



Strategic Sustainability Performance Plan

2014

Corporation for National and Community Service 2014 Strategic Sustainability Performance Plan

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I. Agency Policy Statement

The Corporation for National and Community Service (CNCS) is an independent Executive Branch Agency. Our mission is to engage Americans in service and volunteering across the country to improve lives, strengthen communities, and foster civic engagement.

CNCS is committed to fulfilling its responsibilities under Executive Order 13514 - Federal Leadership in Environmental, Energy, and Economic Performance. We are committed to decreasing energy demands through increased energy efficiency and conservation, Green House Gas (GHG) emissions reduction, energy, water and waste reduction, and we promote programs focused on environmental stewardship and energy conservation.

CNCS has many facilities located throughout the country that are leased through and reported by General Services Administration (GSA). We work closely with GSA when obtaining new space, conducting space renovations, or providing furnishings and equipment that meet energy efficiency and sustainability standards. The CNCS headquarters facility, which houses the majority of our employees, is a certified LEED (Leadership in Energy and Environment Design) building, which received a LEED Operations and Maintenance award from the U.S. Green Building Council.

Through the Smart Benefits Program, we subsidize employee commuter transportation costs for metro, bus, or train. We encourage the effective use of telework and alternate work schedules for its employees. We regularly make use of conference calls, teleconferences, and web-based meetings as an alternative to commuting for large face to face meetings. Staff travel is reviewed for mission critical requirement and has been reduced to meet GHG reduction targets.

We have implemented practices of our members at AmeriCorps National Civilian Community Corps (NCCC) campuses for room assignments and work scheduling to improve energy efficiency at those sites. We have recycling programs for paper, bottles, and cans at all facilities.

The AmeriCorps NCCC program leases a fleet of GSA vehicles to support staff and members who travel around the country to provide critical service to underserved communities. We regularly evaluate our vehicle fleet to ensure that all vehicles are essential and work with GSA to obtain the most fuel efficient vehicles that meet our mission goals.

We have also worked to ensure carbon offsets to fleet vehicle travel by:

- Maximizing van and minivan use for team members before making multiple trips.
- Ensuring support vehicles are servicing multiple teams rather than a single team.
- Providing regular checks of vehicle tire inflation by the Safety and Campus Fleet Managers.

Finally, we are the nation's largest grant maker for service and volunteering and pursue programs that focus on environmentally sustainable practices through funding projects for Environmental Stewardship and Conservation, Energy Conservation, Urban and Rural Development and Disaster Support.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Page", written over a faint rectangular stamp.

Jeffrey Page
Chief Operating Officer and Strategic Sustainability Officer (Acting)
Corporation for National and Community Service

II. Executive Summary

June 28, 2014

Established in 1993, the Corporation for National and Community Service (CNCS) is a federal agency that engages more than five million Americans in service through its core programs – Senior Corps, AmeriCorps, and the Social Innovation Fund – and leads President Obama’s national call to service initiative, United We Serve.

As the nation’s largest grant maker for service and volunteering, CNCS plays a critical role in strengthening America’s nonprofit sector and addressing our nation’s challenges through service.

Our Vision:

The mission of the CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. CNCS pursues programs that focus on environmentally sustainable practices through funding projects for Environmental Stewardship and Conservation, Energy Conservation, Urban and Rural Development, and Disaster Support.

Through these programs CNCS partners with community organizations and the national service network to mobilize citizens and volunteers to promote environmental stewardship. Through national service, we can train our youth and unemployed and underemployed citizens for conservation and “green” jobs, reconnect Americans to the outdoors, build an ethic of environmental stewardship, and support successful science-based conservation strategies.

AmeriCorps NCCC programs focus on sustainability practices and with our sponsors, we promote energy efficiency, environmental stewardship, and disaster response as exemplified in the following examples:

Strengthening Energy Efficiency – Veterans Green Jobs in Denver, CO, with AmeriCorps NCCC teams insulated and weatherized homes, distributed energy kits, developed a recycling program, and assisted with public outreach. AmeriCorps NCCC teams also worked with partner organization Green Light New Orleans to replace traditional light bulbs in area residents’ home with compact fluorescent bulbs, resulting in almost \$1,000,000 in energy savings and reducing New Orleans’ carbon footprint by almost 10,000,000 pounds of CO₂.

