability checklist for renovations. SBA will also revise its government property management Statement of Policy in FY 2014 which will include changes to its property disposal policy.

f. Sustainable Acquisitions

SBA continues to increase its procurement of sustainable goods. SBA recently established its FY 2012 baseline data across both the biobased and environmentally preferable procurement categories with 18 applicable actions, 12 of which included the appropriate Federal Acquisition Regulation (FAR) clause.² In other words, SBA was at 67% compliance in FY 2012. SBA's FY 2013 data reviewed through May 31, 2013, shows all applicable actions for FY 2013 include the appropriate FAR clause, representing an improvement to 100% compliance. Prior to the end of FY 2013, SBA will publish procedural guidance addressing the mandates under EO 13514. The guidance will identify who is responsible for what actions as well as review criteria concerning contract award data reported in FPDS-NG. SBA did not track data regarding green training for FY 2012; however, to date in FY 2013, fifty percent (50%) of assigned, operational acquisition personnel completed some form of green training.

² Notably, most agency purchases are done under commercial procedures and are excluded from sustainability reporting under the FAR.

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. SBA's Data Center Consolidation Plan is currently being revised. However, there are sustainability benefits to SBA's data center consolidation efforts that will be realized over time. In addition, in FY 2013 and FY 2014 SBA is undertaking several initiatives to improve its electronics stewardship. SBA is reviewing its property management Statement of Policy in FY 2014 and will be revising its property disposal procedures. SBA is also entering into an MOU with the U.S. Postal Service at the end of FY 2013 to recycle toner and ink cartridges. In addition, SBA will revise its printer and copier configuration baselines in FY 2014 to ensure power management, duplex and other sustainable features are in place for newly configured equipment.

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 consider adding renewable energy consumption as either a preference or a requirement in its new template Request for Leasing Proposal.

i. Climate Change Resilience

In FY 2012 SBA developed a Climate Change Adaptation Plan that focused on the potential impacts of climate change on SBA's operations. SBA plans to revise the Adaptation Plan in FY 2014 upon receiving additional guidance from CEQ. SBA's Continuity of Operations (COOP) Plan includes a risk analysis relating to natural disasters and unusual weather events that prepares the agency for the severe weather related impacts of climate change. SBA is also participating in interagency climate change adaptation forums to better learn from the experiences of other agencies.

IV. Progress on Administration Priorities

a. Climate Change Adaptation Plan

In FY 2012 SBA released its first ever Climate Change Adaptation Plan. The Plan focused on the potential impacts of climate change on SBA's operations and how SBA's COOP Plan can help mitigate these types of risk, as well as potential impacts on SBA's Credit Risk Management and Office of Disaster

Assistance programs. Finally, the Plan highlighted the disaster preparedness resources offered by the Office of Disaster Assistance to the public which can help the public prepare for certain climate change related impacts. SBA posted its plan for public comment, but received no comments. SBA is awaiting additional anticipated guidance from the Council on Environmental Quality prior to updating its plan, most likely at the start of FY 2014. SBA recently joined the interagency climate change adaptation community and SBA staff will be participating in webinars and discussions within this community going forward.

b. Fleet Management Plan

SBA recently submitted its FY 2013 Fleet Management Plan to GSA for review. SBA greatly improved its fleet management over the last fiscal year. SBA corrected significant data errors present in its FAST fuel use database and completed a Vehicle Allocation Methodology for the first time. SBA increased its percentage of AFVs from 62% in FY 2012 to 74% in the first half of FY 2013. SBA also eliminated 16 vehicles from its fleet due to underutilization and SBA plans to continue right-sizing its fleet in FY 2013 and FY 2014. A copy of the Fleet Management Plan is attached to the Sustainability Plan as an appendix.

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 contract was zero. To date in FY 2013 SBA has 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, 50% of SBA's acquisition workforce has taken green procurement training so far in FY 2013, including Biobased procurement training. Moreover, SBA worked closely with USDA in FY 2013 to promote the Biobased/Biopreferred program by including it in SBA's Green Business Guide³ on SBA.gov and encouraging a partnership between USDA and SBA's Small Business Development Centers on this topic. SBA anticipates similar collaboration to continue in the future.

³ <http://www.sba.gov/content/green-certification-and-ecolabeling>

Size & Scope of Agency Operations

Table 1: Agency Size & Scope

Agency Size & Scope	FY 2011	FY 2012
Total Number of Employees as Reported in the President's Budget	3,426	3,368
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	190	190
Total Buildings Gross Square Feet (GSF)	1,519,733	1,476,457
Operates in Number of Locations Throughout U.S.	162	162
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	170	168
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	131.6	133.2

Goal 1: Greenhouse Gas (GHG) Reduction

Agency Progress toward Scope 1 & 2 GHG Goals

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 decreased compared to the 2008 baseline.

