

Federal Sustainability Plan 2015
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Department of Housing and Urban Development

Introduction

U.S. Department of Housing & Urban Development

2015 Strategic Sustainability Performance Plan



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Agency Policy Statement

The mission of the U.S. Department of Housing and Urban Development is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers, meet the need for quality affordable rental homes, utilize housing as a platform for improving quality of life, build inclusive and sustainable communities free from discrimination, and transform the way HUD does business. This Strategic Sustainability Performance Plan lays out our ambitious goals and commitments for the coming year, which include continuing to develop and promote sustainability practices throughout the Department's programs.

HUD has offices and staff across the Nation, yet its Headquarters, the Robert C. Weaver Federal building, is the only facility that it operates. In 2010, HUD began implementing an Energy Savings Performance Contract (ESPC) that has already substantially improved the 47-year-old facility's performance, and the ESPC is the cornerstone of HUD's efforts to meet Scope 1 and 2 Green House Gas emissions reductions. HUD is also working with the General Services Administration to lease sustainable office space for HUD staff working in other locations across the Nation.

HUD's commitment to sustainability stretches beyond its own facilities to include important interagency partnerships with other Federal offices. HUD is a core member of the Federal Partnership for Sustainable Communities, along with the Environmental Protection Agency and Department of Transportation. This collaborative effort will promote a broad-based strategy to lower carbon emissions and household costs through integrated housing and transportation programs and planning. HUD's Office of Sustainable Housing and Communities continues to coordinate sustainability measures throughout HUD programs and promote sustainable principles nationwide.

HUD is also greatly committed to planning and preparing for the risks and vulnerabilities associated with climate change. HUD eagerly anticipates reviewing implementation progress and continuing to update its Climate Change Adaptation Plan during the coming year.

HUD continues to improve existing programs and pursue new initiatives to reduce greenhouse gas emissions, reduce energy and water use, build a clean energy economy, and mitigate the effects of a changing climate. As a Department, we remain deeply committed to complying with environmental, energy, and public health statutes, and know that we must lead by example in ensuring that our facilities and operations become models of sustainability.



Patricia Hoban-Moore

Chief Administrative Officer

Chief Sustainability Officer

STRATEGIC SUSTAINABILITY PERFORMANCE PLAN

Executive Summary

The Department of Housing & Urban Development (HUD) perceives deep connections between HUD's mission of creating strong, sustainable, inclusive communities and the sustainability goals of Executive Order 13514 and the recently signed Executive Order 13693. While HUD has a relatively small directly managed federal footprint and owns no buildings, the Department envisions great opportunity to integrate sustainability with the agency mission. This document is an overview of HUD's strategies and implementation progress toward achieving its sustainability goals.

SECTION 1: VISION

The connections between HUD's mission and HUD's operations are deep and meaningful, and progress towards the goals of this Sustainability Plan ultimately reflects the integrity of the Department's commitment towards its mission. HUD fully intends to implement its goals in order to not only reduce the agency's carbon footprint, but also to lay the framework for a sustainable future.

The Department expects that the coming year will bring more widespread collaboration with HUD program areas. This will be accomplished through new leadership and a renewed effort to further HUD's sustainability goals and accomplishments.

SECTION 2: LEADERSHIP

The role of Chief Sustainability Officer (CSO) has recently been assumed by HUD's Chief Administrative Officer. HUD looks forward to continuing to work on Administration priorities with leadership from the Chief Sustainability Officer.

The Department will continue to strive to more fully integrate and link sustainability practices between different areas of HUD operations and embed them into appropriate program level contexts. HUD's Office of Administration and Office of Economic Resilience both play key leadership roles in promoting and implementing sustainability. The ongoing and future collaboration with the new Chief Sustainability Officer will allow for meaningful evolution of current practices towards higher standards of sustainability.

SECTION 3: PERFORMANCE REVIEW

Goal 1: Greenhouse Gas (GHG) Reduction

Goal Description

For previous reporting periods, Executive Order 13514 establishes that agencies will set a percentage reduction target for agency-wide reductions of scope 1, 2 and 3 greenhouse gas emissions in absolute terms by fiscal year 2020, relative to a fiscal year 2008 baseline. HUD's FY 2020 goal for scope 1 and 2 emissions is 10,671 MTCO₂, a reduction of 47.4%. HUD's goal is to reduce agency-wide scope 3 greenhouse gas emissions by 16.2% by FY 2020.

Moving forward, Executive Order 13693 required agencies to establish new goals for greenhouse gases in the scope 1, 2, and 3 emissions categories. The new goals are extended to FY 2025 while still using FY 2008 as a baseline. HUD's FY 2025 goal for scope 1 and 2 is 5,579 MTCO₂ representing a reduction target of 68.3%. HUD's FY 2025 goal for scope 3 emissions is 16,180 MTCO₂ representing a reduction target of 51%.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- Annual GHG Inventory and Energy Data Report
- OMB Scorecard
- DOE Annual Federal Fleet Report to Congress
- Climate Change Adaptation Plan
- Fleet Management Plan

b. EVALUATION MEASURES

- Progress toward achieving FY2025 goals for GHG reduction targets for Scopes 1, 2 & 3
- Facility energy intensity reduction
- Use of renewable energy
- Reduction in fleet petroleum use
- Federal Commuting

c. SUCCESSES

- Reduced Scope 1&2 GHG by 44.6% exceeding target pace for the FY 2020 goal
- Reduced Scope 3 GHG by 31.6% exceeding the FY 2020 goal
- Completed Phase 8 of ESPC (HVAC and building envelope improvements)
- Completed installation new building Energy Management Control System (EMCS) as part of the ESPC
- Implemented Capital Bikeshare subsidy program
- Provided training on new Energy Management Control System (EMCS) to the HUD Building Operations staff

d. CHALLENGES

- Coordination of ESPC building improvements with building occupants- large occupant moves to swing spaces, new HVAC set points requiring occupant adjustment to new conditions.

e. LESSONS LEARNED

- Utilizing a 3rd party commissioning agent employed by HUD would have helped prevent and resolve some of the difficulties with finalizing the HUD ESPC.

f. PLANNED ACTIONS

- Turn over maintenance responsibility for all ESPC Phases to HUD maintenance and the Energy Services Company (ESCO) provided maintenance service.
- Develop policy on minimizing business travel.
- Perform feasibility research and collect vendor information for potential bikeshare station.
- Perform detailed energy survey for HUD Headquarters

Goal 2: Sustainable Buildings

Goal Description

Building Energy Conservation, Efficiency, and Management

Section 3(a) of E.O. 13693 states that agencies will promote building energy conservation, efficiency, and management. Section 3(a)(i) requires agencies to reduce building energy intensity by 2.5% annually through the end of FY 2025 (measured in British thermal units per square foot), relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to section 9(f) of E.O. 13693.

Building Efficiency Performance, and Management

Section 3(h) of E.O. 13693 states that agencies will improve building efficiency, performance, and management.

Section 3(h)(iii) requires that agencies identify, as a part of the planning requirements of section 14 of this order, a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target.

Data Center Efficiency

Section 3(a)(ii) of E.O. 13693 states that agencies must improve data center efficiency at agency facilities. Section 3(a)(ii)(C) requires that agencies establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- EISA Section 432 Facility Evaluations/Project Reporting/Benchmarking
- OMB Scorecards
- Climate Change Adaptation Plan

b. EVALUATION MEASURES

- Facility energy intensity reduction
- Use of renewable energy
- % of owned and FRPP reported leased building that meet sustainability guiding principles

c. SUCCESSES

- Completed the final phases of the ESPC for the HUD Headquarters building including the installation of condensing boiler heating system and domestic hot water connection, HVAC retrofits throughout, new Energy Management Control System (EMCS) water conservation measures, and building envelope improvements.

d. CHALLENGES

- HUD does not own any buildings and does not construct new federal buildings, nor does the agency report in FRPP. The agency does not make site selection decisions. HUD has requested that GSA sustainability guiding principles be incorporated into all leases entered into on behalf of HUD.
- HUD completed data center consolidation several years prior to the 2010-2015 FDCCI. Therefore, HUD does not project to close any further facilities through FY15. HUD also does not project any further personnel reductions or specific savings attributable to this specific initiative. As previously stated, we note that the Department does not own or operate any major data centers and has no arrangements to take ownership of any data centers at the end of any contracts.

e. LESSONS LEARNED

f. PLANNED ACTIONS

- Connect HUD Headquarters meters to the new Energy Management Control System (EMCS) for real-time energy monitoring
- Provide training opportunities to all applicable staff
- Draft an update to the agency MOU on leasing

Goal 3: Clean and Renewable Energy

Goal Description

Agency Clean Energy Share of Total Electric and Thermal Energy Goal

E.O. 13693 3(b) requires that, at a minimum, the percentage of an agency's total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10% in FY 2016-17; 13% in FY 2018-19; 16% in FY 2020-21; 20% in FY 2022-23; and 25% by FY 2025.

Agency Renewable Energy Share of Total Electricity Consumption Goal

E.O. 13693 3(c) sets a second schedule that addresses specifically renewable energy. It requires that renewable energy account for not less than 10% of total electric energy consumed by an agency in FY 2016-17; 15% in FY 2018-19; 20% in FY 2020-21; 25% in FY 2022-23; and 30% by 2025.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- Annual GHG Inventory and Energy Data Report
- OMB Scorecard
- Climate Change Adaptation Plan

b. EVALUATION MEASURES

- Clean and renewable energy use.

c. SUCCESSES

- The agency continues to meet annual targets for renewable energy use through a regional power procurement agreement managed by the General Services Agency (GSA)

d. CHALLENGES

- HUD does not own lands capable of siting renewable energy projects
- Most of HUD's buildings are leases for which it does purchase or report utilities usage.

e. LESSONS LEARNED

e. PLANNED ACTIONS

- HUD will continue to participate in the GSA area wide utilities agreement which secures electricity pricing for multiple buildings in the region and includes REC purchases for the HUD Headquarters. HUD does not purchase energy for any of its other buildings which are leased and managed through GSA.

- Work with GSA to identify options for future power purchasing in an effort to meet the new goals of E.O. 13693
- Revisit the potential for adding solar to the HUD Headquarters roof top

Goal 4: Water Use Efficiency and Management

Goal Description

Potable Water Consumption Intensity Reduction Goal

E.O. 13693 section 3(f) states that agencies must improve water use efficiency and management, including stormwater management. E.O. 13693 section 3(f)(i) requires agencies to reduce potable water consumption intensity by 2% annually through FY 2025 relative to an FY 2007 baseline (measured in gallons). A 36% reduction is required by FY 2025.

ILA Water Consumption Reduction Goal

E.O. 13693 section 3(f)(iii) also requires that agencies reduce their industrial, landscaping and agricultural (ILA) water consumption measured in gallons by 2% annually through FY 2025 relative to a FY 2010 baseline.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- OMB Scorecards
- EISA Section 432 Facility Evaluations/Project Reporting/Benchmarking
- Annual GHG Inventory and Energy Data Report

b. EVALUATION MEASURES

- Potable water reduction

c. SUCCESSES

- 48.3% reduction in potable water use intensity exceeding 2020 reduction goal.

d. CHALLENGES

- Regular process water drain downs for ESPC construction have contributed to excess water use.

e. LESSONS LEARNED

- Through the ESPC, HUD was able to complete water savings retrofits building wide, this also included large flush pedal style urinals that would have been difficult and cost

prohibitive to replace. Through field testing/trials the ESPC contractor was able to find compatible flush kits and the agency was able to add the retrofits to the project.

f. PLANNED ACTIONS

- Perform commissioning, measurement and verification through utility bill analysis
- Perform feasibility assessment for water capture system.
- Perform Quality Assurance monitoring to ensure O&M contractors are tour building mechanical areas, immediately reporting and repairing leaks.
- Add language to the O&M contract to require weather monitoring and reporting of usage for the rain delay function for landscape irrigation.

Goal 5: Fleet Management

Goal Description

E.O. 13693 section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. E.O. 13693 section 3(g)(ii) requires agencies to take actions that reduce fleet-wide per-mile greenhouse gas emissions from agency fleet vehicles relative to a new, FY 2014 baseline and sets new goals for percentage reductions: not less than 4% by the end of FY 2017; not less than 15 % by the end of FY 2020; and not less than 30% by then end of FY 2025.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- Annual GHG Inventory and Energy Data Report
- OMB Scorecard
- DOE Annual Federal Fleet Report to Congress
- Climate Change Adaptation Plan
- Fleet Management Plan

b. EVALUATION MEASURES

- Per mile GHG reduction
- Alternative fuel use

c. SUCCESSES

- Completed optimal fleet inventory update

- Completed updates to the Fleet Management Plan
- Launched an awareness campaign for alternative fuel use

d. CHALLENGES

- Exemption of HUD Law Enforcement Vehicles
- Underutilization of alternative fuels for eligible vehicles

e. LESSONS LEARNED

e. PLANNED ACTIONS

- Perform Vehicle Allocation Methodology (VAM) on eligible HUD Fleet.
- Replace eligible vehicles with high efficiency alternatives.
- Continue to promote the use of alternative fuels in all areas where available.