Promoting Environmental Stewardship – AmeriCorps NCCC makes a significant investment in environmental stewardship with thousands of members engaged in environmental service activities each year.

Among the AmeriCorps NCCC accomplishments in FY2013, members suppressed or contained wildfires on 52,748 acres, removed 2,600 acres of brush or undergrowth to prevent fires, and performed prescribed burns on more than 2,200 acres to prevent further wildfire spreading. AmeriCorps NCCC members taught 15,800 people in environmental classes and workshops, they planted 329,000 new trees, and weatherized or outfitted 175 homes with energy-efficient modifications.

Helping Communities Respond to Disasters – To strengthen the nation’s disaster response capacity, the Federal Emergency Management Agency (FEMA) and the CNCS established an AmeriCorps NCCC unit called **FEMA Corps**. This unit provides for up to 1,600 AmeriCorps NCCC members solely devoted to disaster preparedness, mitigation, response, and recovery.

Hurricane Sandy resulted in the largest deployment of FEMA Corps teams to date. One hundred twenty-eight FEMA Corps teams have been deployed since October of 2012. These AmeriCorps members are assisting Hurricane Sandy survivors in various capacities. Several teams who served in the disaster area immediately after the storm assisted with Access, Inform, and Report (AIR) missions where they responded directly to survivors’ needs. Most recently, FEMA Corps teams have been working on projects to improve the process in which federal aid applications are reviewed. Since 2012, FEMA Corps teams have assisted Sandy survivors by collecting and distributing more than 100,000 gallons of water, answering more than 7,000 helpline calls, distributing 22,000 educational materials, and completing 2,700 damage assessments.

During the **Colorado floods** in the fall of 2013, ten FEMA Corps teams were deployed to the disaster area. One FEMA Corps team delivered accessibility kits to every Disaster Recovery Center (DRC) and provided training on how to utilize the kit’s tools, which are designed for assisting individuals with a disability. The team also conducted an accessibility kit needs assessment and successfully advocated for significantly enhancing the kits.

III. Size and Scope of Agency Operations

Table 1: Agency Size and Scope

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FY 2013 Data for Corporation for National and Community Service

Agency Size and Scope	FY 2013
Total Number of Employees as Reported in the President's Budget	460
Total Acres of Land Managed	0
Total Number of Buildings Owned	0
Total Number of Buildings Leased (GSA and Non-GSA Lease) ¹	52
Total Building Gross Square Feet (GSF)	968,115
Operates in Number of Locations Throughout U.S.	52
Operates in Number of Locations Outside of U.S.	0
Total Number of Fleet Vehicles Owned	0
Total Number of Fleet Vehicles Leased ²	451
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	\$4.8

¹ CNCS Buildings are not listed in the Federal Real Property Profile (FRPP) because they are leased and reported through GSA.

² CNCS Fleet vehicles are not listed in the Federal Fleet Report because they are leased and reported through GSA.

IV. Performance Review for Each Goal

Goal 1: Greenhouse Gas (GHG) Reduction

Agency Progress towards Scope 1 and 2 GHG Goals

CNCS reviews all employee travel for necessity and has decreased travel since 2010 by more than 25 percent based on travel cost reports. CNCS cannot quantify the GHG reduction since mileage data is not available.

We subsidize commuter transportation costs for metro, bus, or train through the Smart Benefits system. CNCS allows telework and alternate work schedules for its employees. We encourage conference calls, teleconferences, and web-based meetings as an alternative to commuting to large face to face meetings.

Agency Progress towards Scope 3 GHG Goals

Employee Facilities: The CNCS facilities located throughout the country are leased through GSA. This GSA leased space, both Federal and Non-Federal, are reported through GSA in compliance with EO 13514 to reduce energy intensity in its buildings and to install and use renewable energy wherever possible.