Figure 1-1

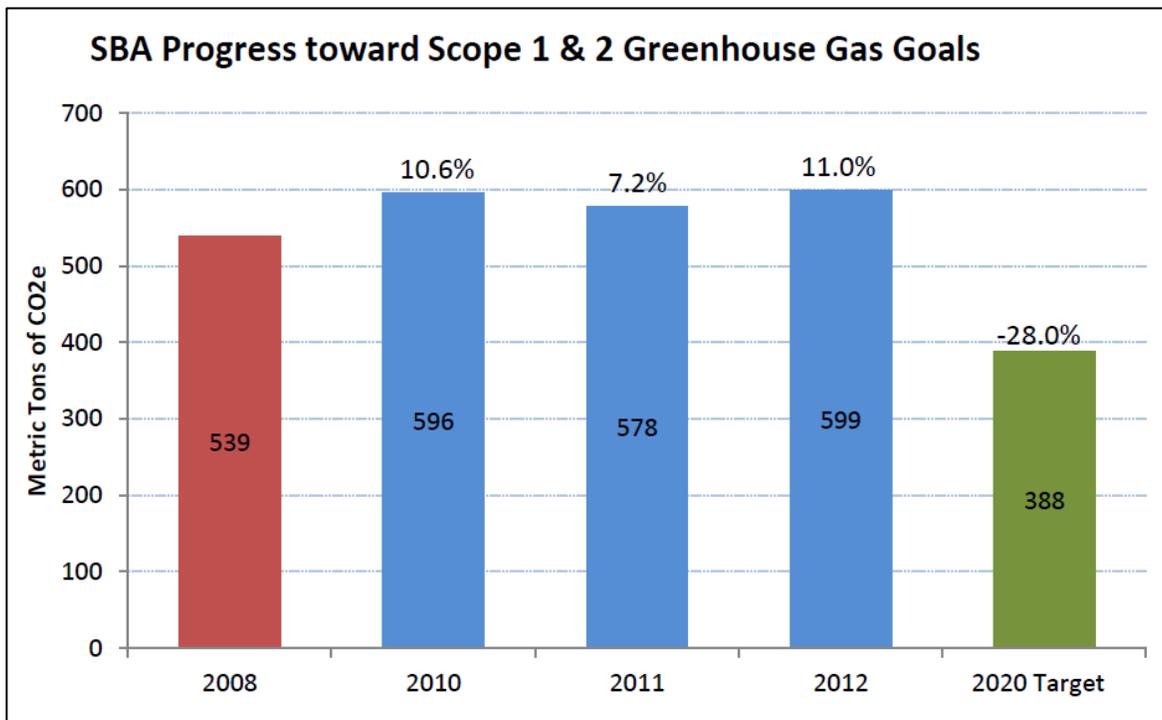


Table 1-1: Goal 1 Strategies - Scope 1 & 2 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	Yes	SBA's only mandatorily reported source of Scope 1&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.	Select SBA targets for fleet management are as follows: SBA will continue to examine its fleet on an annual basis to identify any under-utilized vehicles for elimination. Likewise, SBA will examine the 67 vehicles eligible for replacement in FY 2014 and convert as many of the 21 non-AFVs in this category to AFVs as possible, based on GSA's available inventory of AFVs.
Ensure that all major renovations and new building designs are 30% more efficient than applicable code.	No	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.	NA
Implement in EISA 432 covered facilities all lifecycle cost effective ECMs identified.	NA	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).	NA
Reduce on-site fossil-fuel consumption by installing more efficient boilers, generators, furnaces, etc. and/or use renewable fuels.	No	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.	NA

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		However, SBA is working to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.	
Reduce grid-supplied electricity consumption by improving/upgrading lighting.	Yes	SBA is prioritizing improved lighting and daylighting during future selections and upgrades of its leased facilities for energy efficiency and employee comfort purposes.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and Reimbursable Work Authorizations (RWAs).
Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	SBA is prioritizing the use of operations and management best practices for energy consuming and emissions generating equipment during the future selection of its leased facilities.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy.
Install building utility meters and benchmark performance to track energy and continuously optimize performance.	NA	SBA leases all of its facilities through GSA. The meters in SBA's facilities are property of private landlords who are not required to disclose metering information to SBA.	NA
Collect voluntary Scope 1 and 2 emissions data from SBA's 20 largest facilities.	Yes	SBA reported voluntary Scope 1 emissions for its Headquarters facility in its FY 2012 Greenhouse Gas Inventory. This spring, SBA expanded this effort by undertaking its Sustainable Facilities Survey which targeted SBA's 20 largest leased facilities. Data collected in this survey regarding utilities usage can	Enter voluntary Scope 1 and 2 emissions data from SBA's FY 2013 Sustainable Facilities Survey in SBA's FY 2013 Greenhouse Gas Inventory in January of 2014.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		be entered into the voluntary reporting section of future Greenhouse Gas Inventories which will better inform the agency regarding its true carbon footprint.	
Improve SBA's fleet fuel use data collection and revise past data reports.	Yes	SBA experienced large errors in its FAST data in FY 2010-FY 2012. These errors resulted from flawed reporting, whereby individual offices entered in their own data. Many offices entered incorrect data. In FY 2013, SBA took specific actions to remedy these problems. First, SBA worked with GSA to clean up its data by manually entering data from Drive Thru into SBA's VAM. Second, SBA decided the agency fleet manager will use Drive Thru data to complete FAST in the future. Finally, SBA partnered with CEQ, GSA and DOE to correct its past greenhouse gas data that relies on FAST.	SBA's fleet manager will complete the August 2013 FAST data collection centrally using data from Drive Thru. SBA will continue to use this method of FAST data entry throughout FY 2014,

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 decreased compared to the FY 2008 baseline.

