

2022 USDA EXPLANATORY NOTES – AGRICULTURE BUILDINGS AND FACILITIES

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AGENCY-WIDE

PURPOSE STATEMENT

The Agriculture Buildings and Facilities (AgBF) account finances the repair, improvement, maintenance, physical security, sustainability and energy conservation activities at the USDA Headquarters Complex and the George Washington Carver Center (GWCC) in Beltsville, MD, including the administrative costs for the building management and support staff. Since 1984, USDA has been delegated the responsibility for managing, operating, maintaining, repairing, improving and securing the Headquarters Complex, which encompasses 14.1 acres of grounds and 2 buildings containing approximately 2.5 million gross square feet of space, as well as the USDA-owned GWCC that comprises 350,000 gross square feet, located on 73 acres in Beltsville, MD.

Many of the functional activities of AgBF are in Washington, D.C. As of September 30, 2020, there were 82 full-time permanent employees. Of these, 79 were assigned in Washington, D.C., and 3 were assigned in Beltsville, Maryland.

AgBF did not have any Office of Inspector General or Government Accountability Office evaluation reports during the prior year.

AVAILABLE FUNDS AND FTEs

Table AgBF-1. Available Funds and FTEs (thousands of dollars, FTEs)

Item	2019		2020		2021		2022	
	Actual	FTE	Actual	FTE	Enacted	FTE	Budget	FTE
Discretionary Appropriations:								
Agriculture Buildings and Facilities.....	\$59,967	81	\$128,167	82	\$108,124	63	\$133,443	63
Balance Available, SOY.....	53,087	-	42,433	-	40,808	-	-	-
Recoveries, Other.....	1,224	-	2,693	-	-	-	-	-
Total Available.....	114,278	81	173,293	82	148,932	63	133,443	63
Balance Available, EOY.....	-42,433	-	-40,808	-	-	-	-	-
Total Obligations.....	71,845	81	132,485	82	148,932	63	133,443	63
Other USDA:								
Reimbursements from USDA agencies.....	6,924	-	8,480	-	8,600	-	8,600	-
Total Available, AgBF.....	78,769	81	140,965	82	157,532	63	142,043	63

PERMANENT POSITIONS BY GRADE AND FTE'S

Table AgBF-2. Permanent Positions by Grade and FTEs

Item	2019			2020			2021			2022		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES.....	2	-	2	3	-	3	2	-	2	2	-	2
GS-15.....	8	-	8	9	-	9	7	-	7	7	-	7
GS-14.....	18	-	18	14	1	15	14	1	15	14	1	15
GS-13.....	20	2	22	17	1	18	14	1	15	14	1	15
GS-12.....	15	-	15	16	-	16	15	-	15	15	-	15
GS-11.....	3	-	3	2	-	2	1	-	1	1	-	1
GS-10.....	-	-	-	2	-	2	-	-	-	-	-	-
GS-9.....	9	1	10	7	1	8	6	1	7	6	1	7
GS-8.....	3	-	3	3	-	3	1	-	1	1	-	1
GS-6.....	-	-	-	5	-	5	-	-	-	-	-	-
GS-5.....	-	-	-	1	-	1	-	-	-	-	-	-
Total Permanent.....	78	3	81	79	3	82	60	3	63	60	3	63
Unfilled, EOY.....	-	-	-	-	-	-	-	-	-	-	-	-
Total Perm. FT EOY.....	78	3	81	79	3	82	60	3	63	60	3	63
FTE.....	78	3	81	79	3	82	60	3	63	60	3	63

ACCOUNT 1: SALARIES AND EXPENSES

APPROPRIATIONS LANGUAGE

The appropriations language follows (new language underscored; deleted matter enclosed in brackets):

Agriculture Buildings and Facilities

For payment of space rental and related costs pursuant to Public Law 92-313, including authorities pursuant to the 1984 delegation of authority from the Administrator of General Services to the Department of Agriculture under 40 U.S.C. 121, for programs and activities of the Department which are included in this Act, and for alterations and other actions needed for the Department and its agencies to consolidate unneeded space into configurations suitable for release to the Administrator of General Services, and for the operation, maintenance, improvement, and repair of Agriculture buildings and facilities, and for related costs, [~~\$108,124,000~~] \$133,443,000, to remain available until expended, of which \$25,000,000 shall be available for the hire and purchase of passenger motor vehicles.

