

**Corporation for National and Community Service**  
**Sustainability Plan**  
**June 2, 2010**

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Ms. Nancy Sutley  
Chair, Council on Environmental Quality

Mr. Peter Orszag  
Director, Office of Management and Budget

### I. Agency Policy Statement

The Corporation for National and Community Services (the Corporation) is committed to fulfilling its responsibilities under Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance. Our agency engages Americans of all ages and backgrounds in service to meet community needs. We plan to decrease energy demands through increased energy efficiency and conservation. We have five rented facilities around the country that are used as temporary housing for participants in our National Civilian Community Corps (NCCC), where we have taken effective measures regarding room assignments and work scheduling to improve our energy efficiency. We encourage and pursue recycling of paper, bottles and cans at all our facilities, and our headquarters housekeeping staff has instructions to not empty trash bins that contain trash and recycling products.

Through extra Corporation communications, we encourage use of Metro, car pooling, biking, and walking as the best ways to commute to work. We will motivate employees who want to walk or bike to work by emphasizing the free fitness facilities that are available. We will encourage car pool buddy systems, and also establish a mechanism for posting ride share needs and availability. We will encourage conference calls, teleconferences, and web-based meetings as an alternative to large face to face meetings. We will work to set our printers to print double-sided, by default.

As an example of our overall commitment, the 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 are currently evaluating our vehicle fleet to ensure that all vehicles are essential and we plan to carbon offset travel in a way such as to have:

1. Members travel exclusively in 12 or 15 passenger vans and all vans to have multiple occupants before making any trips. If possible, minivans will be used for required trips of less than 8 members.
2. When providing support vehicles to teams to transport tools, supplies and personal equipment, support trips are grouped together to ensure that vehicles are supporting multiple teams, rather than only a single team.
3. Vehicles checked by the team safety person to ensure tires are properly inflated. During each transition vehicles will be rechecked by the campus fleet manager.

We will provide periodic news letters to discuss what can be done to promote GHG reduction, sustainability, environmental protection, and energy conservation. We will set up a mechanism for staff to share greening ideas.

William Anderson, CFO and  
Strategic Sustainability Officer

## II. Sustainability and the Agency Mission

The Corporation's mission is to, "Improve lives, strengthen communities, and foster civic engagement through service and volunteering". CNCS will pursue its mission in a way that protects the environment by controlling the use of energy and water and minimizes any negative impacts. We ensure that all campuses are taking steps to improve energy efficiency. Some such activities include; replacing all appliances with energy star rated ones and retiring outdated equipment with more energy efficient ones.

We promote sustainability efforts through our volunteer's participation in communities across the country. In these communities, we will demonstrate environmentally sustainable practices. We are committed to reducing energy intensity and lower green house gas emitting vehicles by reducing employee car miles through teleconferencing and trip consolidation, encouraging the use of carpooling and mass transit by employees and volunteer members. Our vehicle fleet and its fuel usage are monitored and managed by the General Services Administration (GSA).

## III. Greenhouse Gas Reduction Goals

Our goals are to achieve greater awareness about sustainability and to incorporate it in our operations. We plan to reduce the generation of carbon dioxide by five percent by 2020 in facilities for which we pay utilities directly. CNCS will actively consider the environmental effects of agency-sponsored activities to maximize efficiency in facilities and vehicles are utilized.

To establish an all encompassing plan for gas reduction, we have in place projects such as ENERGY CONSERVATION. Energy conservation projects promote energy efficient practices with organizations, communities, families, and individuals. Examples of projects include, but are not limited to: providing energy efficiency assessments; assisting with installations of energy efficient appliances and light bulbs; developing recycling programs; performing home weatherization projects for low-income, disabled, and senior citizens; and providing and developing educational programming on sustainability and conservation practices. NCCC members have been weatherizing homes of low-income people to increase energy efficiency, and have been replacing incandescent light bulbs with compact fluorescent light bulbs for some time.

## IV. Plan Implementation

We will educate CNCS employees and volunteer members to realize economic and environmental benefits of energy awareness, and further increase awareness/training. We plan to engage the members and the community in energy saving activities and to develop greater energy-awareness routines.

To ensure effective internal coordination and communication, we will conduct training to help staff and volunteer members and promote a consistent understanding across the



## VI. Transparency

CNCS leverages the internet as well as hardcopy publications to convey financial and operational information to its employees and to the public. The agency will continue to use these media to communicate its progress and ensure transparency with respect to its compliance with Executive Order 13514 both within the agency and to the public.

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### Section 2: Performance Review and Annual Update

#### Goal 1: Scope 1 & 2 Greenhouse Gas Reduction

CNCS will work with GSA toward reducing energy intensity in its buildings, and to install and use renewable energy as possible. CNCS will also work with GSA to reduce petroleum use in its fleet, increase the use of alternative fuels, optimize vehicle use and fleet size, and use low emission and high fuel economy vehicles where possible.

#### Goal 2: Scope 3 Greenhouse Gas Reduction

CNCS will review all employee travel for necessity, review contracted waste disposal for environmental improvements, work with GSA regarding transmission and distribution losses, and improve accuracy of data collection and analysis methods as possible.

#### Goal 3: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

CNCS will work to develop and manage a comprehensive GHG inventory as resources allow. Over time, data collection and emission estimation will be studied and reported.

#### Goal 4: High-Performance Sustainable Design/Green Buildings

CNCS does not build or own buildings, but will work with GSA to pursue zero-net energy in any new buildings used by 2030. The Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings will be followed as applicable.

#### Goal 5: Regional and Local Planning

CNCS will work with GSA, local and regional transit and planning authorities to align policies, incorporate sustainable building location, and update policy to comply with environmental guidance as applicable.

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Goal 6: Water Use Efficiency and Management

CNCS will work with GSA to reduce potable water use, pursue water reuse as applicable, and pursue compliance with the objectives of the Stormwater Guidance from EPA.

Goal 7: Pollution Prevention and Waste Elimination

CNCS will 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.

Goal 8: Sustainable Acquisition

CNCS will purchase energy efficient, water-efficient, biobased, environmentally preferable, non-ozone depleting, recycled and non toxic items, as appropriate with our mission and other concerns.

Goal 9: Electronic Stewardship and Data Centers

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

<b>ELECTRONIC STEWARDHIP &amp; DATA CENTERS</b>	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified <sup>i</sup>	%	90%	90%	95%	hold
% of electronic assets covered by sound disposition practices <sup>i</sup>	%	100%	100%	100%	100%
% of cloud activity hosted in a data center	%	0%	0%	0%	hold
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	0%	0%	0%	hold
Reduction in the number of agency data centers	%	100%	100%	100%	hold
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	100%	100%	100%	hold
% of agency data centers operating with an average CPU utilization of 60-70%	%	50%	50%	75%	hold
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	0%	25%	50%	hold
% of covered electronic product acquisitions that are EPEAT- registered	%	100%	100%	100%	hold
% of agency data center activity implemented via virtualization	%	29%	60%	85%	hold

### Goal 10: Agency Innovation

CNCS will pursue any achievable goal to reduce its environmental impact and expand its sustainability mission. The National Civilian Community Corps has an initiative underway to reduce energy and water usage by consolidating the rooms and floors occupied in its dormitories, filling vehicle for long trips, buying only energy star appliances and high-efficiency plumbing fixtures, among other things.

### Section 3: Agency Evaluation

CNCS is just beginning to pursue environmental initiatives and goals. There will be additional efforts in coming years. Specific plans are not yet in place.