Goal 6: Sustainable Acquisition

Goal Description

E.O. 13693 section 3(i) requires agencies to promote sustainable acquisition by ensuring that environmental performance and sustainability factors are considered to the maximum extent practicable for all applicable procurements in the planning, award and execution phases of acquisition.

Sections 3(iv) and 3(iv)(A) also require that agencies act, as a part of the implementation and planning requirements of section 14 of E.O. 13693, until agencies have achieved at least 95 percent compliance with the BioPreferred and biobased purchasing requirement, to establish an annual target for the number of contracts to be awarded with BioPreferred and biobased criteria and dollar value of BioPreferred and biobased products to be delivered and reported under those contracts in the following fiscal year.

Progress and Actions

HUD will ensure that 95% of applicable new contract actions, including task or delivery orders under new contracts and existing contracts, meet sustainable acquisition requirements, and require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, biobased, environmentally preferable, non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.

HUD will ensure its affirmative procurement plan, policies, and programs are updated to ensure all Federally-mandated designated products and services are included in all relevant acquisitions.

Goal 7: Pollution Prevention and Waste Reduction

Goal Description

E.O. 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention. E.O. 13693 section 3(j)(iii) requires agencies to annually divert at least 50% of non-hazardous construction and demolition debris and section 3(j)(ii) requires agencies to divert at least 50% of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with the HUD's accomplishment of this goal:

- Strategic Sustainability Performance Plan
- Integrated Pest Management Plan
- Agency Chemical Inventory

b. EVALUATION MEASURES

- Compliance review of refrigerant management practices
- Review of inventory and regulatory reporting requirements
- Contract oversight measures for pest management

c. SUCCESSES

- Completed draft Integrated Pest Management Plan

d. CHALLENGES

e. LESSONS LEARNED

f. PLANNED ACTIONS

- Perform compliance review of refrigerant management practices
- Review chemical inventory to identify substitutes or eliminate unneeded chemicals

Goal 8: Energy Performance Contracts

Goal Description

Agency Progress on Energy Performance Contracting

E.O. 13693 section 3(k) requires that agencies implement performance contracts for Federal buildings. E.O. 13693 section 3(k)(iii) also requires that agencies provide annual agency targets for

performance contracting to be implemented in FY 2017 and annually thereafter as part of the planning of section 14 of this order.

Progress and Actions

HUD did not commit to a performance contracting investment target. HUD awarded an Energy Savings Performance Contract (ESPC) for the HUD Headquarters (HQ) building just prior to the Presidents challenge. HUD HQ is a GSA Delegated Building and is the only building for which HUD has operation and maintenance responsibility. This project resulted in \$33 million of energy efficiency improvements. All of HUD's other buildings are leased through GSA and are not candidates for HUD initiated ESPC work. HUD will work with GSA during the next reporting period to determine the feasibility of future ESPC work at the headquarters building.

Goal 9: Electronic Stewardship

Goal Description

Agency Progress on Electronic Stewardship

E.O. 13693 section 3(l) requires that agencies promote electronics stewardship and requires ensuring procurement preference for environmentally sustainable electronic products as established in section 3(i);

(ii) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products; and

(iii) employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

Progress and Actions

- Duplex Printing " Duplex printing is enabled on all networked printers that are reducing paper consumption and energy usage.
- Power management - Automated power management is enabled for all computers and printers across the Enterprise. Automated power management provides remote management of power, ensuring less consumption when not needed and thus lower electricity consumption levels.
- Acquiring Electronic Product Environmental Assessment Tool (EPEAT) rated computer desktops, laptops, and monitors through our managed service provider. The EPEAT is a procurement tool to help large volume purchasers in the public and private sectors evaluate, compare, and select desktop computers, notebooks, and monitors based on their environmental attributes.

- Extending the use of electronics products to a four year minimum. Increase the quantity of electronic assets disposed through sound disposition practices.

Goal 10: Climate Change Resilience

Goal Description

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.

a. INTEGRATION

The following agency policies, planning documents and/or related reporting documents are integrated with HUD's accomplishment of this goal:

- Climate Change Adaptation Plan (this plan integrates various policies and planning documents related to the agency's mission such as: loan and grant policies or guides; disaster assistance/resilience policies; environmental assessment factors; emergency evacuation & relocation procedures for HUD-assisted housing; and various others)
- Environmental Justice Strategy
- Agency Emergency Response Procedures
- Agency Workforce Protocols

b. EVALUATION MEASURES

- Implementation of action items described in the agency Climate Change Adaptation Plan

c. SUCCESSES

- Through the Resilience Council, an Assistant Secretary-level intra-agency working group, continues to execute the Department's Climate Change Adaptation Plan. To date, the Department has completed twenty-three percent of the actions in its plan.

d. CHALLENGES

- Limited familiarity with climate change impacts and potential adaptation measures at the office and division levels.
- Limited contracting resources available to fully execute several actions in a timely manner.

e. LESSONS LEARNED

*Strategic Sustainability Performance Plan
Executive Summary*

- The formation of a senior-level working group dealing exclusively with climate change preparedness and resilience has been instrumental in accomplishing the Department’s goals.
- Alignment of the Climate Change Adaptation Plan with other agency strategic planning documents (e.g. Annual Performance Plan) helps focus resources and attention.

f. PLANNED ACTIONS

The Resilience Council will continue to play an advisory role on all resilience-related initiatives undertaken by the Department, including the National Disaster Resilience Competition and the Environmental Justice Strategy. Progress achieved under these and other resilience-related efforts are tracked through HUD’s Annual Performance Plan and Annual Performance Report, under Strategic Objective 4C. Going forward, the Resilience Council will focus on the following priority actions from its Climate Change Adaptation Plan.

Action	Description
1.3	Conduct outreach with mortgage insurance and guaranty agencies to facilitate coordination of consistent disaster assistance policies and update Ginnie Mae’s disaster assistance policy
1.4	Update Part 55 floodplain regulation to require higher flood elevation
1.6	Review existing programs for barriers to investment in resilience and sustainability
1.7	Update building standards to incorporate sustainability and resilience measures
1.10	Update Section 203(k) policies and promote program use for hazard mitigation
1.11	Encourage Consolidated Plans to incorporate planning for climate-related risk
2.1	Develop toolkits and training materials for HUD grantees
2.2	Expand CPD maps to include data on future climate-related hazards
2.12	Brief state and local governments on HUD recovery activities pre-disaster
4.1	Identify vulnerable physical assets and assess impacts

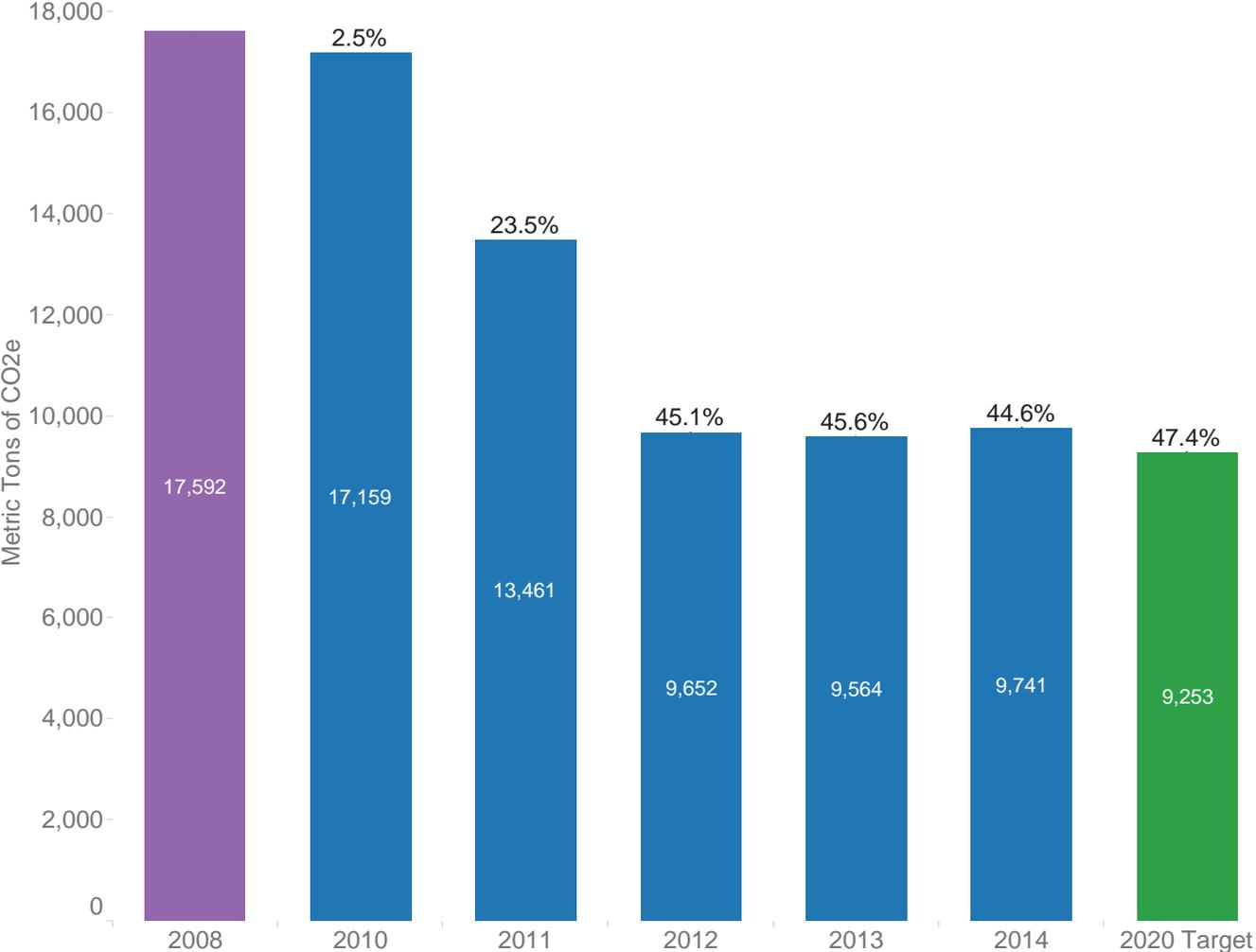
Table 1: Agency Size & Scope

Agency Size and Scope	FY 2013	FY 2014
Total Number of Employees as Reported in the President's Budget	8,365	8,529
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	122	102
Total Building Gross Square Feet (GSF)	4,090,021	3,864,873
Operates in Number of Locations Throughout U.S.	82	71
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	2
Total Number of Fleet Vehicles Leased	371	342
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	213	202
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	597	1,207

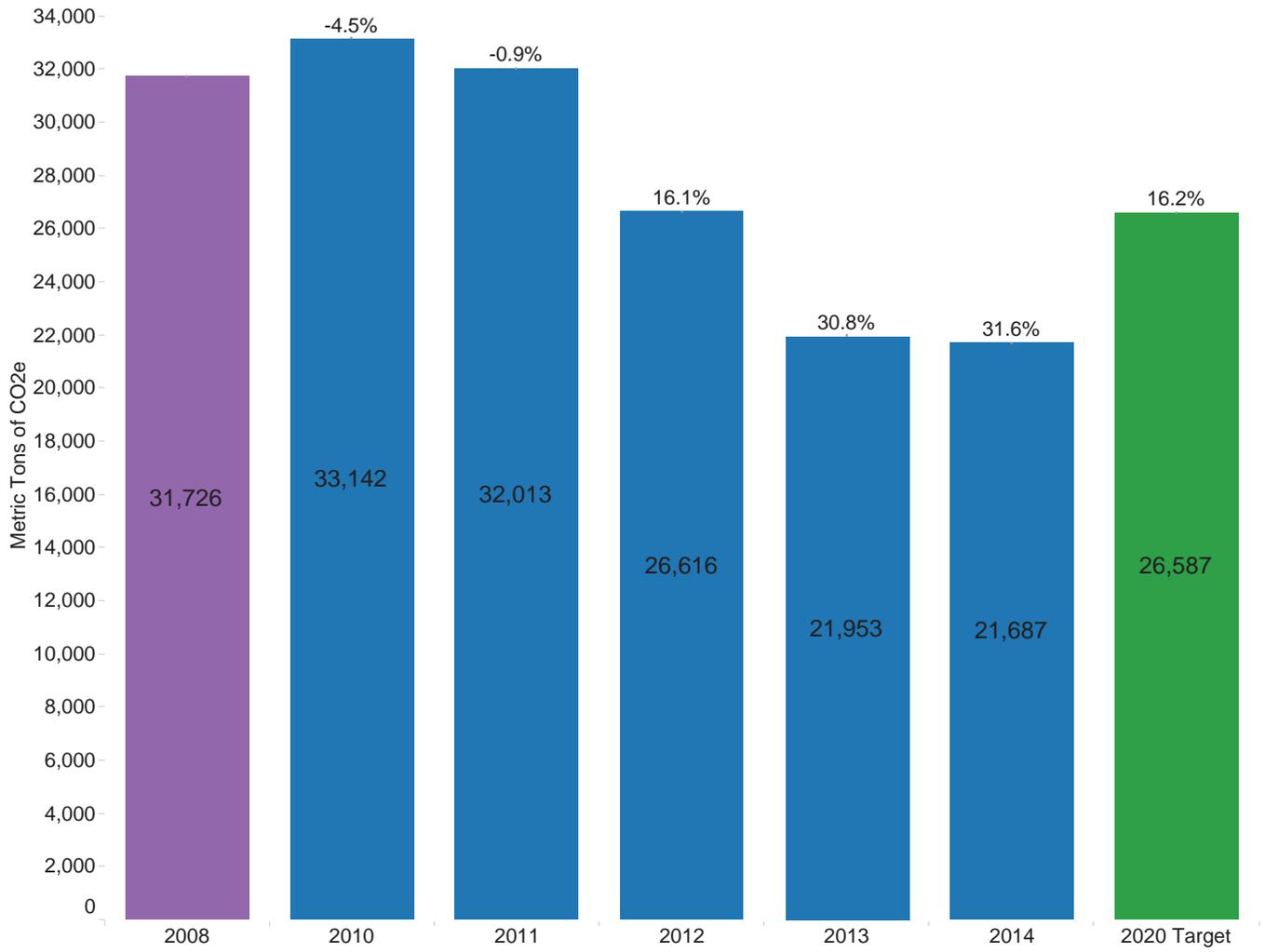
Department of Housing and Urban Development

