SUSTAINABILITY PLAN

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Section 1: Agency Policy and Strategy

I. Agency Policy Statement

NEH is an independent small agency of about 170 FTE housed in the Government-owned, GSA managed historic Old Post Officer building along with several other Federal tenants. Our role in complying with the sustainability efforts in terms of the building itself are pretty much limited to assisting and cooperating with GSA in its efforts to reach sustainability targets and goals.

The several federal tenant agencies housed in this building meet with GSA building management on a monthly basis and it is anticipated that issues related to GSA's sustainability goals and targets will be part of those ongoing meetings. Some areas that have already been identified include maximizing the agency's recycling efforts, use of high-efficiency lighting, and minimizing use of water and other resources.

In addition the agency may have some impact in reducing Scope 3 GHG emissions in such areas as employee commuting and employee business travel.

II. Sustainability and the Agency Mission

Because NEH has limited ability to impact sustainability issues there is no direct correlation to NEH's mission that can be specified here. And while as an agency we have no means to define measurable goals we will certainly support the sustainability efforts in any way we can.

III. Greenhouse Gas Reduction Goals

As a tenant in a GSA-controlled building NEH has no means of identifying Scope 1, 2, & 3 GHG emissions as they relate to the building. As mentioned previously our efforts in this area will be to cooperate with GSA in achieving its sustainability goals and educating agency staff regarding ways they can assist in the process.

In terms of Scope 3 GHG emissions for Federal employee commuting NEH is are already quite successful in this area as nearly 85% of agency staff currently utilizes mass transit for their commute. NEH will continue to encourage employees to maximize the use of this option.

For Federal employee business travel NEH ensures that only travel necessary to accomplish the agency's mission is performed. However, we are evaluating technologies that might permit some reduction in the level of official travel such as video or teleconferencing. Though utilizing such options would likely not provide any significant GHG reductions NEH would be at least be contributing to this effort to some degree.

IV. Plan Implementation

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a. Internal Coordination and Communication.
NEH is housed on several floors in a single location. With only 170 FTE communication and coordination are quite basic. In fact the development and oversight of this plan essentially rests with two individuals: the Assistant Chairman for Planning and Operations, and the Director, Administrative Services Office, who is the SSO.

b. Coordination and Dissemination of the Plan to the Field
Not applicable.

c. Leadership & Accountability
Because of its size and the limited impact that NEH will have on sustainability efforts there is no plan to incorporate specific targets in individual performance plans. This approach will be revisited as sustainability efforts evolve over the next few years.

d. Agency Policy and Planning Integration
Because of its size and the limited impact that NEH will have on sustainability efforts we do not see any specific correlation to NEH's policy and planning processes.

e. Agency Budget Integration
Integration with NEH's budget will not be necessary as no additional funding will be required to manage the sustainability efforts/

f. Methods for Evaluation of Progress
The only measurable items for NEH are the Scope 3 GHG emissions for employee commuting and official travel. The data related to these items will be reviewed as necessary to ensure we are achieving the maximum reductions possible.

Table 1: Critical Planning Coordination

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
GPRA Strategic Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Agency Capital Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
A-11 300s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annual Energy Data Report	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

EISA Section 432 Facility Evaluations/Project Reporting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Budget	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Asset Management Plan / 3 Year Timeline	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Circular A-11 Exhibit 53s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
OMB Scorecards	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
DOE's Annual Federal Fleet Report to Congress and the President	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Data Center Consolidation Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Environmental Management System	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other (reports, policies, plans, etc.)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

V. Evaluating Return on Investment

NEH does not anticipate any activities in its sustainability efforts that would have any issues related to ROI.

VI. Transparency

This section should explain how the agency will communicate its progress and results both within the agency and to the public. The discussion should include information on how the agency will publish the information (i.e., hard copy, internet, website, etc.) and what the agency intends to make public.

NEH will post any relevant results on our publicly available website as required by the EO.

Section 2: Performance Review & Annual Update

I Summary of Accomplishments:

As a small agency housed in a GSA-controlled Federal building NEH has had no defined targets, goals, or plans. Our major efforts will be to assist GSA to the maximum extent possible in meeting their defined targets.