Figure 1-2

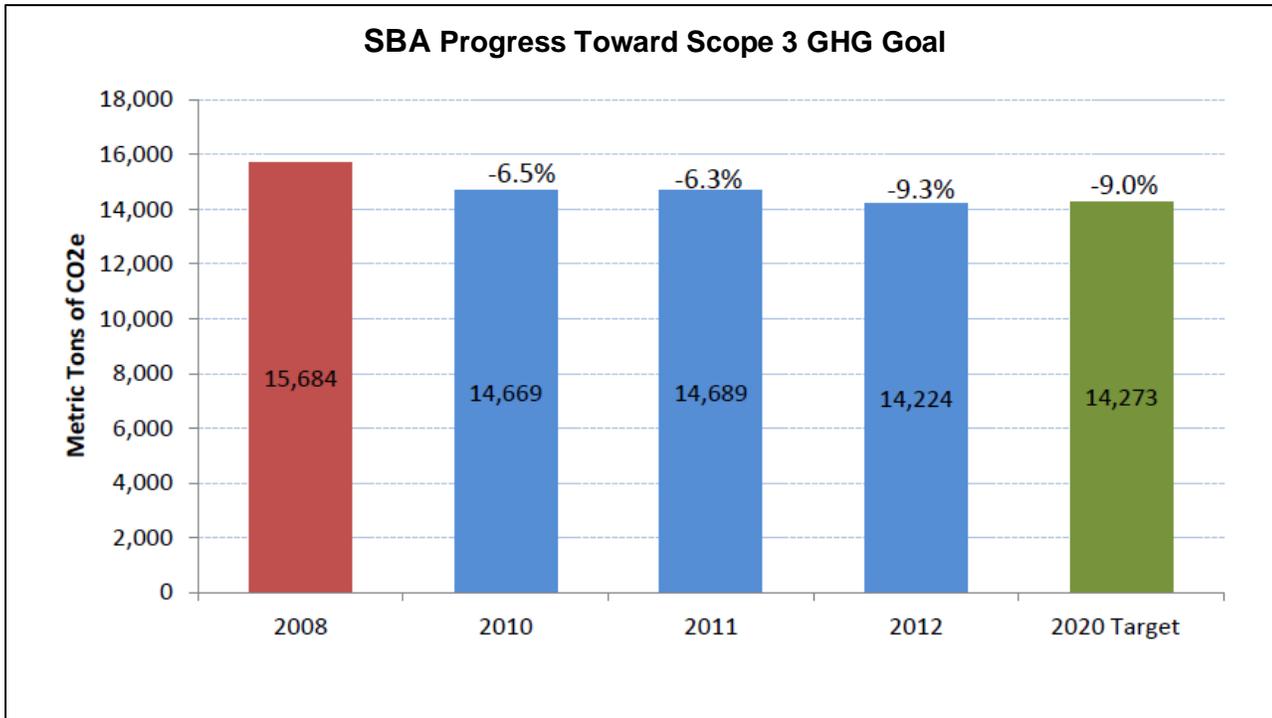


Table 1-2: Goal 1 Strategies - Scope 3 GHG Reductions

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Reduce employee business ground travel.	Yes	While SBA does not mandate specific reductions to the amount of ground travel performed by SBA employees, SBA added restrictions to travel spending as part of the Campaign to Cut Waste. One effect of this policy is a reduction in the number of cars rented by 28% between FY 2011 and FY 2012. Another effect is a reduction in the number of travel days for rental cars by 48%. Unfortunately, these reductions are not reflected in SBA's FY 2012 GHG inventory because GSA's travel MIS tool uses air travel to extrapolate ground travel, rather than rental car data.	The Campaign to Cut Waste (CCW) mandates a 30% reduction in travel spending during FY 2013 as compared to the FY 2010 baseline. To meet this goal, SBA's OCFO collected 2013 Travel Plans from every program office to project how much travel spending they expected to do and each office was given a half-year and full-year "Travel Cap" that they cannot exceed. These Travel Caps are designed to meet the CCW target this year and so far SBA is on track.
Reduce employee business air travel.	Yes	While SBA does not mandate specific reductions to the amount of air travel performed by SBA employees, SBA added significant restrictions to travel spending as part of the Campaign to Cut Waste. The effect of budgetary restrictions on travel has been to reduce to number of air miles traveled by 12%.	The Campaign to Cut Waste mandates a 30% reduction in travel spending during FY 2013 as compared to the FY 2010 baseline. To meet this goal, SBA's OCFO collected 2013 Travel Plans from every program office to project how much travel spending they expected to do and each office was given a half-year and full-year "Travel Cap" that they cannot exceed. These Travel Caps are designed to meet the CCW target this year and so far SBA is on track.
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
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	SBA performed a commuter survey in FY 2010 and FY 2012. 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, telework for eligible	In FY 2013 and FY 2014 SBA will continue encouraging employees to commute via public transportation 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

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		employees, and bicycle commuting as the primary methods to further reduce SBA's emissions from commuting.	activities. In addition, SBA is emphasizing the importance of the availability of public transit in its selection of facilities for leasing; promoting telework through its Office of Human Resource Solutions; and encouraging employee participation in Bike to Work Month.
Increase number of employees eligible for telework and/or the total number of days teleworked.	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 2011 and FY 2012 SBA increased the number of employees eligible for telework by 4%.	In FY 2014 SBA's goal is to ensure 100% of telework eligible employees have at least an ad-hoc telework agreement in place.
Develop and implement bicycle commuter program.	No	SBA does not have the resources available at its facilities across the country, many of which are small offices, to create a robust agency wide bicycle commuter program. However, SBA does actively encourage bicycle commuting and is looking to increase the availability of bicycling infrastructure at its facilities.	NA
Provide bicycle commuting infrastructure.	Yes	SBA is making improved bicycle infrastructure, particularly racks in secured areas, a priority in its future selection and upgrades of its leased facilities. SBA's Headquarters building has a free, secure bike rack within its parking facility and SBA currently promotes employee usage of this rack. This is a model SBA hopes to replicate elsewhere.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and Reimbursable Work Authorizations (RWAs).

Goal 2: Sustainable Buildings

Agency Progress toward Facility Energy Intensity Reduction Goal

E.O. 13514 Section 2 requires that agencies consider building energy intensity reductions. Further, the Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30 percent by FY 2015 as compared to the FY 2003 baseline.

Agency Progress toward Total Buildings Meeting the Guiding Principles

E.O. 13514 requires that by FY 2015, 15 percent of agencies' new, existing, and leased buildings greater than 5,000 square feet meet the Guiding Principles.

Table 2: Goal 2 Strategies – Sustainable Buildings

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(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 building leases.</p>	<p>Yes</p>	<p>SBA is prioritizing green building specifications during its future selection of leased facilities.</p>	<p>By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA’s occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and Reimbursable Work Authorizations (RWAs).</p>
<p>Redesign or lease interior space to reduce energy use by daylighting and space optimization.</p>	<p>Yes</p>	<p>SBA is prioritizing daylighting and space optimization during its future selection of leased facilities.</p>	<p>By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA’s occupancy. Furthermore, SBA will create a</p>

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
			checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and RWAs.
Deploy CEQ's Implementing Instructions - Sustainable Locations for Federal Facilities.	Yes	SBA reviewed two recent Requests for Lease Proposals and documented the Proposals' compliance with the implementing instructions for CEQ's Sustainable Locations for Federal Facilities. SBA found only partial implementation. SBA will address the missing components with GSA as it revises its RLP process.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and RWAs.
Include in every RWA all applicable sustainable acquisition requirements for recycled, biobased, energy efficient, and environmentally preferable products, whenever economically feasible.	Yes	SBA is revising the way it creates RWAs and will collaborate with GSA to ensure that the materials acquired under RWAs are sustainable whenever they are available and economically feasible to use.	SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through tenant improvements funding and RWAs.
Develop and deploy energy and sustainability training for all facility and energy managers.	NA	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.	NA

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
<p>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.</p>	<p>Yes</p>	<p>In FY 2013 SBA partnered with GSA to conduct a survey of its twenty largest facilities regarding the availability of sustainable features and utilities usage. SBA received data on 60 different topics ranging from the availability of recycling, to the Gallons/SF of water utilized by the facility in FY 2012. SBA will use this data to identify areas for improvement in these facilities and SBA's facilities more broadly.</p>	<p>In FY 2013 SBA will analyze the results from its Sustainable Facilities Survey. Based on this analysis, SBA will target areas for improvement across the spectrum of sustainable features in its 20 largest facilities. SBA will also identify ways to collaborate with GSA to improve the sustainable features of SBA's facilities across both its current inventory of properties and future leases. This project will be documented in a formal letter to GSA.</p>
<p>Modernize SBA Headquarters as a pilot for future renovations with positive sustainability outcomes.</p>	<p>Yes</p>	<p>In FY 2012 and FY 2013 SBA conducted its HQ Modernization project as an example of how to incorporate more sustainability considerations into renovations. SBA employed space optimization techniques by moving a large conference room to the building's concourse level, while opening up a partial floor with windows as office space for employees consolidated from a separate facility. This project included the procurement of recycled content, low VOC, and ENERGY STAR products. It also included higher efficiency lighting and HVAC systems, daylighting, and improved ventilation and air circulation. Moreover, all construction debris is being processed for recycling, whenever possible.</p>	<p>The Headquarters Modernization project will be completed by the end of FY 2013. However, SBA intends to use the results of this program as a model for renovations of other SBA facilities throughout FY 2014 and beyond.</p>

Goal 3: Fleet Management

Agency Progress toward Fleet Petroleum Use Reduction Goal

E.O. 13514 and the Energy Independence and Security Act of 2007 (EISA) require that by FY 2015 agencies reduce fleet petroleum use by 20 percent compared to a FY 2005 baseline.