Goal 1: Greenhouse Gas (GHG) Reduction

HUD Progress toward Scope 1 & 2 Greenhouse Gas Goals



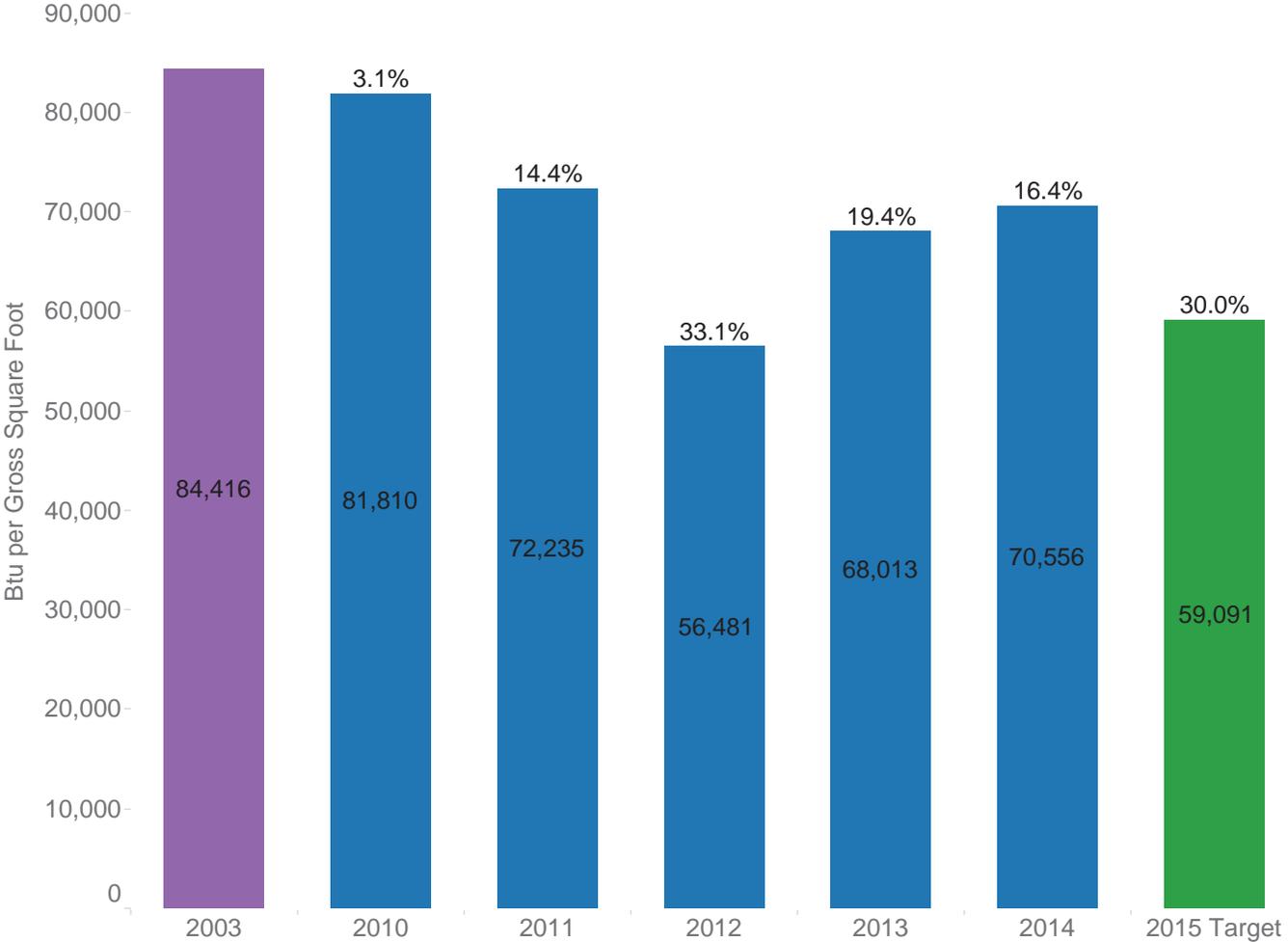
HUD Progress toward Scope 3 Greenhouse Gas Goals



Department of Housing and Urban Development

Goal 2: Sustainable Buildings

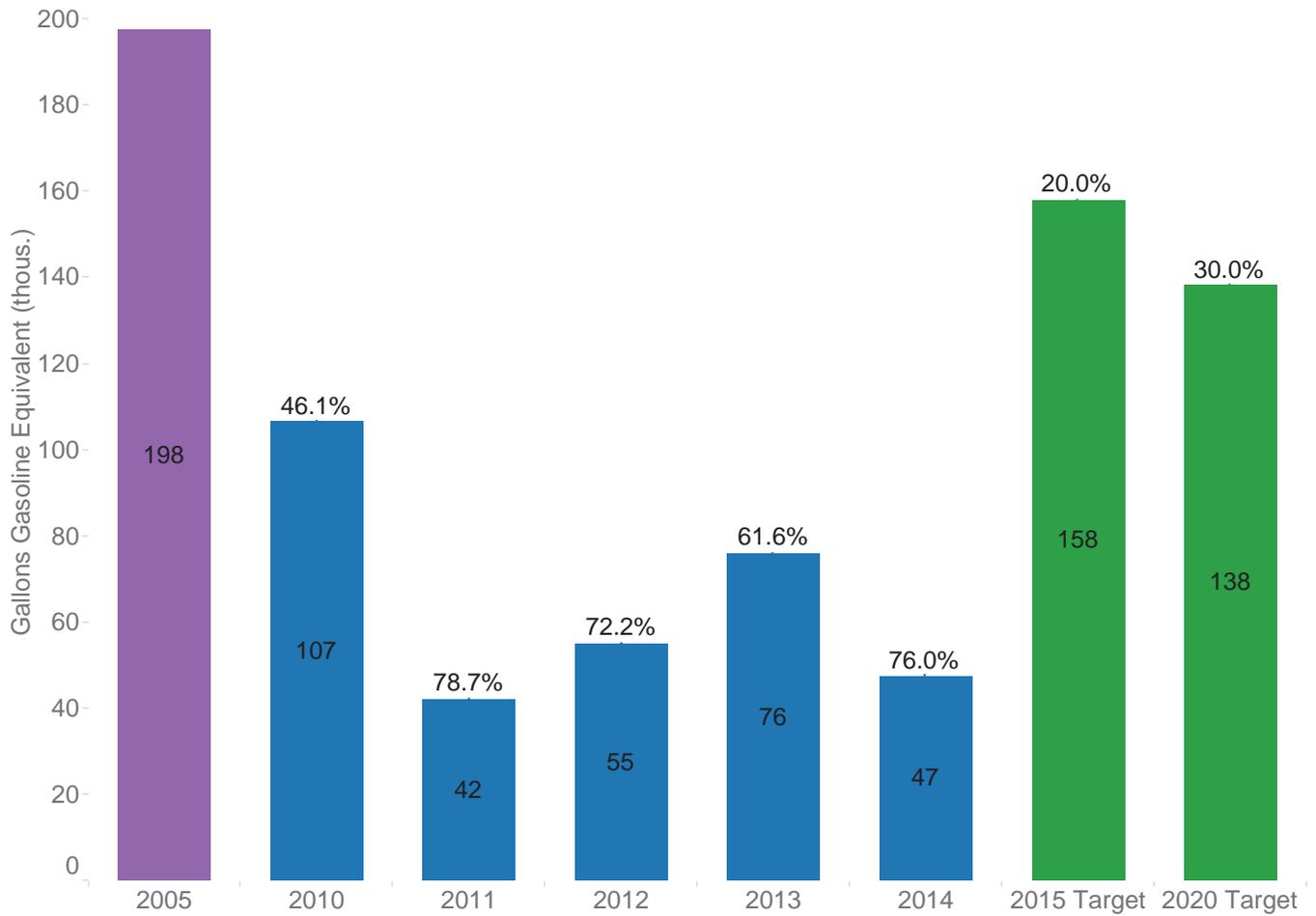
HUD Progress toward Facility Energy Intensity Reduction Goals (FY 2014 Goal: 27%)



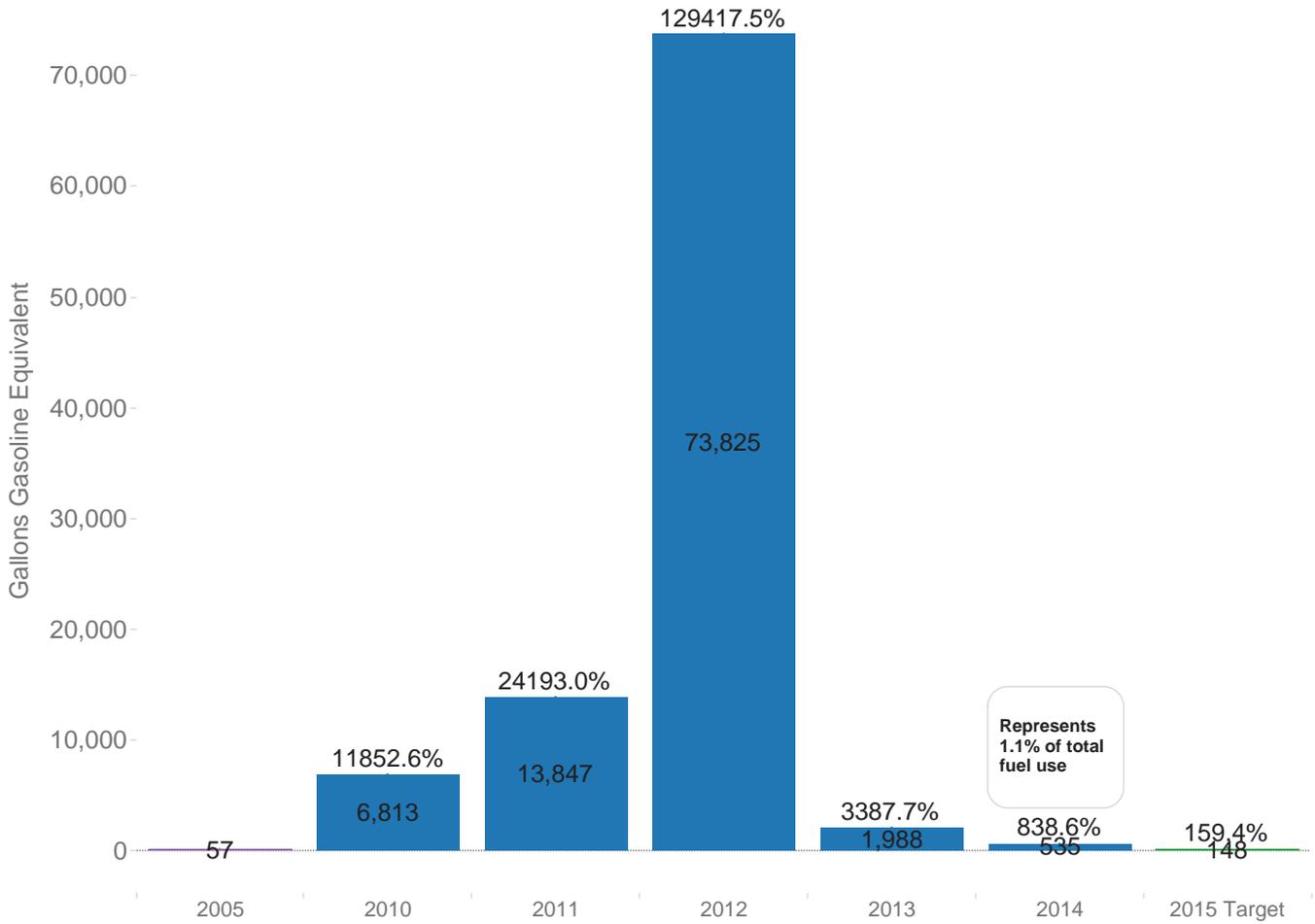
Department of Housing and Urban Development