II Goal Performance Review:

GOAL: Scope 1 & 2 Greenhouse Gas Reduction

a. Buildings
   1) Reduce Facility Energy Intensity
   2) Renewable Electricity Installation & Use

   N/A. As one of several small agencies tenanted in a GSA owned and operated building, the NEH has no ability to manage or report on Scope 1 & 2 Green house Gas emissions

b. Fleet
   1) Reduce Petroleum Use in Fleet Vehicles
   2) Increase Use of Alternative Fuels in Fleet AFVs
   3) Optimize Use of Vehicles and Right-Size Fleet
   4) Increase Use of Low Emission and High Fuel Economy Vehicles

   N/A. NEH has no fleet vehicles

c. Other, as defined by agency
   None.

GOAL: Scope 3 Greenhouse Gas Reduction

a. Federal employee travel. See below
b. Contracted waste disposal N/A
c. Transmission and distribution losses from purchased energy N/A
d. Other, as defined by Agency N/A
e. Discuss any planned agency activity or policy implementation to improve data accuracy and overall data collection and analysis methods related to Scope 3 GHG emissions See below

Goal description – Federal employee travel: commuting and official travel. Goal is to reduce the level of emissions by 6.4% as shown in the Scope 3 Target Tool submitted with this report.

Agency lead for goal – The Director, Administrative Services Office [Agency SSO] is also the agency travel and transit benefit coordinator so he will have immediate and direct knowledge of the data and progress related to this goal.

Implementation methods – Identify and describe the method for implementation of the cost, schedule, and performance towards achieving the goals. This should include a discussion of implementation in both central office and in the field.

Describe how environmental management systems (EMS) will be used to support achievement of this goal. Discuss how workforce training and education will be used to implement the plan. Agencies should incorporate by reference other existing plans, policies, initiatives, etc already in place that will help agencies achieve their goals. Reference and discuss how existing plans (Electronic Stewardship, Green Purchasing, Sustainable (High Performance) Buildings, Chemical Reduction, Energy and Water Conservation, Fleet Management, etc.) impact your agency's ability implement and achieve targets and goals and how the plans will be updated to reflect this plan and EO 13514. Discuss where there may be interaction between goals and where benefits from one goal area may impact or increase benefits from another.

The SSO will periodically monitor commuting and official travel trends throughout the year. The data will be compared with that submitted in the 2008 baseline data to ensure there is no evidence of an upward trend and to identify potential areas for further reduction in travel-related emissions to ensure the reduction goal of 6.4% is met.

Positions - Indicate whether the agency is adequately staffed to support the development and implementation of this plan. Is the majority of the work completed by full-time, dedicated employees, or by a number of people that are working part-time, or as a collateral duty (i.e., less than 100% of their time is dedicated to a goal area). Are there any agency concerns or issues regarding staffing such as, but not limited to, a need to increase or decrease FTEs, FTEs diverted to other priorities, significant vacancies, etc?

The work required for the development and implementation of this plan will for the most part be completed by the Director, Administrative Services Office [Agency SSO] as a collateral duty.

Planning table - Show the goals/targets and financial resources projected for each fiscal year needed to achieve the goal. This document contains sample tables for the agency to use. Agencies may modify tables to meet their planning needs. However if and when an agency modifies the tables, it is important that the tables show quantitative targets and the projected internal financial resources needed to achieve the targets.

At this time NEH plans to maintain its 2008 baseline as the goal for future years for Federal employee travel.

85% of agency's 170 employees already use public mass transit for commuting and several others walk or bike to work.

NEH currently performs official travel only when necessary to accomplish the agency's mission which requires staff attendance a large number of sites throughout the country and even overseas. However, we will make a

determined effort to more closely scrutinize each instance of planned travel to ensure it is absolutely necessary.