Agency Progress toward Fleet Alternative Fuel Consumption Goal

E.O. 13423 requires that agencies increase total alternative fuel consumption by 10 percent annually from the prior year starting in FY 2005.

Table 3: Goal 3 Strategies – Fleet Management

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Optimize/Rightsize the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	Yes	In the first half of FY 2013 SBA conducted a fleet optimization exercise that resulted in the elimination of 16 underutilized vehicles. SBA now has a total of 154 leased vehicles, down from a total of 170 in FY 2011.	SBA's Office of Field Operations has committed to eliminate 14 additional vehicles by the end of FY 2013. In addition, SBA will continue to examine its fleet on an annual basis to identify any underutilized vehicles for elimination SBA also plans to convert its vehicle used by the Agency Administrator to an AFV in early FY 2014. The current vehicle is not an AFV due to a lack of inventory from GSA. Likewise, SBA will examine the 67 vehicles eligible for replacement in FY 2014 and convert as many of the 21 non-AFVs in this category to AFVs as possible.
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).	No	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.	NA
Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs).	Yes	SBA always replaces non-AFVs with AFVs, unless GSA does not have an AFV available. In FY 2011 62% of SBA's fleet vehicles were AFVs. As of March of 2013, 74% of	SBA will increase the number of AFVs by 5% or more to 79% or more by the end of FY 2014. SBA will accomplish this by replacing 8 or more non-AFVs with AFVs.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		SBA's fleet vehicles are AFVs.	
Increase utilization of alternative fuel in dual-fuel vehicles.	No	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.	NA
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	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. In addition, these tools inform SBA's annual Fleet Management Plan, which is an appendix to this document.	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.
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.
Pilot car sharing and GSA's short term car rental program programs.	Yes	In FY 2013, SBA's Illinois District Office initiated a pilot to use Zip Cars along with other collocated agencies as an alternative to using fleet vehicles. In addition, SBA's North Carolina District Office initiated a pilot to use GSA's short term car rental program.	SBA will evaluate the results of these pilots and the experience of these offices during FY 2014.

Goal 4: Water Use Efficiency & Management

Agency Progress toward Potable Water Intensity Reduction Goal

E.O. 13514 requires agencies to reduce potable water intensity by 2 percent annually through FY 2020 compared to an FY 2007 baseline. A 16 percent reduction is required by FY 2015 and a 26 percent reduction is required by FY 2020.

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

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Ensure SBA’s leased facilities include water efficient technologies (e.g., Waterwise, low-flow water fixtures and aeration devices).	Yes	Over the last 5 years GSA has included low-flow toilets and other water efficient technologies as part of their standard Request for Leasing Proposals for SBA’s facilities. SBA will ensure that this practice continues in the future.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA’s occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through an RWA, to be implemented by the end of FY 2014.
Develop and deploy operational controls for leak detection including a distribution system audit, leak detection, and repair programs.	NA	SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. As a result, SBA does not have authority over the leak detection system within its facilities. Private landlords and federal building managers have this authority in lieu of SBA staff.	NA
Design, install, and maintain landscape to reduce water use.	NA	SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. As a result, SBA has very limited authority over the landscaping at its facilities. Private landlords and federal building managers have this authority in lieu of SBA staff.	NA
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	NA	SBA leases all of its facilities through GSA and many of the buildings SBA occupies are owned by private landlords. As a result,	NA

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		SBA has no authority over water reclamation and capture at its facilities. Private landlords and federal building managers have this authority in lieu of SBA staff.	
Install meters to measure and monitor 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 and they are not required to disclose metering information to SBA.	NA
Add leak detection to annual safety inspections.	Yes	SBA performs annual safety inspections of its facilities according to a specific protocol. SBA will add leak detection to this protocol.	By the end of FY 2014 SBA will complete a revision of its facility safety inspection protocol which will include the addition of a requirement to check for leaks.
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	In FY 2013 SBA partnered with GSA to conduct a survey of its twenty largest facilities regarding the availability of sustainable features and utilities usage. SBA received data on 60 different topics ranging from the availability of recycling, to the Gallons/SF of water utilized by the facility in FY 2012. SBA will use this data to identify areas for improvement in these facilities and SBA's facilities more broadly.	In FY 2013 SBA will analyze the results from its Sustainable Facilities Survey. Based on this analysis, SBA will target areas for improvement across the spectrum of sustainable features in its 20 largest facilities. SBA will also identify ways to collaborate with GSA to improve the sustainable features of SBA's facilities across its current inventory of properties. This project will be documented in a formal letter to GSA.
Encourage water leak reporting on World Water Day.	Yes	SBA celebrates World Water Day by encouraging all employees to report water leaks to their facilities managers.	In FY 2013 SBA released a notice in the SBA Daily encouraging leak reporting. SBA plans to release a similar notice in FY 2014.
Encourage SBA employees to conserve water at home as well as at work.	Yes	SBA encourages its employees to save water at home through its Earth Day posters and SBA Daily Green Tip of the Month notices.	In the remainder of FY 2013 SBA will release one Green Tip of the Month dedicated to saving water at home. In FY 2014 SBA will include home water conservation in its Earth Day activities, like it did in FY 2013, and will provide another Green Tip with a water saving idea for employee's homes.

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.