Goal 3: Fleet Management

HUD Progress toward Fleet Petroleum Reduction Goals (FY 2014 Goal: 18%)



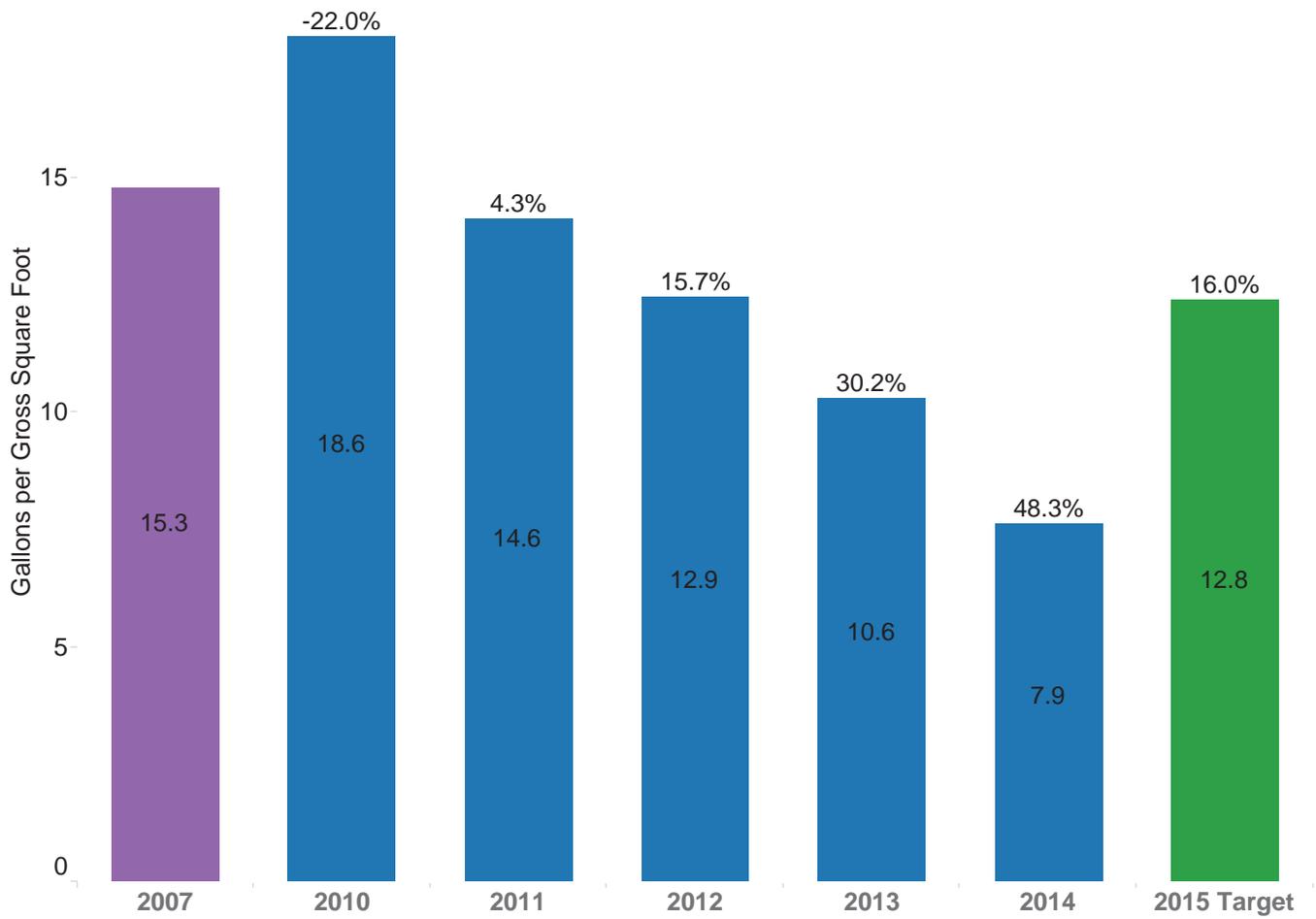
HUD Progress toward Fleet Alternative Fuel Consumption Goals (FY 2014 Goal: +135.8%)



Department of Housing and Urban Development

Goal 4: Water Use Efficiency & Management

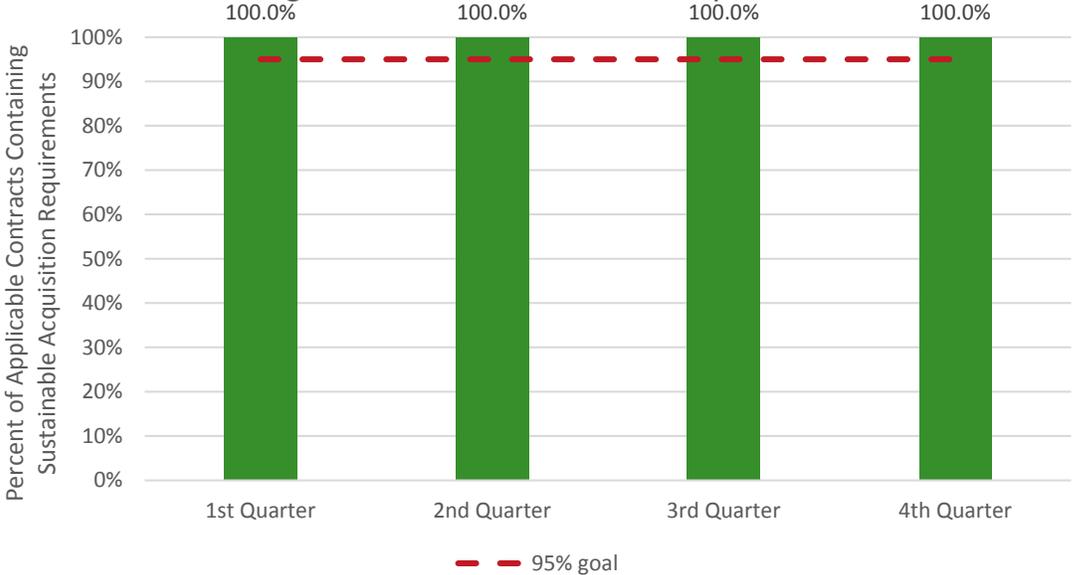
HUD Progress toward Potable Water Intensity Reduction Goals (FY 2014 Goal: 14%)



Department of Housing and Urban Development

Goal 6: Sustainable Acquisition

HUD Progress toward Sustainable Acquisition Goal



Department of Housing and Urban Development

Goal 7: Electronic Stewardship & Data Centers

EPEAT	POWER MANAGEMENT	END-OF-LIFE	COMMENTS
			

EPEAT:

	95% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
	85-94% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
	84% or less Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide

Power Management:

	100% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	90-99% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	89% or less Power Management Enabled Computers, Laptops and Monitors Agency-wide

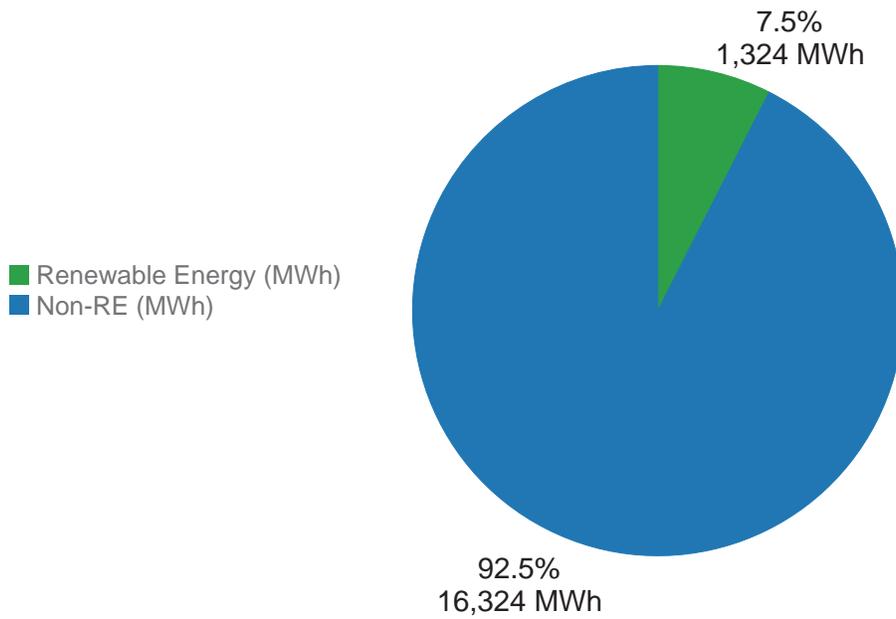
End-Of-Life:

	100% of electronics tracked at end-of life, demonstrating 100% disposal through GSA Xcess, CFL, Unicor, USPS Recycling Program or Certified Recycler (R2, E-Stewards). <i>Submitted annual report to GSA for Federal Electronics Assets furnished to non-Federal recipients.</i>
	100% of electronics tracked at end-of life, demonstrating 100% disposal through GSA Xcess, CFL, Unicor, USPS Recycling Program and/or non-Certified Recycler. Submitted annual report to GSA for Federal Electronics Assets furnished to non-Federal recipients.
	100% of electronics not tracked at end-of-life or less than 100% disposal through GSA Xcess, CFL, Unicor, USPS Recycling Program or non-Certified Recycler. <i>No annual report submitted to GSA for Federal Electronics Assets furnished to non-Federal recipients.</i>

Department of Housing and Urban Development

Goal 8: Renewable Energy

HUD Use of Renewable Energy as a Percentage of Electricity Use
(FY 2014 Goal: 7.5%)



Department of Housing and Urban Development
Strategies - Goal 1: Greenhouse Gas (GHG) Reduction

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

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Required Strategies under E.O. 13693			
Use the FEMP GHG emission report to identify/target high emission categories and implement specific actions to resolve high emission areas identified.	No	This is not considered a Top 5 strategy since HUD only reports energy for one building which recently underwent major energy improvements and retrofits.	
Identify alternative sources of data or alternative methods of analysis not set forth in E.O. 13693, but with the potential to support its goals.	Yes	HUD will use its recently installed Energy Management Control System (EMCS) to perform continual analysis & generate trend data for the HQ Building.	Add requirements to the HUD Building O&M contract for building energy trend analysis by 6/1/16 (Expected award in July 2016).
Identify and support management practices or training programs that encourage employee sustainability and greenhouse gas consideration.	Yes	Provide training to building operations staff and perform awareness campaigns.	1) Provide sustainability training to at least 75% of building operations staff. 2) Implement an energy and water conservation awareness campaign.
Conceptualize the goals of E.O. 13693 within a projected cost-benefit framework to identify low-hanging fruit.	Yes	Complete planning for additional energy and water reductions at HUD Headquarters.	Perform a detailed energy survey for HUD Headquarters.
Isolate successful measures applied toward the goals of E.O. 13514 that could be expanded to meet the goals of E.O. 13693.	Yes	Explore the potential for another ESPC at HUD Headquarters.	Coordinate with HUD leadership and GSA to determine the feasibility of performing another ESPC at HUD Headquarters.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources, human and otherwise.	No	The size of HUD's portfolio prevents this from being a "top 5" strategy for the direct emissions category.	
Determine which goals set forth in E.O. 13693 represent unambitious targets given past agency performance, identify by how much they could be exceeded, and establish new within-agency target	No	HUD has already set ambitious GHG reduction targets.	
Employ operations and management best practices for energy consuming and emission generating equipment.	Yes	Operation and Maintenance Best Practices- During the upcoming reporting period HUD will be transferring operation and maintenance responsibility for portions of the upgraded HVAC to an ESCo provided maintenance contract.	Make contract changes as necessary to ensure proper coordination between contractors.