SCOPE 3 GHG TARGET	Units	FY 10	FY 11	FY 12	FY 13	FY 14	....	FY 20
Overall Agency Scope 3 Reduction Target (reduced from FY08 base year)	%	N/A	N/A	N/A	N/A	N/A		6.4%
Sub-Target for Federal Employee Travel	%	N/A	N/A	N/A	N/A	N/A	....	6.4%
Sub-Target for Contracted Waste Disposal	%	N/A	N/A	N/A	N/A	N/A	....	N/A
Sub-Target for Transmission and Distribution Losses from Purchased Energy	%	N/A	N/A	N/A	N/A	N/A	....	N/A
Other, as defined by agency	%	N/A	N/A	N/A	N/A	N/A	....	N/A

Agency status - Each goal area should include a general discussion of the previous year and future programs and initiatives. The annual summary should include information regarding programs, efforts, and initiatives planned to achieve the agency targets that are underway (i.e.: under construction) but not yet completed. This section should be an overall summary, not an itemization, of all projects completed by the agency. When discussing projects, agencies should clearly identify the connection to the goals in this plan.

No specific initiatives planned at this time.

Date Accuracy -Discuss any planned agency activity or policy implementation to improve data accuracy and overall data collection and analysis methods related to Scope 3 GHG emissions

Commuting – Additional information regarding daily commuting distance traveled will be requested from those who utilize the transit subsidy. Those who do not utilize that method of commuting will be surveyed annually to determine their mode of transportation and daily commuting miles.

Official travel – Airline miles are captured through the agency's Travel Management Center in conjunction with GSA and that will continue. Travel vouchers will be examined closely to ensure Rental Car, AMTRAK, POV, and transit miles are being captured correctly and completely.

GOAL: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

NEH will maintain an inventory of Scope 3 GHG as they relate to Federal employee travel only as discussed previously.

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GOAL: High-Performance Sustainable Design / Green Buildings

N/A. As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts.

SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles)	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Owned Facilities Targets	%	N/A	N/A	N/A	N/A	N/A	N/A
Leased Facilities Targets	%	N/A	N/A	N/A	N/A	N/A	N/A
Total Facility Targets	%	N/A	N/A	N/A	N/A	N/A	N/A %
Other, as defined by agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A

GOAL: Regional and Local Planning

N/A. NEH is one of several tenants in a GSA owned and operated building and is therefore represented by GSA in regional and local planning initiatives as required.

GOAL: Water Use Efficiency and Management

N/A. As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in its efforts to meet its targets.

WATER USE EFFICIENCY & MGMT	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	....	FY 20
Potable Water Reduction Targets (gal/SF reduced from FY07 base year)	%	6%	8%	10%	12%	14%	16%	....	26%
Planned Potable Water Reduction (gal/SF reduced from FY07 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Industrial, Landscaping, and Agricultural Water Reduction Targets (gal reduced from FY10 base year)	%	- N/A	2%	4%	6%	8%	10%	....	20%
Planned Industrial, Landscaping, and Agricultural Water Reduction (gal reduced from FY10 base year)	%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other, as defined by agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

GOAL: Pollution Prevention and Waste Elimination

As one of the tenants in a GSA-controlled Federal building NEH has no target or goal responsibility in these areas other than to cooperate with and assist GSA in

its efforts to meet targets. Tenants actively participate in the building recycling program, for example.

a. Reduce printing paper use

Over the past two years NEH has made significant strides in reducing the amount of printing paper use primarily in duplication activities. Much of the material that had previously been duplicated and distributed has been made available on line. NEH will continue its efforts in this area.

b. Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber

100% of agency printing and writing paper meets this requirement.

POLLUTION PREVENTION & WASTE ELIMINATION	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Non-Hazardous Solid Waste Diversion Targets (non C&D)	%	N/A	N/A	N/A?	N/A	N/A	50%
C&D Material & Debris Diversion Targets	%	N/A	N/A	N/A	N/A	N/A	50%
Other, as defined by agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A

GOAL: Sustainable Acquisition

a. Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, biobased, environmentally preferable (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.

b. Update agency affirmative procurement plans (also known as green purchasing plans or environmentally preferable purchasing plans), policies and programs to ensure that all Federally-mandated designated products and services are included in all relevant acquisitions.

Agency lead for goal – The Director, Administrative Services Office [Agency SSO] is also the agency Contracting Officer responsible for overseeing and approving all agency acquisitions.

Implementation methods –

NEH does not create contract vehicles for supplies or equipment. Virtually all of these items are purchased from GSA Schedules and many directly from GSA Advantage. We will continue to ensure that energy-efficient and other "green" items are obtained to the maximum extent possible.

Positions -

This is a collateral duty but It is not anticipated that additional staffing will be required.

