

## **Corporation for National and Community Service 2020 Sustainability Report and Implementation Plan**

The Corporation for National and Community Service's (CNCS's) mission is to engage Americans in service and volunteering across the country to improve lives, strengthen communities, and foster civic engagement. CNCS is the nation's largest grant maker for national service and volunteering, including projects that focus on the environment.

In FY 2019, CNCS awarded 118 AmeriCorps State & National (ASN) grants providing more than 13,300 volunteer member positions to improve, maintain, and protect the environment. During that same timeframe, more than 1,100 AmeriCorps National Civilian Community Corps (NCCC) members carried out 126 environmentally focused projects. Volunteer members for the two programs provided environmental stewardship on 238,000 acres of parks and public land.<sup>1</sup>

### **CNCS-Leased Spaces**

Beginning in FY 2019, CNCS maintained leases of 170,795 rentable square feet (RSF) with the General Services Administration (GSA), including the agency's headquarters comprising 84,606 RSF and the agency's 45 state offices totaling 86,189 RSF. Throughout FY 2019, CNCS continued restructuring its workforce and workplaces from a state office structure to an eight-region office structure, resulting in a reduction of GSA-leased space by 54,293 in RSF. Meanwhile, in FY 2019, NCCC independently leased 340,300 RSF for its four campuses. Together, NCCC and the GSA-leased regional office structure total 375,196 in RSF.

## **Improving Operational Functions**

### **Realigning CNCS's Field Office Structure**

To implement the workforce and workplace restructuring, CNCS partnered with GSA to close 46 state offices between May 1 and December 30, 2019, as well as to acquire space for the new regional structure.<sup>2</sup> At present, CNCS's restructuring has resulted in a 60 percent decrease in the agency's GSA-leased space in its regional offices on the below timeline:

- September 2019 – Manchester (NH), Denver (CO), and Kansas City (MO)
- February 2020 – Los Angeles (CA), Atlanta (GA), and Columbus (OH)
- August 2020 – Austin (TX) and Philadelphia (PA)

The realignment has allowed CNCS to optimize utilization of office space. For example, the agency reduced the square footage per employee from an average of 461 to 226 RSF per person, which is consistent with GSA workspace utilization benchmarks. Additionally, CNCS and GSA established agreements for CNCS to lease GSA office space (i.e. Flexspace) in Denver, CO and Kansas City, MO while the agency constructs its permanent regional offices in these cities. Leasing these spaces allowed CNCS to optimize work with efficient space standards and pay a lower rental cost, while GSA benefited from a higher rate of utilization and reduced cost of energy per person. Where GSA Flexspace was not available, temporary and fully-furnished offices were leased through a GSA and includes co-work spaces such as WeWork. Across its eight regional offices, three CNCS regional offices are presently in permanent office spaces, with five in temporary spaces. However, by the end of FY 2020, CNCS anticipates its Denver, CO regional office will move into its permanent location bringing the total to four.

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<sup>1</sup> ASN project figures represent the number of FY 2019 projects that indicated a focus on environmental stewardship and the number of AmeriCorps positions awarded to carry out environmental activities. The NCCC project figures represent the number of environmental projects that started in FY 2019 and the number of NCCC members that served on these projects. For ASN, the acres of public land figure is derived from project progress reports submitted at the end of FY 2019, which primarily represents activities funded with FY 2018 appropriations. For NCCC, the acres figure comes from project completion reports for projects that took place in FY 2019.

<sup>2</sup> CNCS intends to return its San Juan, PR office space to GSA by September 30, 2021.

## Performance Summaries

**Fleet** - NCCC leases a fleet of GSA vehicles to transport staff and members who travel the country providing services. These fleets and their fuel usage levels are monitored and managed by GSA. In FY 2019, CNCS maintained approximately 320 vehicles and worked closely with GSA to obtain the most efficient vehicles to meet its mission. NCCC primarily uses 15-person vans and minivans to transport multiple team members to their assignments. These efficiencies implemented in FY 2019 continued throughout FY 2020.

CNCS improved fleet efficiency by:

- encouraging staff and members to make trips together in passenger vans and minivans in lieu of making multiple trips with smaller groups, noting multiple occupants are required for vantrips;
- ensuring trained staff and program members regularly check vehicle's tire inflation; and
- directing that vehicles that transport tools, supplies, and personal equipment are used to carry materials to support multiple teams rather than a single team.

**Energy and Water** - NCCC pays utilities for only one of its four locations. That Sacramento, CA location has undergone HVAC renovations for two years that will consolidate all utility services to operate independently of the current and inefficient shared central system. As part of these renovations, NCCC buildings are taken off of the central system and onto an independent direct billing utility network that is more cost effective and efficient. For example, there has been a 36 percent reduction in electricity and a 56 percent in water usage for one building in calendar year 2019. As this renovation project is still ongoing, additional efficiencies are forthcoming.

Building 947	Electricity (kWh) <sup>3</sup>	Water (ccf) <sup>4</sup>
Calendar year 2018	147,072	1,286
Calendar year 2019	94,010 (36 percent reduction)	572 (56 percent reduction)

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<sup>3</sup> Kilowatt-hour (kWh) is a unit of energy commonly used as a billing unit for energy delivered to consumers by electric utilities.

<sup>4</sup> Centum cubic feet (CCF) is 748 gallons (one-hundred cubic-feet) of water. This is the unit of measure commonly used on consumer water bills.