Table 1-2: Strategies - Scope 3 GHG Reductions

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 Word Limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Required Strategy Under E.O. 13693			
Reduce employee business ground travel.	Yes	Promote minimizing business travel and the use of virtual teleconference (VTC).	HUD did not successfully implement this strategy during the previous reporting period. Actions for this period: Develop

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 Word Limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
			agency policy signed by Chief Sustainability Officer (CSO) by 12/31/15.
Reduce employee business air travel.	Yes	Promote minimizing business travel and the use of virtual teleconference (VTC).	HUD did not successfully implement this strategy during the previous reporting period. Actions for this period: Develop agency policy signed by Chief Sustainability Officer (CSO) by 12/31/15.
Develop and deploy employee commuter reduction plan.	No	This strategy will be implemented as part of the 2016 Sustainability Plan.	
Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	Review commuter surveys to identify trends or opportunities.	Perform survey review and identify potential strategies.
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	HUD Climate Change Adaption Plan- Action 3.1- Improve Operational Readiness of HUD Field Staff.	Increase the number of approved telework agreements in place.
Develop and implement bicycle commuter program.	Yes	Provide subsidies for Capital Bikeshare memberships.	Continue the current bikeshare subsidies and work to renew the program for FY 2016.
Provide bicycle commuting infrastructure.	No	Infrastructure is already in place.	
Plan to begin FY 2016: Report scope 3 greenhouse gas emissions for leases over 10,000 E.O. 3(h)(v) rentable square feet.	Yes	Coordinate with HUD Field Management.	Ensure that reporting mechanisms are in place to provide estimates or actual utility data for FY 16.
	[Please Choose]		

Department of Housing and Urban Development

Strategies - Goal 2: Sustainable Buildings

Table 2-1: Strategies - Sustainable Buildings

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy Under E.O. 13693			
Use remote building energy performance assessment auditing technology 3(a)(A)	Yes	HUD has installed both Energy Management Control System (EMCS) software and advanced metering at the Headquarters building capable of remote assessment and trending.	Connect meters to the EMCS system and determine if additional licenses or funding are needed to begin collecting and analyzing HUD Headquarters energy data directly from the building EMCS.
Participate in demand management programs 3(a)(B)	Yes	HUD will consult with GSA about using demand-side management (DSM) at HUD Headquarters.	HUD Headquarters is the only building where HUD has operational control. Electricity is purchased through a regional agreement managed by GSA. HUD will consult with GSA power procurement managers to determine if HUD is eligible for DSM programs by 12/31/15.
Ensure that monthly performance data is entered into the Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager 3(a)(C)	No	HUD is currently uploading performance data to Portfolio Manager.	
Where feasible: Incorporate Green Button data access system into reporting, data analytics, and automation processes 3(a)(D)	No	HUD currently utilizes Pepco green button access to monitor electric use.	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Implement space utilization and optimization practices and policies 3(a)(E)	Yes	HUD will continue to work with GSA to ensure that optimization practices and policies are implemented.	HUD does not own any real property and its spaces are largely GSA leases. Accordingly, HUD will coordinate with GSA to identify leased spaces that are eligible for consolidation.
Identify opportunities to transition test-bed technologies to achieve the goals of this section 3(a)(F)	Yes	HUD will continuously evaluated test-bed technology for potential agency use.	Work with boiler maintenance provider to determine the feasibility of a Non-Chemical Water Treatment (Catalyst-based) for the HUD Headquarters boiler system.
Where feasible: Conform to city energy performance benchmarking and reporting requirements 3(a)(G)	Yes	Use EnergyStar Portfolio manager to meet Washington DC (DDOE) benchmarking requirements.	Perform benchmarking for DDOE by 4/1/16.
Begin planning for FY 2020 requirement: Ensure all new construction of Federal buildings greater than 5,000 gross square feet that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030 3(h)(i)	No	All HUD buildings are leased. HUD does not anticipate constructing new buildings.	
In all new agency lease solicitations over 10,000 rentable square feet, include criteria for energy efficiency as a performance specification or source selection evaluation factor 3(h)(iv)	No	HUD does not own any facilities, all buildings are GSA leases. HUD currently has a MOU in place with GSA to ensure that new leases entered on behalf of HUD include "green" lease language.	Update the MOU by October 2015 to ensure that the new criteria are included in future leases.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
In all new agency lease solicitations over 10,000 rentable square feet, include requirements for building lessor disclosure of carbon emission or energy consumption data for leased portion of building 3(h)(iv)	No	HUD does not own any facilities, all buildings are GSA leases. HUD currently has a MOU in place with GSA to ensure that new leases entered on behalf of HUD include "green" lease language.	Update the MOU by October 2015 to ensure that the new criteria are included in future leases.
In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit 3(h)(vi)	No	HUD will continue to work with GSA to ensure that transportation infrastructure and access are considered in lease selection.	
Ensure that all new construction, major renovation, repair, and alteration of agency buildings includes appropriate design and deployment of fleet charging infrastructure 3(h)(vii)	No	Not top 5, HUD will be including provisions for charging infrastructure in its Multi-modal Access Plan during FY16.	
Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings 3(h)(viii)	No	Not a top 5, however HUD will incorporate this strategy for work performed at HUD Headquarters which is the only building that the agency has operational authority over.	
Recommended Strategy			
Install and monitor energy meters and sub-meters as soon as practicable.	Yes	Connect all eligible meters to the HUD Headquarters EMCS.	Ensure all eligible meters are connected and remotely accessible by 12/31/15.

Table 2-2: Strategies - Data Center Efficiency

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
Required Strategy under E.O. 13693	NA	HUD completed data center consolidation several years prior to the 2010-2015 FDCCI. Therefore, HUD does not project to close any further facilities through FY15. HUD also does not project any further personnel reductions or specific savings attributable to this specific initiative. As previously stated, we note that the Department does not own or operate any major data centers and has no arrangements to take ownership of any data centers at the end of any contracts.	
Ensure the agency chief information officer promotes data center energy optimization, efficiency, and performance 3(a)(ii)(A)	NA	Same as above	
Install and monitor advanced energy meters in all data centers by fiscal year 2018 3(a)(ii)(B)	NA	Same as above	
Recommended Strategy			
Optimize agency Data Centers across total cost of ownership metrics.	NA		
Improve data center temperature and air-flow management.	NA		
Identify and consolidate obsolete and underutilized	NA		

(A)Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure success including milestones in next 12 months
agency computer servers into energy efficient data centers.			

Department of Housing and Urban Development

Strategies - Goal 3: Clean and Renewable Energy

Table 3: Strategies - Clean & Renewable Energy

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
DoD only: Include in DoD accounting, fulfillment of the requirements of DoD goals under section 2852 of the National Defense Authorization Act of 2007 3(e)(vi)			
Recommended Strategy			
Install agency-funded renewable on-site and retain corresponding renewable energy certificates (RECs) or obtaining replacement RECs 3(d)(i)	NA		
Contract for the purchase of energy that includes installation of renewable energy on or off-site and retain RECs or replacement RECs for the term of the contract 3(d)(ii)	NA		
Purchase electricity and corresponding RECs or obtaining equal value replacement RECs 3(d)(iii)	Yes	HUD will coordinate with GSA power procurement representatives to determine the feasibility of purchasing additional RECs.	Coordinate with GSA representatives by 12/31/15.
Purchase RECs 3(d)(iv)	No		
Install thermal renewable energy on-site at Federal facilities and retain corresponding renewable	NA	HUD will revisit the possibility of adding solar to the HUD Headquarters building. This was	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
attributes or obtain equal value replacement RECs 3(e)(i)		previously not feasible due to building roof load/bearing capacity.	
Install combined heat and power processes on-site at Federal facilities 3(e)(ii)	NA		
Identify opportunities to install fuel cell energy systems on-site at Federal facilities 3(e)(iii)	No		
Identify opportunities to utilize energy from small modular nuclear reactor technologies 3(e)(iv)	NA		
Identify opportunities to utilize energy from small modular nuclear reactor technologies 3(e)(iv) Identify opportunities to utilize energy from a new project that includes the active capture and storage of carbon dioxide emissions associated with energy generation 3(e)(v)	NA		
Implement other alternative energy approaches that advance the policy set forth in section 1 and achieve the goals of section 2 of E.O. 13693 3(e)(vii)	No		
Consider opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites.	No		

Department of Housing and Urban Development

Strategies - Goal 4: Water Use Efficiency & Management

Table 4: Strategies - Water Use Efficiency & Management

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
Install appropriate green infrastructure features to help with storm- and wastewater management (such as rain gardens, rain barrels, green roofs, or impervious pavement) 3(f)(iv)	Yes	HUD will explore alternatives for the Headquarters building storm and wastewater management.	1) Determine the feasibility of rainwater recapture for the green space above the HUD Headquarters loading dock.
Install and monitor water meters; collect and utilize building and facility water data for conservation and management 3(f)(ii)	No	Water meters are installed for potable use, landscape, and cooling tower make up water.	Monitor water meters to identify opportunities for additional water conservation.
Recommended Strategy			
Install high efficiency technologies (e.g., WaterSense).	No	Agency completed retrofit of bathroom fixtures in FY 2012. No new retrofit activities for water reduction are scheduled during the next fiscal year.	
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost (for best practices from the EPA, go to http://go.usa.gov/KvbF).	No		
Minimize outdoor water use and use alternative water sources as much as possible.	Yes	Set landscape irrigation system to minimum acceptable level and ensure rain delay functions are used appropriately.	Add language to the next solicitation for the Headquarters O&M contract that requires regular monitoring of irrigation and

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
			reporting of rain delay reset function.
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	Yes	HUD will explore alternatives for the Headquarters building storm and wastewater management.	Determine the feasibility of rainwater recapture for the green space above the HUD Headquarters loading dock.
Install advanced meters to measure and monitor (1) potable and (2) industrial, landscaping and agricultural water use.	No		
Develop and implement programs to educate employees about methods to minimize water use.	Yes	Continue to perform employee awareness campaigns.	Distribute water conservation awareness materials by Nov 2015.
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may impact energy use.	No		
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	Yes	HUD will explore alternatives for the Headquarters building storm and wastewater management.	Determine the feasibility of rainwater recapture for the green space above the HUD Headquarters loading dock.
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	No		
Ensure that planned energy efficiency improvements consider associated	Yes	Complete planning for additional energy and water reductions at HUD Headquarters.	Perform a detailed energy survey for HUD Headquarters.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
opportunities for water conservation.			
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption including recommendations developed by Regional Federal Executive Boards.	No		

Department of Housing and Urban Development

Strategies - Goal 5: Fleet Management

Table 5: Strategies - Fleet Management

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
Collect and utilize agency fleet operational data through deployment of vehicle telematics " as soon as is practicable, but not later than two years after date of order 3(g)(iii)	Yes	1) Seek necessary approvals needed to pursue telematics. 2) Request any funding required for this strategy.	1) Present to HUD leadership and union representatives by August 2015. 2) Develop cost estimates and begin budget coordination.
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system 3(g)(iv)	Yes	HUD currently uses GSA Drive-thru as its FMIS and submits its data in FAST. HUD will work with FEMP to begin using the Fleet Sustainability Dashboard.	Input all HUD data to the FLEETDASH system by the end of July.
Plan for agency fleet composition such that 20% of passenger vehicle acquisitions are zero emission or plug-in hybrid vehicles by 2020, and 50% by 2025. Vehicles acquired in other vehicle classes count double toward this target 3(g)(v)	Yes	Develop agency policy for fleet vehicle acquisition and leasing.	Develop policy and present to senior leadership no later than 12/31/15.
Plan for appropriate charging or refueling	Yes	HUD will work with GSA for approval to add	1) Request approval to add charging infrastructure from

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology 3(g)(vi)		infrastructure to the Headquarters building and begin performing feasibility analysis.	GSA by 10/31/15. 2) Initiate feasibility study and funding estimates no later than 12/31/15.
Recommended Strategy			
Optimize/Right-size the composition of the fleet (e.g., reduce vehicle size, eliminate underutilized vehicles, acquire and locate vehicles to match local fuel infrastructure).	No		
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	Perform awareness campaign and develop policy to encourage use of alternative fuels.	1) Begin launching recurring awareness materials by July 2015. 2) Develop and present policy to HUD leadership no later than 12/31/15.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	No		
Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.	No		
Implement vehicle idle mitigation technologies.	No		
Minimize the use of "law enforcement" vehicle exemption and	No		

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
implementing the GSA Bulletin FMR B-33, Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets of November 15, 2011.			
Where State vehicle or fleet technology or fueling infrastructure policies are in place, conform with the minimum requirements of those policies.	No		
Reduce miles traveled (e.g., share vehicles, improve routing with telematics, eliminate trips, improve scheduling, use shuttles, etc.).	No		

Department of Housing and Urban Development

Strategies - Goal 6: Sustainable Acquisition

FY 2016 Biobased Targets

Number of Contracts to be Awarded	Dollar Value of Products to be Delivered
3	6,100,000