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

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(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.	NA	SBA does not produce significant amounts of refrigerants or fugitive emissions.	NA
Reduce waste generation through elimination, source reduction, and recycling.	Yes	SBA is entering into an agency-wide MOU with the U.S. Postal Service to recycle small electronics. The first phase of the project will focus on recycling toner and ink cartridges. These recycling services will be available to all of SBA's facilities.	SBA will complete the MOU with USPS by the end of FY 2013. The toner and ink cartridge recycling program will run throughout FY 2014. At the end of FY 2014 SBA will consider whether to expand the program to other small electronics.
Implement integrated pest management to reduce and eliminate the use of toxic and hazardous chemicals/materials along with other Guiding Principles for High Performance and Sustainable Buildings	Yes	GSA includes integrated pest management as a standard part of its Request for Lease Proposals (RLPs) along with 18 other Guiding Principles for High Performance and Sustainable Buildings. In FY 2013 SBA reviewed two recent RLPs to document how many Guiding Principles were included and made this determination.	SBA will ensure that these Principles continue to be included in the agency's RLPs. By the end of FY 2014 SBA will have created a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also be working with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will be creating a checklist of sustainable features to consider whenever we renovate an existing facility through an RWA to be implemented by the end of FY 2014.
Establish a tracking and reporting system for construction and demolition debris elimination.	Yes	SBA has piloted efforts to reuse systems furniture and to ensure construction debris is recycled in two separate projects in the national capital area. During the first project,	SBA will be creating a checklist of sustainable features to consider whenever we renovate an existing facility through an RWA to be implemented by the end of FY 2014.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		SBA salvaged systems furniture for 200 employees from its Herndon, VA facility and will be reusing this furniture in other facilities used by the agency. During SBA's Headquarters Modernization project SBA worked with GSA to ensure that debris from construction is recycled, to the extent possible. GSA committed to requiring that debris be sent to the Alexandria Waste Recovery Facility for processing.	This checklist will include the requirement that construction debris be recycled whenever possible.
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
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	In FY 2013 SBA will analyze the results from its Sustainable Facilities Survey. Based on the analysis, SBA will target improvements related to waste management in its 20 largest facilities. SBA will also collaborate with GSA to improve waste management across its current inventory of properties through a formal letter to GSA.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through an RWA, to be implemented by the end of FY 2014.
Revise SBA's property excessing system.	Yes	In FY 2014 SBA will revise its Statement of Policy regarding 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 property reuse and recycling will be a component of these revisions.

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.

Federal Procurement Data System Standard Reports on Biopreferred Procurement Actions

The Federal Procurement Data System (FPDS) is used by federal agencies to record and manage contract actions.

Table 6: Goal 6 Strategies – Sustainable Acquisition

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
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	SBA will issue guidance in FY 2013 to establish responsibilities and explain reporting.	SBA will target a 20% increase of acquisitions with sustainability clauses over the FY12 baseline. This applies to the use of appropriate clauses in applicable awards.
Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.	No	Based on the FY 2012 and FY 2013 data there is no issue in this area. SBA procures very few items that are eligible for Biobased clauses.	NA
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	Yes	SBA’s FY 2012 baseline data across both primary sustainability categories was 18 applicable actions, 12 of which properly included the appropriate FAR clause for a compliance percentage of 67%. SBA will issue guidance in FY 2013 to establish responsibilities and explain reporting.	SBA will target a 20% increase of acquisitions with sustainability clauses over the FY12 baseline. This applies to the use of appropriate clauses in applicable awards.
Review and update agency specifications to include and encourage biobased and other designated green products to enable meeting sustainable acquisition goals.	Yes	SBA will issue guidance in FY 2013 to establish responsibilities and explain reporting.	SBA will target a 20% increase of acquisitions with sustainability clauses over the FY12 baseline. This applies to the use of appropriate clauses in applicable awards.
Use Federal Strategic Sourcing	Yes	SBA’s universe of applicable actions is	SBA will target one

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.		relatively small for this category of procurement. However, SBA already uses FSSI for copier procurements and shipping products and services. SBA will continue to use FSSI for these products and services in the future and will look for opportunities to use FSSI for other procurements in the future	commodity type for consolidation under a BPA or FSSI each subsequent fiscal year.
Report on sustainability compliance in contractor performance reviews.	Yes	SBA began FY 2013 with 0% compliance for reporting in the Contractor Performance Assessment Reporting System (CPARS). SBA is undertaking significant efforts to increase its compliance, including mandatory training.	SBA will target a 65% increase over the FY 2012 baseline. The increase is defined as reporting on contractor performance in CPARS
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	In FY 2013 SBA Performed 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.	SBA learned that reporting in FPDS was accurate and is focusing its efforts on increasing the use of appropriate clauses in applicable awards.

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) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Identify agency "Core" and "Non-Core" Data Centers.	Yes	SBA examined its Data Centers and determined that it has zero Core Data Centers.	Revise SBA's Data Center Consolidation Plan according to the requirements of OMB's FDCCI.

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Consolidate 40% of agency Non-Core Data Centers.	No	While SBA plans to consolidate its Data Centers this is not one of the agency's top 5 sustainability strategies under this goal. SBA is currently revising its consolidation plan and awaiting funding for implementation.	NA
Optimize agency Core Data Centers across total cost of ownership metrics.	NA	SBA does not have any Core Data Centers.	NA
Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all imaging equipment.	Yes	SBA recently procured 28 new copiers for its Headquarters facility and 45 new copiers for its field offices. SBA enabled new copier configuration baselines for these machines that included duplexing and energy efficiency features. SBA plans to expand the inclusion of duplexing and energy efficiency features in all of its printer and copier configuration baselines in FY 2014.	SBA will revise its printer/copier configuration baseline by the end of FY 2014 to include energy efficiency and duplexing features.
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	SBA will undertake a broader revision of its property disposal programs and policies in FY 2014 as described under Goal 5.	NA
Ensure acquisition of 95% EPEAT registered and 100% of ENERGY STAR qualified and FEMP designated electronic office products.	Yes	SBA will issue guidance in FY 2013 to establish responsibilities and explain reporting.	SBA will target a 20% increase of acquisitions with sustainability clauses (including energy efficiency measures) over the FY12 baseline. This applies to the use of appropriate clauses in applicable awards.
Conduct Data Center consolidation according to a Data Center Consolidation Plan.	Yes	SBA developed a Data Center consolidation plan in FY 2012 and is currently revising its Plan.	Revise SBA's Data Center Consolidation Plan according to the requirements of OMB's FDCCI.
Join the U.S. Postal Service's Small Electronics Recycling Program.	Yes	SBA is entering into an agency-wide MOU with the U.S. Postal Service to recycle small electronics. The first phase of the project will focus on recycling toner and ink cartridges. These recycling	SBA will complete the MOU with USPS by the end of FY 2013. The toner and ink cartridge recycling program will run throughout FY 2014 at

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		services will be available to all of SBA's facilities. This service meets the R2 and eStewards standards.	which time SBA will consider whether to expand the program to other small electronics.

Goal 8: Renewable Energy

Agency Renewable Energy Percentage of Total Electricity Usage

E.O. 13514 requires that agencies increase use of renewable energy. Further, EPACT 2005 requires agencies to increase renewable energy use such that 7.5 percent of the agency's total electricity consumption is generated by renewable energy sources for FY 2013 and beyond. For FY 2012, the required target was 5 percent of an agency's total electricity consumption.