We work closely with GSA when obtaining new space, conducting renovations, or providing furnishings and equipment to meet energy efficiency and sustainability standards. Most of our site offices are small except for the headquarters facility in Washington, DC which houses the majority of its employees.

The Headquarters facility is in a certified LEED (Leadership in Energy and Environment Design) building, which received a LEED Operations and Maintenance award from the U.S. Green Building Council. The headquarters building has a modern HVAC system and has been updated with energy-efficient light fixtures, and high- efficiency toilets. CNCS reduced space by shutting down offices in Topeka, KS and Dallas, TX. These consolidations eliminated redundancies.

AmeriCorps NCCC Campuses: Data collection and emission estimation has been reported annually through the GHG template for the AmeriCorps NCCC regions that apply. Currently, only the AmeriCorps NCCC Atlantic campus site pays utilities directly (thermal usage and kWa usage) out of our five Campus locations.

CNCS has implemented practices and a culture of awareness for its staff and program participants to realize the economic and environmental benefits of energy conservation. We engage our members and the community in energy saving activities and have developed enhanced energy-awareness routines.

AmeriCorps NCCC has an initiative underway to reduce energy and water usage by consolidating the rooms and floors occupied in its dormitories, filling vehicles for long trips, buying only energy star appliances and high-efficiency plumbing fixtures. Staff and members are trained to conserve energy by keeping gas, water, and electric to a minimum. In addition, AmeriCorps NCCC members:

- Shut down dorms completely when teams are out on spike to reduce the heat or air conditioning, and unplug all appliances
- Turn off lights when leaving rooms or common areas
- Unplug chargers or other appliances in dorms when not in use
- Hibernate/turn off computers when not in use
- Set all copy machines to Save Mode to conserve energy when not in use
- Take shorter showers to reduce water waste
- Replace old bulbs with energy efficient bulbs
- Implement a recycling and composting program to reduce and reuse waste
- Installed temperature control curtains on the south side of offices to regulate hot and cold temperature and decrease energy use.

The AmeriCorps NCCC Atlantic Region reduced its member housing footprint from 16 houses through April 2012 to five houses in May 2012. AmeriCorps NCCC created an Environmental Liaison position. This individual will work with staff to achieve energy savings.

Although these practices are in place to reduce energy usage, the number of volunteers has increased significantly since 2010 due to the expansion of programs and volunteers under the Edward M. Kennedy Serve America Act. This increase in members along with the recent expansion through FEMA Corps will affect the energy usage at the AmeriCorps NCCC campuses.

Goal 3: Fleet Management

AmeriCorps NCCC Fleet Vehicles: AmeriCorps NCCC program leases a fleet of GSA vehicles to support staff and members who travel around the country to provide critical service to underserved communities. Our AmeriCorps NCCC vehicle fleet and its fuel usage are monitored and managed by the GSA. The program works closely with GSA to obtain the most efficient vehicles that help meet its mission requirements. AmeriCorps NCCC uses vans and minivans to transport multiple team members to their assignments.

CNCS works with GSA to reduce fleet petroleum within its vehicle fleet, increase the use of alternative fuels, optimize vehicle use and fleet size, and use low emission and high fuel economy vehicles where possible.

We regularly evaluate our vehicle fleet to ensure that all vehicles are essential. We work with GSA to obtain the most efficient vehicles that meet our mission goals. As GSA expands its fleet to incorporate smart vehicles, AmeriCorps NCCC will evaluate its current inventory for more efficient models if available.

We have implemented practices for gas efficiency and vehicle usage to reduce carbon offset to fleet vehicle travel:

- AmeriCorps NCCC members travel exclusively in 12 or 15 passenger vans and all vans are required to have multiple occupants before making any trips. If possible, minivans are used for required trips of less than 8 members.
- When we provide support vehicles to teams to transport tools, supplies and personal equipment, these support trips are grouped together to ensure that vehicles are supporting multiple teams, rather than only a single team.
- Vehicles are checked by the Team Safety Lead to ensure tires are properly inflated. During each transition, vehicles are rechecked by the Campus Fleet Manager.