Table 6: Strategies - Sustainable Acquisition

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
Required Strategy under E.O. 13693			
Meet statutory mandates that require purchase preference for recycled content products designated by EPA 3(i)(i)(A)	No	HUD has already addressed this requirement in the recommended strategy to include energy efficient, biobased and other FAR sustainability clauses in all new contract actions as appropriate.	
Meet statutory mandates that require purchase preference for energy and water efficient products and services, such as ENERGY STAR qualified and FEMP-designated products, identified by EPA and DOE 3(i)(i)(B)	No	HUD has already addressed this requirement in the recommended strategy to include energy efficient, biobased and other FAR sustainability clauses in all new contract actions as appropriate.	
Meet statutory mandates that require purchase preference for Biopreferred and biobased designated products designated by the USDA 3(i)(i)(C)	No	HUD has already addressed this requirement in the recommended strategy to include energy efficient, biobased and other FAR sustainability clauses in all new contract actions as appropriate.	
Purchase sustainable or products and services identified by EPA programs	No	HUD has already addressed this requirement in the recommended strategy to	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
such as the ones outlined in 3(i)(ii)		include energy efficient, biobased and other FAR sustainability clauses in all new contract actions as appropriate.	
Purchase Significant New Alternative Policy (SNAP) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons, where feasible 3(i)(ii)(A)	No	HUD does not expect significant procurement of these products.	
Purchase WaterSense certified products and services (water efficient products) 3(i)(ii)(B)	No	HUD does not own any buildings and does not anticipate procurement of water related products (toilets, sinks, etc.)	
Purchase Safer Choice labeled products (chemically intensive products that contain safer ingredients) 3(i)(ii)(C)	No	HUD does not expect significant procurement of products in this category.	
Purchase SmartWay Transport partners and Smartway products (fuel efficient products and services) 3(i)(ii)(D)	No	HUD has already addressed this requirement in the recommended strategy to include energy efficient, biobased and other FAR sustainability clauses in all new contract actions as appropriate.	
Purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA that have been	No	HUD has already addressed this requirement in the recommended strategy to include energy efficient, biobased and other FAR sustainability clauses in all	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
determined to assist agencies in meeting their needs and further advance sustainable procurement goals of this order 3(i)(iii)(A)		new contract actions as appropriate.	
Meet environmental performance criteria developed or adopted by voluntary consensus standards bodies consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 3(i)(iii)(B)	No	HUD will include FAR requirements for energy efficient, biobased and other relevant sustainability factors in all new contract actions, as appropriate.	
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases 3(i)(iv)(B)	No	HUD has addressed this in the recommended strategies. We will be verifying during quarterly compliance reviews.	
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher as designated by future instruction under section 4(e) of E.O. 13693 3(i)(v)	No	HUD is already purchasing paper with recycled content.	
Recommended Strategy			
Update and deploy agency procurement policies and programs to ensure that federally- mandated designated sustainable products are included in all	Yes	HUD intends to maintain compliance through, updating and maintaining its intranet Web page on HUD's Affirmative Procurement Plan including	2015 milestone- OCPO is in process of reviewing and updating HUD's Affirmative Procurement Plan for compliance with Executive Order 13693, Planning for

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
relevant procurements and services.		links to recycled content products, environmental preferable products, biobased products and energy conservation products and others. HUD issued a Signal in 2014 to Acquisition Staff informing them of their responsibility for ensuring that contactors are aware of and comply with the final rule for Biobased Reporting Requirements to submit annual reports of their biobased purchases by October 31 of each year at www.sam.gov .	Federal Sustainability in the Next Decade.
Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.	No	OCPO has not identified any barriers at this time.	
Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.	Yes	Include FAR requirements for energy efficient, biobased and other relevant sustainability factors in all new contract actions, as appropriate.	OCPO's Risk Management and Compliance Unit will perform annual reviews to ensure the appropriate clauses are contained in contracts requiring biobased and sustainable products. The first review established the baseline and incremental improvements will be established thereafter, e.g. 10% per quarter until full compliance is achieved.
Review and update agency specifications to include and	Yes	OCPO COs and supervisors, during solicitation reviews,	OCPO has added environmental

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
encourage biobased and other designated green products to enable meeting sustainable acquisition goals.		will ensure necessary requirements and clauses are considered and contained within acquisition documents.	considerations to the solicitation review checklist.
Use Federal Strategic Sourcing Initiatives, such as Blanket Purchase Agreements (BPAs) for office products and imaging equipment, which include sustainable acquisition requirements.	Yes	OCPO has mandated that all office supplies are purchased using FSSI OS3 contracts which are biobased and green compliant. OCPO conducts monthly sampling to ensure compliance with this mandate.	HUD is currently at 79% compliance on using FSSI for office supplies. We are seeking 100% compliance using FSSI/OS3 contracts. The 79% compliance was a result of the repeated changes to the FSSI vehicle during the year which caused confusion to the user base. HUD has addressed this issue with the cardholders.
Report on sustainability compliance in contractor performance reviews.	Yes	To facilitate contract compliance, OCPO will be reviewing sam.gov to verify that contractors, who are potential users of biobased and other greening materials in performance of HUD contracts, submit annual reports of their biobased purchases by October 31 of each year at www.sam.gov.	2015 milestone - OCPO expects to do this verification when conducting quarterly compliance reviews reported in the Sustainable Acquisition Report. See mandatory strategy.
Ensure that agency purchase-card holder policies direct the exclusive use of the GSA Green Procurement Compilation where desired products are listed in the Compilation.	No	HUD's Government Purchase Card guide addresses green purchasing.	
Employ environmentally sound disposal practices	No	Most electronic equipment is leased. Agency owned	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 month
with respect to agency disposition of excess or surplus electronics.		electronics are disposed of using certified recyclers.	

Department of Housing and Urban Development

Strategies - Goal 7: Pollution Prevention & Waste Reduction

Table 7: Strategies - Pollution Prevention & Waste Reduction

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023) 3(j)(i)	Yes	Perform review of EPCRA reporting to ensure that all categories of reporting requirements are completed appropriately.	Review EPCRA reporting no later than 3/31/16.
Reduce or minimize the quantity of toxic and hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets established in section 2 of E.O. 13693 3(j)(iv)	No	The nature of HUD's mission is such that toxic and hazardous chemicals are infrequently acquired, used, or disposed off.	
Recommended Strategy			
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	NA		
Reduce waste generation through elimination, source reduction, and recycling.	Yes	Review and evaluate refrigerant monitoring program.	Continue to review the refrigerant monitoring program and implement corrective actions no later than 12/31 annually.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic	Yes	HUD will work with its Building Services division to implement integrated pest management practices.	Review IPM practices and determine if there are environmentally preferable alternatives to current practices and chemical use.

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
and hazardous chemicals/materials.			
Establish a tracking and reporting system for construction and demolition debris elimination.	No	HUD performs minimal construction in the HUD Headquarters building. HUD will coordinate with its Space Management Division on the feasibility of implementing a tracking system for waste created by minor space alterations performed.	
Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	HUD currently has a chemical inventory plan in place that is maintained by the HQ Safety and Health Specialist.	Review the current chemical inventory plan to identify unnecessary chemicals or potential substitutes by 12/31/15.
Inventory of current HFC use and purchases.	No		
Require high-level waiver or contract approval for any agency use of HFCs.	No		
Ensure HFC management training and recycling equipment are available.	No		

Department of Housing and Urban Development
Strategies - Goal 8: Energy Performance Contracts

Table 8: Strategies - Energy Performance Contracts

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
Required Strategy under E.O. 13693			
Utilize performance contracting to meet identified energy efficiency and management goals while deploying life-cycle cost effective energy and clean energy technology and water conservation measures 3(k)(i)	No	HUD very recently completed an ESPC at HUD Headquarters which is GSA owned and the only building that the agency has operational control over. Given the new requirements of EO 13693, HUD will be exploring the feasibility of additional ESPC work during the next 12 months.	
Fulfill existing agency performance contracting commitments towards the \$4 billion by the end of calendar year 2016 goal established as part of the GPRA Modernization Act of 2010, Climate Change Cross Agency Priority process 3(k)(ii)	NA	HUD very recently completed an ESPC at HUD Headquarters which is GSA owned and the only building that the agency has operational control over. Given the new requirements of EO 13693, HUD will be exploring the feasibility of additional ESPC work during the next 12 months.	
Recommended Strategy			
Evaluate 25% of agency's most energy intensive buildings for use with energy performance contracts.	NA	HUD very recently completed an ESPC at HUD Headquarters which is GSA owned and the only building that the agency has operational control over. Given the new requirements of EO 13693, HUD will be exploring the feasibility of	

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in next 12 months
		additional ESPC work during the next 12 months.	
Prioritize top ten projects which will provide greatest energy savings potential.	NA		
Cut cycle time of performance contracting process by at least 25%.	NA		
Assign agency lead to participate in strategic sourcing initiatives.	No		
Devote 2% of new commitments to small buildings (<20k sq. ft.)	NA		
Identify and commit to include 3-5 onsite renewable energy projects in energy performance contracts.	NA		
Ensure relevant legal and procurement staff are trained by FEMP ESPC/ UESC course curriculum	Yes	Provide ESPC training to program staff for future acquisition.	Train at least 50% of applicable operations program staff by 3/31/16.
Provide measurement and verification data for all awarded projects.	[Please Choose]	Provide measurement and verification for the recently completed ESPC at HUD Headquarters.	Begin annual measurement and verification by 3/31/16.
Enter all reported energy savings data for operational projects into MAX COLLECT (max.gov).	[Please Choose]		

Department of Housing and Urban Development

Strategies - Goal 9: Electronics Stewardship

Table 9: Strategies - Electronics Stewardship

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
Establish, measure, and report procurement preference for environmentally sustainable electronic products 3(1)(i)	Yes	HUD IT Services contracts require EPEAT-registered and energy efficient products. HUD will include EPEAT requirements in new infrastructure contracts when purchasing energy-consuming products covered by EPEAT.	Ensure that all leased equipment is EPEAT certified through random compliance monitoring.
Establish, measure, and report policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products 3(1)(ii)	Yes	HUD IT Services contracts require EPEAT-registered and energy efficient products. HUD will include EPEAT requirements in new infrastructure contracts when purchasing energy-consuming products covered by EPEAT.	1- Duplex Printing " Duplex printing is enabled on all networked printers that are reducing paper consumption and energy usage. 2- Power management - Automated power management is enabled for all computers and printers across the Enterprise. Automated power management provides remote management of power, ensuring less consumption when not needed and thus lower electricity consumption levels. 3- Acquiring Electronic Product Environmental Assessment Tool (EPEAT) rated computer desktops, laptops, and monitors through our managed service provider. The EPEAT is a procurement

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
			tool to help large volume purchasers in the public and private sectors evaluate, compare, and select desktop computers, notebooks, and monitors based on their environmental attributes. 4- Extending the use of electronics products to a four year minimum.
Establish, measure, and report sound practices with respect to the agency's disposition of excess or surplus electronic products 3(1)(iii)	Yes	Ensure existing policies are followed	Review property dispositions to verify proper reporting of End-of-life management.
Recommended Strategy			
Update and deploy policies to use environmentally sound practices for disposition of all agency excess or surplus electronic products and monitor compliance.	Yes	Ensure existing policies are followed.	Review property dispositions to verify compliance with HUD's affirmative procurement policy allowing only certified recyclers.

Department of Housing and Urban Development

Strategies - Goal 10: Climate Change Resilience

Table 10: Strategies - Climate Change Resilience

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
Required Strategy under E.O. 13693			
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change. (In column C, identify names of agency programs or policies)	Yes	Update program policies and regulations, as specified in HUD's Climate Change Adaptation Plan.	<p>1) Ginnie Mae will continue to align disaster assistance policies and has made progress with USDA, PIH, and FHA. (Action 1.3) 2) HUD, according to its FFRMS Implementation Plan, will update 24 CFR Part 55 to require higher flood elevation. (Action 1.5) 3) FHA is finalizing an updated 203(k) Handbook that will clarify program requirements for hazard mitigation activities. FHA and OER are in the process of reaching out to 203(k) lenders and hazard mitigation groups to promote the program for hazard mitigation. (Action 1.10) 4) HUD is drafting a barriers analysis of its existing programs and intends to have a draft complete in November 2015. (Action 1.06) 5) HUD convened a meeting to identify existing building design requirements throughout HUD programs. Going forward, HUD will form a working group of housing-production offices</p>

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
			and conduct feasibility analyses of requiring model building codes for resilience. (Action 1.07)
Recommended Strategy			
Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	No	Under Action 3.7, HUD will update and consolidate in a single location disaster response and recovery standard operating procedures and tools.	HUD has completed a final draft of its updated Disaster Guidebook and is scheduled to shepherd it through internal clearance this year.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	No		
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	Yes		See above under the required strategy.
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	Yes	Establish and maintain an Assistant Secretary-level intra-agency working group.	HUD established its Resilience Council, which meets on a monthly basis at the principals level and bi-weekly at the staff level.
Identify vulnerable communities that are served by agency mission and are potentially impacted by climate change and identify measures to address those vulnerabilities where possible.	Yes	Under Action 4.1, HUD is performing a climate vulnerability analysis of HUD-funded communities. In addition, HUD will update its Environmental Justice Strategy this year.	HUD developed a research strategy and secured 1.5 FTE to support this analysis. During the next 12 months, HUD plans to: 1) Determine number and characteristics of HUD-assisted renters whose properties are located in 100 year flood plain (using Q3 and DFirm). 2)

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
			Develop strategy and iterative methods to improve address data quality for HUD assets (particularly public housing) 3) Determine how to map and package HUD assets with indeterminate data quality (e.g., ZIP Code centroids) 4) Interface with other federal agencies to leverage resilience mapping and activities through the Geospatial Platform and other vehicles 5) Determine methodology for determining potential risks
Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary.	No		
Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.	No		
Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.	Yes	Encourage CPD grantees to address climate-related risk and actions needed to minimize potential impact of these risks on vulnerable populations served by CPD programs and support them through the development of tools and training materials (as well as leverage existing	1) Launch webinar series and develop community resilience portal of resources available to grantees. 2) Coordinate with other program offices to develop strategy for encouraging climate-related risk in Consolidated Plans

(A) Strategy	(B) Top Five? Yes/No/NA	(C) Strategy Narrative (100 word limit)	(D) Specific targets/metrics to measure strategy success including milestones to be achieved in the next 12 months
		tools such as EPA's climate adaptation planning tools). (Actions 1.11, 2.1, and 2.2)	
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	Under Action 2.12, HUD will brief state and local governments on HUD recovery activities pre-disaster. In addition, HUD will continue to implement the National Disaster Resilience Competition, which encourages regional coordination across levels of government.	Field Office Directors assigned to complete briefings by 9/30/15. Feedback generated will come to HQ. Goal to have briefings each Fiscal Year.