Table 8: Goal 8 Strategies – Renewable Energy

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
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
Develop biomass capacity for energy generation.	NA	SBA does not have the authority, nor the facilities to develop biomass capacity for energy generation.	NA
Utilize performance contracting methodologies for implementing ECMs and increasing renewable energy.	No	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. However, SBA is working	NA

(A) Will the agency implement the following strategies to achieve this goal?	(B) Top 5? Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		to increase its selection of energy efficient and environmentally friendly buildings during its lease solicitation and selection processes.	
Work with other agencies to create volume discount incentives for increased renewable energy purchases.	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 to power its facilities.	NA
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.	Continue to use renewable energy in these facilities through FY 2014 and take advantage of opportunities to increase the number of facilities using renewably sourced power.
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	In FY 2013 SBA partnered with GSA to conduct a survey of its twenty largest facilities regarding the availability of sustainable features and utilities usage. SBA received data on 60 different topics including renewable energy usage. SBA will use this data to identify areas for improvement in these facilities and SBA's facilities more broadly.	In FY 2013 SBA will analyze the results from its Sustainable Facilities Survey in relation to renewable energy. Based on the analysis, SBA will target areas for improvements in SBA's 20 largest facilities and target areas for improvement across SBA's entire inventory of properties through a formal letter to GSA.
Update public information that promotes the use of renewable energy by the public.	Yes	In FY 2013 SBA updated its Green Business Guide and Energy Efficiency sites on SBA.gov. These revisions include several sites that provide information to small business owners about powering their business with renewable energy, including a site located here: http://www.sba.gov/content/green-power-and-renewable-energy .	In FY 2014 SBA will review its Green Business Guide and Energy Efficiency site to ensure that the links on the site are accurate and updated.
Provide information to SBA's employees that describes the benefits of renewable energy.	Yes	SBA will use its Green Tip of the Month to describe the benefits of renewable energy.	In FY 2013 SBA will provide a Green Tip of the Month in the SBA Daily, the agency's daily e-newsletter, that describes the benefits of renewable energy.

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) Will the agency implement the following strategies to achieve this goal?	(B) Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
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	In FY 2013 SBA began participating in activities led by the interagency climate change adaptation community. For example, the Sustainability Program Manager has attended several webinars led by the interagency community, including the “National Capital Region Climate Risks Preparation and Adaptation Plan: GreenGov Spotlight Communities Initiative” webinar.	SBA plans to continue to engage with the interagency climate change adaptation community throughout FY 2014 by participating in additional webinars and events in the DC area.
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	SBA’s Continuity of Operations Plan is tailored to each facility and account for extreme weather events, including events that are influenced by climate change.	SBA updates its Continuity of Operations Plan on an annual basis. The 2014 update will include a thorough review of risks – including extreme weather – at each operating location.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	Yes	SBA’s Continuity of Operations Plan includes sections on Pandemics, which include health threats that are influenced by climate change.	SBA updates its Continuity of Operations Plan on an annual basis. The 2014 update will include a thorough review of risks – including pandemics– at each operating location.
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	No	SBA is awaiting additional guidance from CEQ regarding the programmatic implications of climate change adaptation prior to undertaking a revision of SBA’s loan and grant policies.	NA
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	Yes	SBA intends to revise its Climate Change Adaptation Plan in the first quarter of FY 2014 with input from across the agency.	Update SBA’s Climate Change Adaptation Plan in the first quarter of FY 2014 with input from across the agency.
Identify vulnerable	No	SBA is awaiting additional guidance	NA

(A) Will the agency implement the following strategies to achieve this goal?	(B) Yes/No/NA	(C) Strategy Narrative	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.		from CEQ regarding the programmatic implications of climate change adaptation prior to undertaking an analysis of climate change adaptation and vulnerable communities served by SBA.	
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary	Yes	SBA uses scientific information from the U.S. Global Change Research Program, as well as from scientific agencies including NOAA, NASA and USGS, and from the Intergovernmental Panel on Climate Change, to craft its Climate Change Adaptation Plan.	SBA will review information relevant to the agency's operations and missions on an annual basis and will update its Climate Change Adaptation Plan accordingly following the timeline issued by CEQ.
Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.	Yes	SBA will collaborate with GSA to ensure that SBA's facilities are selected and managed to be resilient to the impacts of climate change.	By the end of FY 2014 SBA will create a template Request for Leasing Proposal that will include a list of required sustainability features. SBA will also work with GSA in FY 2013 and FY 2014 to ensure that these factors are taken into consideration during the evaluation and selection of facilities for SBA's occupancy. Furthermore, SBA will create a checklist of sustainable features to consider whenever SBA renovates an existing facility through an RWA, to be implemented by the end of FY 2014
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	No	SBA is awaiting additional guidance from CEQ regarding the programmatic implications of climate change adaptation prior to undertaking an analysis of climate change adaptation and agency-implemented projects.	NA

APPENDIX 1: ACRONYMS

- AFV: Alternative Fuel Vehicle
- BPA: Blanket Purchase Agreement
- CCW: Campaign to Cut Waste
- CEQ: Council on Environmental Quality
- COO: Chief Operating Officer
- COOP: Continuity of Operations Planning
- CPARS: Contractor Performance Assessment Reporting System
- DAA: Deputy Associate Administrator
- ECM: Energy and Water Efficiency and Conservation Measures
- EISA: Energy Independence and Security Act of 2007
- EO: Executive Order
- FAR: Federal Acquisition Regulations
- FAST: Federal Automotive Statistical Tool
- FDCCI: Federal Data Center Consolidation Initiative
- FEMP: Federal Energy Management Program
- FPDS-NG: Federal Procurement Data System- Next Generation
- FSSI: Federal Strategic Sourcing Initiative
- FY: Fiscal Year
- GHG: Greenhouse Gas
- GSA: General Services Administration
- HVAC: Heating, Ventilation and Air Conditioning
- M&A: Office of Management & Administration
- MOU: Memorandum of Understanding
- NA: Not Applicable
- NASA: National Aeronautics and Space Administration
- NOAA: National Oceanic Administration
- OCIO: Office of the Chief Information Officer
- OMB: Office of Management & Budget
- RLP: Request for Lease Proposal
- RWA: Reimbursable Work Authorization
- SBA: Small Business Administration
- USGS: U.S. Geological Survey
- USPS: U.S. Postal Service
- VAM: Vehicle Allocation Methodology
- VOC: Volatile Organic Compounds

APPENDIX 2

U.S. SMALL BUSINESS ADMINISTRATION

FY 2013 Fleet Management Plan

3/18/2013

A. Introduction to the Agency and the Role of the Fleet in Completing the Agency Mission

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam. SBA's primary program functions include: access to capital, entrepreneurial development, government contracting, advocacy, and disaster assistance. These programs receive a variety of administrative support services including facilities management, IT support, financial management, procurement management and human resources support. For a small agency, SBA is very geographically dispersed. SBA has district offices in all 50 states, the District of Columbia, Guam and Puerto Rico. In some larger states, SBA has multiple district offices and SBA also has regional offices located throughout the country. In addition, SBA's Office of Disaster Assistance and Office of Capital Access have several large loan servicing centers located throughout the country. In fulfillment of the Inspector General Act, the Small Business Administration (SBA) has an Office of Inspector General (OIG) which provides auditing, investigative, and other services to support and assist the SBA in achieving its statutory mission.