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Planning table -

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	....	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	N/A	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	N/A	N/A	N/A	N/A	N/A
Water Efficient Products	%	N/A	N/A	N/A	N/A	N/A
Biobased Products	%	N/A	?	?	?	?
Recycled Content Products	%	N/A	N/A	N/A	N/A	N/A
Environmentally Preferable Products/Services (excluding EPEAT)	%	?	?	?	?	?
SNAP/non-ozone depleting substances	%	?	?	?	?	?

GOAL: Electronic Stewardship and Data Centers

a. Establish and implement policy and guidance to ensure use of power management, duplex printing, and other energy efficient or environmentally preferred options and features on all eligible agency electronic products.
It has always been standard agency practice to procure equipment with energy saving features. Agency duplicating equipment includes duplex printing capability and the use of this feature is encouraged whenever possible.

b. Update agency policy to reflect environmentally sound practices for disposition of all agency excess or surplus electronic products.
Most excess equipment is disposed of via an agreement with the Department of Health and Human Services. Computer equipment is donated when appropriate or processed through an approved recycling program.

c. Update agency policy to ensure implementation of best management practices for energy efficient management of servers and Federal data centers
NEH has no data center but does maintain a small computer room which contains the agency servers that support e-mail, Internet, and other agency applications. A recent project upgraded and reconfigured the server base thus eliminating nearly 50% of the previous number of servers.

d. Goals should identify how the agency intends to meet technology energy consumption reduction goals in its data centers.
N/A

e. Discuss how the agency is planning on meeting the technology energy reduction goals in data centers. Include details on the investment plan,

covered vs. non-covered facilities, and how the agency identified the covered facilities.
N/A

f. Discuss how the agency will increase the quantity of electronic assets disposed through sound disposition practices. Include in the discussion how your agency is using or plans to use programs such as disposal through GSA Xcess, recycling through Unicor, donation through GSA's Computer for Learning (CFL) or other non-profit organizations, and/or recycling through a private recycler certified under the Responsible Recyclers (R2) guidance or equivalent.

NEH currently meets this requirement.

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified	%	85%	90%	95%	hold
% of electronic assets covered by sound disposition practices	%	100	100	100	?
% of cloud activity hosted in a data center	%	NA	30%	60%	hold
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	NA	90%	100%	hold
Reduction in the number of agency data centers	%	NA	20%	40%	hold
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	100	95%	100%	hold
% of agency data centers operating at an average bandwidth utilization of 85%	%	NA	33%	50%	hold
% of agency data centers operating with an average CPU utilization of 60-70%	%	NA	50%	75%	hold
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	NA	25%	50%	hold
% of covered electronic product acquisitions that are EPEAT- registered	%	NA	95%	95%	hold
% of agency data center activity implemented via virtualization	%	NA	30%	40%	hold
Other, as defined by agency	NA		?	?	?

GOAL: Agency Innovation

This is an area for agencies to describe any innovative methods that agencies are using to expand their sustainability mission beyond what is required in EO 13514 and beyond what is described elsewhere in the document. Agencies should highlight innovative practices, technologies, or techniques used to achieve goals. Agencies should also identify anything that stands out as a practice, technology, or technique that may help other agencies to achieve goals.

NEH has nothing to report in this area.

Section 3: Agency Self Evaluation

I. Please answer 'yes' or 'no' to the following questions. If the answer is 'no', provide an explanation below.

Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?	N/A
Does your plan identify milestones and resources needed for implementation?	N/A
Does your plan align with your agency's 2011 budget submission?	N/A
Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?	N/A
Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources?	N/A
Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?	Yes

Narrative requested:

II. What are your agency's planned actions for the following year (in 6 month increments, July-Dec 2010 & Jan-June 2011) to achieve the sustainability and energy standards for success on the OMB Scorecard? Please use short, descriptive, and action-oriented bullets for key milestones and associated target dates. Agencies may highlight text within its Sustainability Plan to emphasize these key actions and milestones.

NEH's future efforts will be to monitor commuter and business travel to minimize scope 3 GHG emissions generated by this agency. We will also monitor purchasing efforts to ensure that supplies and equipment meet standards for recycled content, environmentally friendly contents and/or energy saving features.