Although these practices are in place to offset GHG emissions in our Vehicle Fleet, the size of the fleet is directly related to the number of teams. The number of members has increased significantly since 2010 due to the expansion of programs and members under the Edward M. Kennedy Serve America Act. This increase in members along with the recent expansion through FEMA Corps has affected the size and usage of our GSA Vehicle Fleet at the AmeriCorps NCCC campuses.

Goal 4: Water Use Efficiency and Management

CNCS continues to work with GSA for water use efficiency and management in its buildings when applicable to reduce potable water use and reuse, and compliance with the Storm water Guidance from EPA.

AmeriCorps NCCC has practices in place to conserve water by limiting water usage time with its volunteer members.

Goal 5: Pollution Prevention and Waste Reduction

CNCS continues to work with GSA to pursue compliance with applicable pollution reduction and waste elimination goals by reducing the use of paper, toxic and hazardous chemicals, keeping organic materials from the waste stream and reporting, as appropriate, in compliance with EPCRA.

We work with GSA and USDA's Central Excess Property Operation (CEPO) for the disposition of assets.

All CNCS facilities have a recycling program for paper, bottles and cans.

CNCS has reduced paper usage and all facilities have paper recycle programs. CNCS utilizes copier scanning and printer duplexing to minimize paper usage. OIT is increasing employee electronic storage space and developing policies related to electronic file management to further reduce paper use.

We utilize product recycling programs when available, for example toner cartridges and electronics such as e-cycle for Smartphones.

AmeriCorps NCCC has implemented a recycling and composting program to reduce and reuse waste.

Goal 6: Sustainable Acquisition

CNCS focuses purchasing on products that are energy efficient, water-efficient, bio-based, environmentally-preferable, non-ozone depleting, recycled, and non-toxic, as appropriate to meet the agency's mission goals.

Procurement adheres to FAR 23.204 when purchasing goods and services. OIT has purchased energy smart computers.

The AmeriCorps NCCC campuses will purchase energy star appliances as they are needed.

Goal 7: Electronic Stewardship and Data Centers

The agency has been buying energy smart computers since they first became available.

All data centers have been centralized into one data center operated by the agency and two additional sites that are operated under contract as part of our outsourcing efforts.

All three sites have maximized their use of virtualization to create a much smaller network footprint. Future plans may possibly involve moving the systems that are currently operating at these data centers into the cloud for additional efficiencies.

The CNCS Office of Information Technology is prepared to identify specific goals using the template format below.

Electronic Stewardship and Data Centers	Units	FY10	FY11	FY12	FY13	FY14	FY15
% of device types covered by current Energy Star specifications that must be energy-star qualified	800	90%	90%	95%	100%	100%	100%
% of electronic assets covered by sound disposition practices	900	100%	100%	100%	100%	100%	100%
% of cloud activity hosted in a data center	1	0%	100%	100%	100%	100%	100%
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	3	0%	0%	0%	0%	0%	0%
Reduction in the number of agency data centers	3	100%	100%	100%	100%	100%	100%
% of agency eligible electronic products with power management and other energy environmentally-preferable features (duplexing) actively implemented and in use	100	100%	100%	100%	100%	100%	100%
% of agency data centers operating at an average bandwidth	3	0%	0%	0%	0%	0%	0%
% of agency data centers operating with an average CPU utilization of 60-70%	3	0%	0%	0%	0%	0%	0%
% of agency data centers operating at a PUE range of 1.3 - 1.6	3	0%	25%	50%	66%	66%	66%
% of covered electronic product acquisitions that are EPEAT-registered	800	100%	100%	100%	100%	100%	100%
% of agency data center activity implemented via virtualization	3	29%	60%	85%	95%	95%	95%
Other, as defined by agency		n/a	n/a	n/a	n/a	n/a	n/a
Leveraged Investment (funded through annually recurring existing)	\$M	n/a	n/a	n/a	n/a	n/a	n/a
Incremental Investment (funded through new program budget requests specific to this EO)	\$M	n/a	n/a	n/a	n/a	n/a	n/a
Alternative Investment (funded through ESPC, UESC, EUL, PPA,	\$M	n/a	n/a	n/a	n/a	n/a	n/a