SBA's vehicle fleet supports the agency's mission by allowing SBA's workforce to conduct outreach in the communities where America's small business owners and entrepreneurs are located. The vast majority of SBA's vehicle fleet is associated with SBA's dispersed field offices. These vehicles increase the mobility of field office staff so that they can reach out to a variety of businesses, collaborate with SBA's resource partner network, and communicate with the many financial institutions that offer SBA loans. This is particularly important in large states with low population density, such as Montana, or in car oriented urban areas with high demand for SBA's services, such as Los Angeles. SBA balances its use of vehicles to ensure that it is optimally configured and provides vehicles where they are most needed. As such, some field offices, such as the Seattle District Office and Illinois District Office, don't have vehicles. SBA's OIG also utilizes vehicles throughout the country to conduct their statutorily mandated investigative activities. Because of its policy, managerial and administrative role, SBA's Headquarters facility has only two assigned vehicles, which are SBA's executive fleet.

B. Criteria for Assigning and Justifying Vehicles

The factors used by SBA to determine whether the acquisition of a vehicle will be approved include: the mission of the requesting office; the number of employees in the requesting office, the statement of need from the requesting office; whether the office already has other vehicle(s) assigned to it; historical usage; and the geographic, population and transportation characteristics of

the area served by the office. SBA's Standard Operating Procedure (SOP) on the Personal Property Management Program covers the SBA Fleet Management Program, and requires that all requests for vehicles be made in writing to staff in the Office of Administrative Services. Each request is subject to approval by the Director of the Office of Administrative Services.

All vehicles are assigned to offices, rather than individuals or job classifications. The only exception to this rule is for the executive fleet (2 vehicles) assigned to SBA's Administrator and Deputy Administrator.

SBA's SOP on the Personal Property Management Program contains specific requirements and criteria for home-to-work transportation. All home-to-work requests must be submitted by a Management Board member or District Director and they may only be approved by high level staff members from a specific list of Associate Administrators and Office Directors. SBA rarely grants these requests.

C. Explanation of Fleet Size, Fleet Cost Changes and their Relation to VAM Projections

According to the VAM, SBA's optimal fleet is 170 vehicles and the 2013 Plan from the VAM anticipated that SBA's fleet would consist of 183 vehicles. SBA has greatly exceeded both the optimal fleet goal and the 2013 Plan by reducing the number of vehicles in its fleet to its current size of 154 vehicles. SBA achieved this in FY13, by eliminating 16 vehicles from its fleet through reviewing and right-sizing the fleet in its Office of Field Operations (eliminating 15 vehicles), and eliminating one vehicle from its Headquarters facility. These vehicle eliminations will result in cost savings for the agency as projected in the FY 2014 and FY 2015 budgets. Furthermore, SBA has greatly increased the number of AFVs in its fleet and consistently replaces non-AFV vehicles with AFV vehicles, whenever possible. In 2011, SBA had 106 AFVs which comprised 62% of its fleet. As of March 2013, SBA has increased the number of AFVs in the fleet to 114 AFVs (104 gas/ethanol vehicles and 10 hybrid vehicles) which comprise 74% of its fleet. This increase in AFVs occurred even though SBA reduced the overall size of its fleet during this time.

Fig. 1 Change in Total Number of Vehicles

Year	Total Number of Vehicles
2011 Baseline	170
2013	154

D. Description of Efforts to Control Fleet Size and Cost

In early 2013, SBA conducted a fleet right-sizing effort in its Office of Field Operations that resulted in the elimination of 15 vehicles based on utilization, cost and the mission of the impacted

office. SBA also eliminated one vehicle from its Headquarters facility. SBA continues to increase the number of AFVs in its fleet. SBA only acquires vehicles through leases with GSA.

SBA has seen a small increase in the number of SUVs from 23 in 2011, to 27 in March of 2013. The number of trucks has decreased from 4 to 2 between 2011 and March of 2013. The number of vans has stayed the same between 2011 and March 2013, at 35. SBA plans to continue to reduce the number of larger, less fuel efficient vehicles in its fleet inventory. All large vehicle acquisitions are subject to approval by the Director of the Office of Administrative Services and must be justified by the mission needs of the requesting office.

In the future, SBA plans to continue assessing its fleet for additional opportunities to decrease the size of vehicles, replace non-AFV vehicles with AFV vehicles and eliminate cars that are underutilized. SBA anticipates that the cost of its fleet will remain near to the FY 2014 budget estimate, with a small increase due to inflation of around 3.5% for FY 2015, or it may be further reduced based on the downsizing and elimination of vehicles.

E. Explanation of How Law Enforcement Vehicles are Categorized

SBA does not have any vehicles categorized as law enforcement vehicles.

F. Justification of Restricted Vehicles

As of March 2013, SBA has a total of 64 cars larger than a class III midsize sedan. SBA has seen a small increase in the number of SUVs from 23 in 2011 to 27 in March of 2013. The number of trucks has decreased from 4 to 2 between 2011 and March of 2013. The number of vans has stayed the same between 2011 and March 2013, at 35. According to SBA's SOP for the Personal Property Management Program, any requests for vehicles larger than class III midsize vehicles must be submitted in writing to the Director of the Office of Administrative Services. Appropriate justifications for larger vehicles include frequent needs to bring a large number of staff members to outreach events, the number of employees in the office, and the need to transport large display items. SBA intends to reduce the number of large vehicles in its fleet inventory in the future.

SBA has posted its executive fleet on its public website at the following link:

<http://www.sba.gov/content/fy-2012-strategic-sustainability-performance-plan-with-addendums>.

SBA does not have any limousines in its inventory.

G. Description of Vehicle Replacement Strategy and Results

SBA has already exceeded its optimal fleet inventory goal, in terms of the total number of vehicles, by maintaining only 154 vehicles in the agency fleet in comparison with the goal of 170. SBA intends to meet the requirement to acquire only AFV vehicles by the end of 2015 and SBA currently ensures any non-AFVs that are replacement eligible are replaced with AFVs.

SBA frequently requests AFVs that do not require special fuel, such as hybrids; however, GSA often does not have these vehicles in stock. SBA always requests AFVs, regardless of whether fuel is currently available because it may become available in the near future. SBA is also planning to increase its field staff awareness of the location of AFV fueling stations near their offices.

SBA only obtains its vehicles through leases with GSA. SBA relies on GSA because its leasing system is consistent throughout the U.S. and its tools for managing vehicle inventories are very useful to SBA. By relying on GSA, SBA does not have to incur as many administrative costs in managing its fleet as it would if it used non-government sources.