**FY 2015 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
U.S. Department of Housing and Urban Development**

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions.

(1) Briefly, what is the agency's primary/core mission and how is the fleet configured to support it?

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market, bolster the economy, and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; and build inclusive and sustainable communities free from discrimination.

HUD accomplishes its mission through component organizations and offices that administer place-based programs, which are carried out through a network of regional offices and smaller field offices, as well as through grantees, contractors, and other business partners.

HUD's major Program Offices include:

- Office of Housing/Federal Housing Administration
- Government National Mortgage Association
- Office of Public and Indian Housing
- Office of Community Planning and Development
- Office of Fair Housing and Equal Opportunity
- Office of Healthy Homes and Lead Hazard Control
- Office of Sustainable Housing and Communities
- Office of Strategic Planning and Management
- Office of Policy Development and Research
- Center for Faith-Based and Neighborhood Partnerships

Office of Inspector General (OIG)

The HUD Office of Inspector General (HUD OIG) is a law enforcement agency with the statutory authority to investigate crimes committed against the Department of HUD. The mission of HUD Office of Inspector General is to:

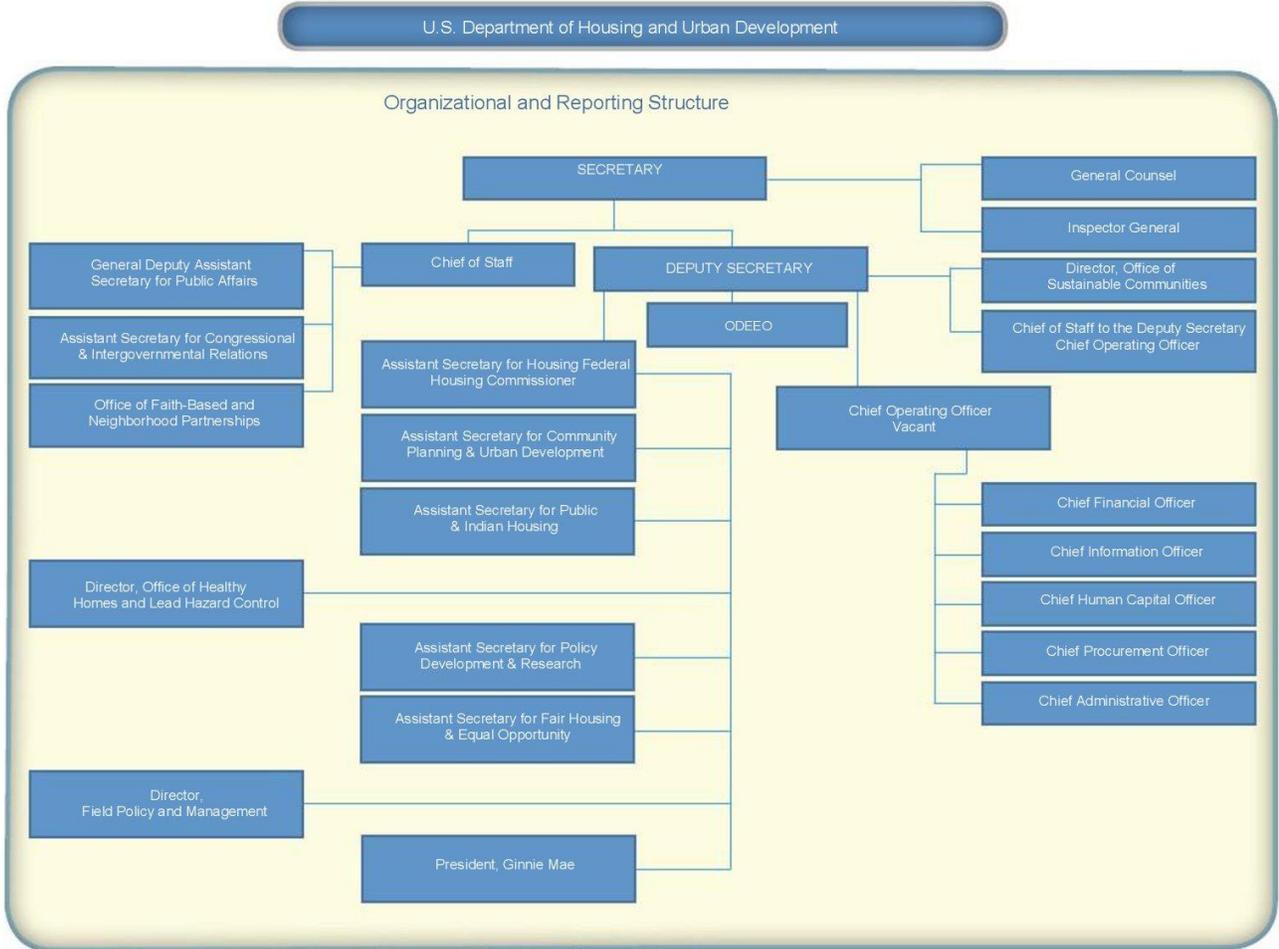
- Conduct and supervise independent audits, fraud reviews, evaluations, and civil and criminal investigations relating to the programs and operations of the Department;
- Promote economy, efficiency, and effectiveness in the administration of HUD programs and operations;
- Prevent and detect fraud and abuse in such programs and operations;
- Provide a means for keeping the HUD Secretary and Congress fully informed about current problems and deficiencies; and
- Benchmark best practices and recommend corrective actions in HUD's programs and operations.

HUD OIG is comprised of five divisions: the Office of Audit, the Office of Investigation, the Office of Management and Technology, Office of Evaluations and the Office of Counsel.

The Office of Investigation is the HUD OIG law enforcement component with the responsibility of investigating crimes against the Department. The Office of Investigations is comprised primarily of GS-1811 Special Agents who are sworn law enforcement officers. In support of this mission, the Office of Investigation needs to lease vehicles that will enable the special agents to perform their law enforcement duties without restrictions and provide the flexibility to be able to accommodate routine operational challenges such as the transportation of subjects and evidence obtained during the course of their investigations. The vehicles also must be capable of storing specialized equipment needed by each agent when they are performing their investigative and law enforcement duties.

(2) Please describe the organizational structure and geographic dispersion of your fleet.

HUD's organizational structure appears below.

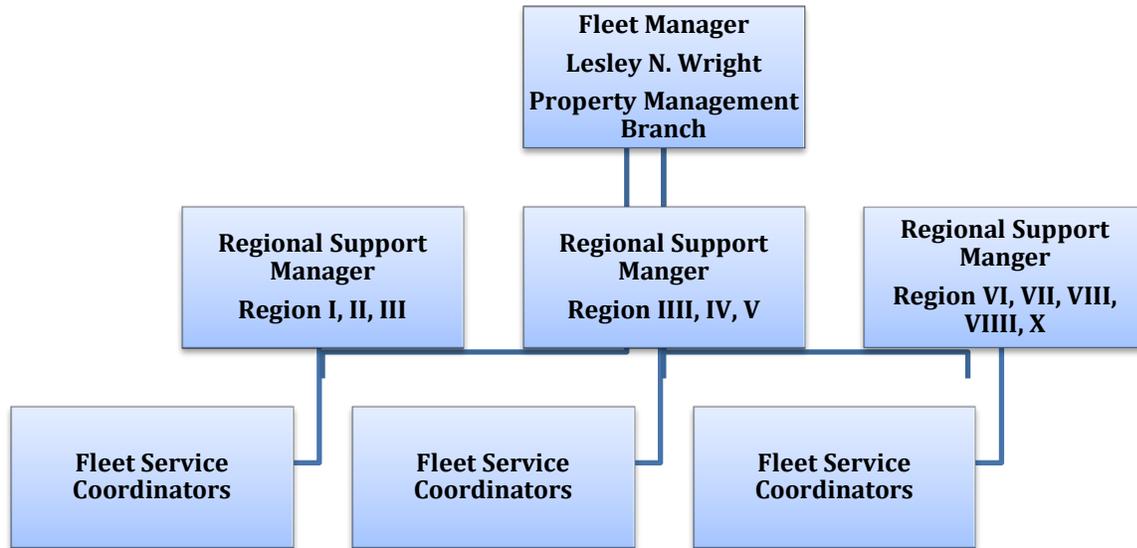


To support HUD’s mission and programs, the agency has a total of 348 vehicles, comprised of the Office of Field Support Services (OFSS), Headquarters, Secretary, and OIG. The geographical dispersion of HUD vehicles is as follows:

City	Number of Assigned Vehicles
Atlanta, GA	34
Baltimore, MD	5
Birmingham, AL	4
Boise, ID	1
Boston, MA	17
Buffalo, NY	4
Casper, WY	1
Charleston, WV	2
Chicago, IL	30
Cleveland, OH	13
Columbia, SC	1
Columbus, OH	4
Denver, CO	3
Des Moines, IA	1
Detroit, MI	10
Fargo, ND	1
Fort Worth, TX	1
Greensboro, NC	2
Hartford, CT	3
Helena, MT	1
Herico, VA	1
Honolulu, HI	1
Houston, TX	16
Indianapolis, IN	3
Jacksonville, FL	3
Kansas City, KS	28

Knoxville, TN	1
Little Rock, AR	1
Los Angeles, CA	28
Louisville, KY	4
Manchester, NH	1
Memphis, TN	1
Miami, FL	4
Milwaukee, WI	3
Minneapolis, MN	4
Nashville, TN	3
New Orleans, LA	12
New York, NY	24
Newark, NJ	5
Oklahoma City, OK	1
Omaha, NE	1
Philadelphia, PA	27
Phoenix, AZ	4
Pittsburg, PA	1
Richmond, VA	3
Salt Lake City, UT	1
San Antonio, TX	2
San Francisco, CA	4
San Juan, PR	2
Seattle, WA	7
Sioux Falls, SD	1
St. Louis , MO	1
Vado, NM	1
Washington, DC	11
TOTAL	348

HUD's Fleet Management is organized as shown:



(3) What are the ancillary missions, such as administrative functions, and how are they supported?

The Office of Field Support Services (OFSS) in the Office of Administration is responsible for providing HUD field office staff with administrative support services. Additionally, OFSS provides consultant, advisory and liaison services to field. The Office of Administration maintains close partnerships with field office staff to identify needs and expectations to ensure requirements are addressed in a timely manner while serving as stewards of the Department's resources. The OFSS is comprised of Regional Support Managers and the Project Management Division. Functions performed by these groups include: budget formulation and execution for field services; improving workplace conditions for field employees; and managing and coordinating all field administrative support services. This includes coordinating the transportation needs of the offices.

(4) How are vehicles primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types?

Vehicles are maintained and reserved for use by HUD employees conducting official business to meet HUD's mission and goals. Among the specific vital activities for accomplishing HUD's mission are: management reviews, single and multifamily housing inspections, pre-construction meetings, attending off-site training and conferences, customer outreach, and meeting with HUD grantees and clients.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments).

(1) What are the factors and considerations used for assigning vehicles?

The factors and considerations used for assigning vehicles to OFSS are based on the program office needs, availability of other forms of transportation, and actual vehicle usage. HUD also reviews how many people are in the program to determine how many vehicles should be allocated.

The duties and nature of the Special Agents assigned to the OIG Office of Investigation routinely require the Agents to spontaneously remain on duty after normal business hours at locations other than the normal place of work. The Agents spend a considerable amount of time working in locations outside the of the office environment. The nature of the investigations require a level of flexibility by the Agents. The possibility of not having home-to-work vehicles could compromise investigations. The Agents' ability to perform their duties could be rendered inefficient or unsafe without home-to-work transportation.

The Agents routinely start their days developing investigative leads in the field before reporting to their office. They also follow up on investigative leads as they return to their residences at night. Currently, home-to-work vehicle assignments are permitted for approximately 198 Special Agents. These assignments are made to facilitate the important investigative work being conducted and enable the Office of Investigations to maximize work hours to cover large territories and demanding law enforcement workloads in each of the regions.

(2) Are vehicles assigned to individuals, offices, job classifications?

Field office vehicles are assigned to Program Offices for preferred use among their staffs (field vehicles are also for use by other offices subject to availability). OIG vehicles are pooled for use among the agents in the local office.