H. Description of the agency-wide Vehicle Management Information System

SBA uses GSA's fleet management tools, including Drive Thru, FAST and the 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.

I. Plans to Increase the Use of Vehicle Sharing

SBA Headquarters has expressed interest to GSA in participating in a federal government car sharing pilot. In addition, the Office of Field Operations is currently exploring the possibility of using car sharing at some of its facilities.

J. Impediments to Optimal Fleet Management

One of the challenges facing SBA relates to AFV vehicles. The lack of readily available hybrid and other AFVs in GSA's vehicle inventory that do not depend on special fuels, as well as the higher cost of these vehicles in comparison to others, makes it difficult for SBA to acquire AFVs that are practical for the area in which they are located. The lack of fueling stations for the vehicles that need special fuels to achieve their maximum efficiency compounds this challenge.

K. Data Anomalies and Possible Errors

SBA has experienced a large number of errors and anomalies in its FAST data over the past few years. These errors are the result of the dispersed reporting system SBA has relied in the past whereby individual offices entered in their own data. This system resulted in offices that failed to enter data altogether, or did not understand what data was being requested, leading to large scale errors in FAST. In FY13, SBA has taken specific actions to remedy these problems. First, SBA worked closely with GSA to review and clean up its data. This resulted in the manual entry of data from Drive Thru into the VAM to prevent a replication of the FAST errors. Second, SBA determined that it will centralize all future entries into FAST, starting in the fall of 2013, by having the Headquarters fleet manager use Drive Thru data to complete FAST. This will eliminate the errors SBA has experienced in the past. Finally, SBA has been partnering with CEQ, GSA and DOE to correct its greenhouse gas data that relies on FAST to prevent replication of the FAST errors from past years.

L. Summary

SBA has accomplished several important goals related to its fleet in FY 2013. SBA exceeded its goal for its optimum fleet size by reducing the number of vehicles from 170 to 154 through a right-sizing effort in its Office of Field Operations and at the Headquarters facility. SBA also increased its percentage of AFV vehicles from 62% to 74% of its total fleet between FY 2011 and March of 2013. In addition, staff in the Office of Administrative Services collaborated with GSA to improve SBA's data entry into FAST and manually entered Drive Thru data into the VAM system to obtain SBA's baseline, optimum and planned fleet composition. These efforts demonstrate SBA's commitment to meeting the goals of the Presidential Memorandum on Federal Fleet Performance as well as the fleet sustainability goals outlined in E.O. 13514. SBA plans to continue building on this progress in the future by reducing the size of its fleet vehicles, increasing its numbers 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.

K. Contact Information.

- Primary Point of Contact: Tina Johnson, tina.johnson@sba.gov, 202-205-7976.
- Fleet Manager: Andrea Levenberry, andrea.levenberry@sba.gov, 202-205-7040.
- Office of the Chief Financial Officer: Matthew Pascarella, matthew.pascarella@sba.gov, 202-205-6102.

APPENDIX 3: SUSTAINABLE FACILITIES SURVEY SAMPLE

QUESTIONS
PRELIMINARY
What is the OA# for this building?
What is the zipcode for this building?
What city is this building located in?
What state is this building located in?
How large is the total square footage of this building?
ENERGY
Does this facility consume renewable energy?
What type of renewable energy does the building consume? If other, please describe in the comments section.
Is the SBA's portion of the building metered separately from other tenants?
How much electricity in KW/h did the entire building use in FY 2012? Round to the nearest whole number.
How much natural gas in KW/h did the entire building use in FY 2012? Round to the nearest whole number.
If available, how much electricity in KW/h did SBA's portion use in FY 2012? Round to the nearest whole number.
If available, how much natural gas in KW/h did SBA's portion use in FY 2012? Round to the nearest whole number.
Does this facility have an operational performance goal for energy?
Is this facility Energy Star rated?
If applicable, what is the Energy Star rating? Enter zero if N/A.
Does the facility use automated lighting controls (occupancy/vacancy sensors)?
WATER
How much water in Gallons/SF did the entire building use in FY 2012? Round to the nearest whole number.
Does this facility have landscaping areas associated with it?
Does this facility have an operational performance goal for indoor water consumption?
Does this facility have an operational performance goal for outdoor landscaping water consumption?
WASTE AND RECYCLING
Does this facility have a recycling program?
Does this facility recycle office paper?
Does this facility recycle cardboard, newspapers and/or other non-office paper?
Does this facility recycle cans?
Does this facility recycle plastics?
Does this facility have a composting program?

How much municipal solid waste (trash) was disposed from this facility in FY 2012 in tons?
How much material was recycled from this facility in FY 2012 in tons?
Does this facility have an operational performance goal for trash and recycling?
INDOOR AIR QUALITY AND RELATED
Does this facility meet ASHRAE Standard 55-2004 Thermal environmental Conditions for Human Occupancy?
Does this facility meet ASHRAE Standard 62.1-2007 Ventilation for Acceptable Indoor Air Quality?
Does this facility prohibit smoking within the building and within 25 ft of all building entrances, operable windows and ventilation intakes?
Does this facility have an operational performance goal indoor air quality?
PRODUCTS AND MATERIALS
Does this facility use low pollutant emissions composite wood products?
Does this facility use low pollutant emissions adhesives?
Does this facility use low pollutant emissions sealants?
Does this facility use low pollutant emissions paints and finishes?
Does this facility use low pollutant emissions solvents?
Does this facility use low pollutant emissions carpet systems?
Does this facility use low pollutant emissions janitorial supplies?
Does this facility use low pollutant emissions furnishings?
Does this facility use integrated pest management?
Does this facility use recycled content products for building modifications?
Does this facility use recycled content products for maintenance?
Does this facility use recycled content products for cleaning?
Does this facility use USDA designated biobased products?
Has this facility eliminated the use of ozone depleting compounds whenever environmentally preferable alternatives are available?
TRANSPORTATION
Is there a bus route within .5 miles of this facility?
Is there a transit rail (subway) route within .5 miles of this facility?
Is there a commuter rail (regional) route within .5 miles of this facility?
Is there an intercity rail (amtrak) route within .5 miles of this facility?
Is there a ferry boat route within .5 miles of this facility?
Is there any other form of mass transit within .5 miles of this facility? If yes, please describe in the comments section.
Is there a bike lane, bike path, or other type of bike friendly route within .5 miles of the facility?
Does this facility provide a secure area to store bicycles during the workday?
Is this facility located near a central business district or rural town center?
Are there public places to eat within .5 miles of this facility?
Is the area around the facility safe and convenient for travel by pedestrians (walking)?