(3) What alternatives are considered to meet mission requirements before adding a vehicle or vehicles to the fleet?

HUD's alternatives to acquiring a fleet vehicle are to use public transportation, car rental or personal vehicles.

(4) How are home-to-work (HTW) vehicles justified, assigned, and what steps are taken to limit HTW use?

The fleet manager enforces the policy that OFSS and HQ vehicles are not used for home-to-work. The fleet manager also enforces this policy through HUD's fleet management handbook, memoranda sent to Field Service Representatives responsible for fleet vehicles in the field, and routine reviews of vehicle usage records.

Home-to-work vehicle assignments are permitted for 201 OIG Agents. These assignments are supported by a waiver from the Secretary of HUD. They are made to facilitate the important investigative work the Agents conduct (noted above) and maximize their work hours to cover large territories and demanding law enforcement workloads.

(C) Vehicle Allocation Methodology (VAM) target development and explanation for reported fleet size and cost changes or not meeting agency VAM targets.

(1) Provide information on the methods used to produce your agency's VAM targets. (Recommendation #2 from GAO report: GAO-13-659. See FMR Bulletin B-30 for guidance on conducting a VAM study and developing VAM targets)

(a) From your most recent VAM study, what was the specific utilization criteria used to determine whether to retain or dispose of a vehicle? Provide the miles, hours, vehicle age or other means used to make this determination. If a different criterion was used in different bureaus or program areas, provide the criteria for each.

The utilization criteria include: miles driven, how many employees the vehicles service and the workload of those using the vehicles.

(b) From your most recent VAM study, what were the questions used to conduct the VAM survey? If different questions were used in different bureaus or program areas, provide the questions for each.

- 1) How many employees will these vehicles serve?
- 2) How many vehicles are currently at this location?
- 3) What is the current mileage usage of the vehicles?

(2) Provide an explanation for any measurable change in fleet size and/or cost or if you are not meeting your annual VAM targets. What are the plans to correct any deficiencies, and indicate factors that hinder attainment of your annual VAM targets (e.g., budgetary, other resource issues, mission changes, etc.)?

HUD currently is meeting its VAM targets. During FY 2014, HUD completed the Small Office Project that closed 16 field offices. These closings yielded 6 vehicles returned to GSA. HUD has reduced its fleet from FY13 FAST inventory totals by 18 vehicles. This includes Field offices as well as OIG.

(D) Description of efforts to control fleet size and cost.

(1) How and why have the size, composition, and cost of your agency's fleet changed, and how are they projected to change in the future?

HUD's fleet has changed in size due to our right-sizing initiative implemented in FY 2011 in the Field and OIG. This resulted in a reduction of 83 vehicles. In the Field mileage reviews and identifying the low mileage vehicles aided in the reduction of the fleet. OIG strategy for reduction in size was due to HUD OIG scrutinizing the need for home-to work vehicles for Agents, and tried to limit Government Owned Vehicles (GOV) where possible. The vast majority of HUD OIG Agents serve on assignments directly relating to conducting investigations, and HUD OIG has determined these Agents require unfettered access to individually assigned GOVs so their ongoing investigations are not compromised due to avoidable administrative issues. In recent years, HUD OIG has reduced the size of their GOV fleet by identifying certain HQ assignments as administrative in nature, and thereby not requiring assigned GOVs. In addition, as GOVs come up for replacement, HUD OIG is replacing them with smaller, more economical vehicles which still enable the special agents to perform their investigative mission.

The reduction in size had a beneficial effect on the cost. Our total cost was reduced by over \$650,000, since FY 2011. HUD will continue with our current right sizing strategies and ensure we will optimize our fleet so that it is cost effective as well as the right size to meet our mission needs.

(2) Does the agency ever acquire vehicles from other than the most cost-effective source and, if so, explain why?

HUD always searches for the most cost-effective sources for acquiring vehicles. The prime source has consistently been GSA. In FY 2014 HUD Secretary's Office researched the idea of going from commercially leased to GSA leased. It was determined it is more cost effective to commercially lease the Secretary's fleet due to the additional costs for customizing the vehicles.

(3) Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves.

HUD does not foresee having to get larger, less fuel-efficient vehicles. In addition, as HUD OIG's vehicles come up for replacement, they are being replaced with smaller, more economical vehicles.

(4) Discuss the basis used for your reported future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, etc.)

In previous years HUD has used the GSA Drive Thru system to report the agency's operating cost. HUD uses the Accounting Office's report on operating costs which is more detailed and in depth. Future cost projections are based a 2.1 percent inflation rate.

(E) Explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

(1) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33?

Yes, HUD does use the LE vehicle classification system for OIG and the Secretary's vehicles.

(2) Does your agency exempt only Level 1 LE vehicles from Energy Policy Act and VAM reporting?

HUD exempts Level 2 LE vehicles as well as LE 1 vehicles. HUD OIG has identified their law enforcement vehicles as LE 2, and the Secretary's fleet is identified as LE 1 as defined in GSA Bulletin FMR B-33.

(3) If your agency does not use the LE vehicle classification system, explain how LE vehicles are categorized and which are exempted from Energy Policy Act and VAM requirements.

This question is not applicable. HUD uses the LE system.

(F) Justification for restricted vehicles.

(1) If your agency uses larger than class III (midsize) vehicles, is the justification for each one documented?

Yes, there is documentation for the large size vehicles in our fleet.

(2) Are executive fleet vehicles posted on your agency's website as required by the Presidential Memorandum of May 2011?

The executive vehicles are a part of the Secretary's fleet and they are posted on the agency website.

(3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?

HUD does not have a limousine in inventory.

(4) For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types?

HUD does not have armored vehicles.

(5) Are armored vehicles authorized by appropriation?

Not applicable.

(G) Description of vehicle replacement strategy and results.

(1) Describe the schedule the agency will follow to achieve its optimal fleet inventory, including plans for acquiring all light duty Alternative Fueled Vehicles (AFVs) by December 31, 2015.

Every 6 months OFSS vehicle fleet mileage is monitored to determine whether vehicles should be retained. If vehicles have not reached at least 3,999 miles during the 6-month period the vehicle will be scheduled to be returned.

HUD contracts its GOV services through GSA's Fleet Services. The cost of GOVs is based on a fixed monthly lease rate and mileage charges. GOVs typically are rotated every 36,000 miles or 3 years but this is subject to GSA budgetary constraints. Generally, Fleet Services does not want vehicles driven more than 60,000 miles. Fleet Services typically informs its clients during the month of September which vehicles are scheduled to be rotated for the upcoming calendar year. It is at this point that agency representatives place vehicle requests. These requests are based upon cost, availability and mission.

OIG field offices generally select G-10 and G-11 vehicles, being mindful of both monthly and mileage costs. Because of HUD's contractual obligations with Fleet Services and the availability of vehicles, we are unable to convert all vehicles at once so the Special Agent in Charge (SAC) has been responsible for implementing a staggered methodology for integrating fuel and cost efficient vehicles to their regional fleets.

OIG's current fleet is comprised of 73 percent G-10 and G-11 vehicles. Of the 2014 vehicles we received from GSA, 84 percent were in the cost efficient G-10 and G-11 categories. Other vehicles obtained were four (4) G-41 (Crossover SUVs to be used for transporting range equipment and for use in search warrants) category which are only \$188 per month and two (2) G-61 (4x4 Light SUVs also used for transporting range equipment and for use in search warrants but require 4x4 package due to region/terrain) at a cost of \$270 and \$283 respectively.

In an effort to further reduce GOV expenditures OIG is recommending Regions continue turning higher class/cost vehicles into GSA and exchanging for cost efficient G-10 and G-11 category vehicles.

(2) Describe agency plans and schedules for locating AFVs in proximity to AFV fueling stations.

When vehicles are scheduled for renewal the Headquarters' Fleet Manager researches whether they have access to alternative fueling sites. In cases where the AFV fueling stations are available users must get an AFV or provide justification as to why an AFV is not practical. HUD will work diligently to increase the number of AFVs and ensure they have access to the type of fuel needed. Of the total 57 replacement vehicles for this fiscal year 36 were alternative fuel, 63 percent of total replacement.

(3) What is the agency's approach in areas where alternative fuels are not available?

Where alternative fuels are not available the acquisition of a flex fuel vehicle, or low greenhouse gas vehicle is recommended.

(4) Are AFVs that are not dependent on infrastructure, such as electric vehicles and qualifying low greenhouse gas (LGHG) vehicles, being placed in such areas?

Yes, vehicles that are not dependent on infrastructure such as electric vehicles, and qualifying LGHG vehicles, are being placed in areas where alternative fuel is not available.

(5) Describe the agency's vehicle sourcing decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing cost of owned vehicles to leased vehicles, compare all direct and indirect costs projected for the

lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source.

HUD's fleet currently has four commercially leased vehicles that are used by the Office of the Secretary. It is more cost effective to commercially lease the Secretary's fleet due to the need for customized vehicles. The remainder of HUD's fleet is acquired through GSA.

(H) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)

(1) Is there a vehicle management information system (MIS) at the Department or Agency level that:

(a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and

(b) Provides the information necessary to satisfy both internal and external reporting requirements, including:

- **Cost per mile;**
- **Fuel costs for each motor vehicle; and**
- **Data required for FAST reporting (see FMR 102-34.355.)**

Yes, HUD utilizes GSA Drive Thru as the FMIS.

(2) If the agency does not have such a system, what is being used to capture vehicle information, or is there no MIS at all?

Not applicable.

(3) If there is no MIS, what obstacles are preventing implementation and compliance with §102-34.340, "Do we need a fleet management information system?"

Not applicable.

(I) Plans to increase the use of vehicle sharing.

(1) Describe efforts to share vehicles internally or with other Federal activities.

Vehicles in the OFSS and HQ are shared among program offices. However, we have not encountered opportunities to share vehicles with other agencies.

As previously noted, HUD OIG no longer assigns GOVs to individual HQ Agents. Having GOVs available for these Agents still is necessary for them to effectively perform their official

duties. However, by limiting these GOVs and sharing these “pool” vehicles, HUD OIG has been able to reduce its fleet. Due to geographic and operational challenges and dwindling numbers of Special Agents, vehicle sharing is not practical for investigative operations. The vehicles are a force multiplier facilitating the important investigative work they conduct and maximizing their work hours to cover large territories and demanding law enforcement workloads. The OIG places a priority on good fleet stewardship as it remains vigilant for GOV opportunities driven by the evolution of its mission and staffing levels.

(2) Describe pooling, car sharing, and shuttle bus consolidation initiatives.

As previously noted, HUD’s vehicles are available for sharing to meet all program office’s requirements. Also, as mentioned above, HUD OIG no longer assigns GOVs to individual GS-1811s assigned to Headquarters.

(3) Describe efforts to reduce vehicles assigned to a single person.

OFSS and HQ do not have vehicles assigned to individuals; they only are assigned to Program Offices. The OIG in the past has assigned vehicles to individuals however this process has stopped.

(J) Impediments to optimal fleet management.

(1) What obstacles does the agency face in optimizing its fleet?

HUD is confident it is well on the way to optimizing its fleet. Program Office needs may require some vehicles are retained even though they have less than the optimal usage levels. HUD continues to explore means to further reduce the fleet, such as Zip-car and like offerings.

(2) In what ways is it hard to make the fleet what it should be, operating at maximum efficiency?

As noted above, HUD’s fleet is operating very efficiently. Two challenges include the lack of available AFV fueling stations in some of our jurisdictions, and the large and at times remote areas our program offices need to cover which necessitates the use of SUV’s.

(3) If additional resources are needed, have they been documented and requested?

Not applicable.

(4) Do you feel hampered by specific laws, Executive Orders, GSA’s government-wide regulations or internal agency regulations, budget issues, or organizational obstacles? What exactly are they and how do they constrain you? Be specific and include examples. If you have a solution, describe it and indicate whether we can share the solution with other agencies as a potential best practice.

HUD does not feel hampered by the Executive Orders, and regulations. HUD practices sound fleet management to facilitate its important and demanding programmatic objectives. GOV use is vital to the success of our important work and maximizes our work hours to cover large territories and high impact workloads.

(K) Anomalies and possible errors.

(1) Explain any real or apparent problems with agency data reported FAST.

There were no problems with agency data reported in FAST.

(2) Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year.

We have not overridden any information.

(3) Any flagged, highlighted, or unusual-appearing data within FAST should be explained.

Not Applicable

(L) Summary and contact information.

Who should be contacted with questions about the agency fleet? Provide the name and contact information for the agency headquarters fleet manager and the budget office reviewing official. Indicate whether the budget officer participated in the VAM and A-11 processes.

Lesley N. Wright, Departmental Fleet Manager, Office of Facilities and Management Services, Office of Administration, 202-402-5171, lesley.n.wright@hud.gov. Ms. Wright has the day-to-day responsibility for fleet reporting and operations.

Myron S. Watson, Director, Administrative Expenses Division, Office of the Chief Financial Officer, 202-402-2504, myron.s.watson@hud.gov. Mr. Watson will participate in the A-11 process.