LEAD-OFF TABULAR STATEMENT

Table AgBF-3. Lead-Off Tabular Statement (In dollars)

<u>Item</u>	<u>Amount</u>
2021 Enacted.....	\$108,124,000
Change in Appropriation.....	+ 25,319,000
Budget Estimate, 2022.....	<u>133,443,000</u>

PROJECT STATEMENT

Table AgBF-4. Project Statement (thousands of dollars, FTE)

<u>Item</u>	<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>Inc. or</u>	<u>Chg</u>	<u>2022</u>		
	<u>Actual</u>	<u>FTE</u>	<u>Actual</u>	<u>FTE</u>	<u>Enacted</u>	<u>FTE</u>	<u>Dec.</u>	<u>FTE</u>	<u>Key</u>	<u>Budget</u>	<u>FTE</u>
Discretionary Appropriations:											
Agriculture Building and Facilities....	\$59,967	81	\$128,167	82	\$108,124	63	+\$25,319	-	(1)	\$133,443	63
Recoveries, Other	1,224	-	2,693	-	-	-	-	-	-	-	-
Bal. Available, SOY.....	<u>53,087</u>	<u>-</u>	<u>42,433</u>	<u>-</u>	<u>40,808</u>	<u>-</u>	<u>-40,808</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Available.....	114,278	81	173,293	82	148,932	63	-15,489	-	-	133,443	63
Bal. Available, EOY.....	<u>-42,433</u>	<u>-</u>	<u>-40,808</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Obligations.....	<u>71,845</u>	<u>81</u>	<u>132,485</u>	<u>82</u>	<u>148,932</u>	<u>63</u>	<u>-15,489</u>	<u>-</u>	<u>-</u>	<u>133,443</u>	<u>63</u>

PROJECT STATEMENT

Table AgBF-5. Project Statement (thousands of dollars, FTE)

Item	2019 Actual	FTE	2020 Actual	FTE	2021 Enacted	FTE	Inc. or Dec.	FTE	2022 Budget	FTE
Discretionary Obligations:										
Agriculture Building and Facilities.....	\$71,845	81	\$132,485	82	\$148,932	63	-\$15,489	-	\$133,443	63
Bal. Available, EOY.....	42,433	-	40,808	-	\$0	-	\$0	-	-	-
Total Available.....	114,278	81	173,293	82	\$148,932	63	-\$15,489	-	133,443	63
Bal. Available, SOY.....	-53,087	-	-42,433	-	-\$40,808	-	\$40,808	-	-	-
Recoveries, Other	-1,224	-	-2,693	-	\$0	-	\$0	-	-	-
Total Appropriation.....	59,967	81	128,167	82	\$108,124	63	\$25,319	-	133,443	63

JUSTIFICATIONS OF INCREASES AND DECREASES

Agriculture Buildings and Facilities (AgBF)

Agriculture Buildings and Facilities, Building Operations and Maintenance is critical to operate and maintain the two buildings in the D.C. Headquarters Complex (Whitten and South Buildings) containing approximately 2.5 million gross square feet of space, as well as the USDA-owned George Washington Carver Center (GWCC) that comprises 350,000 gross square feet, located on 73 acres in Beltsville, MD. Base funding ensures that we have the necessary funding for onboard staffing, critical vacancies, utilities, and contractors providing operations and maintenance, safety, custodial, pest control, hazardous material abatement, landscaping, and other support services. This is critical to ensure USDA can open the doors each day and provide a safe and secure environment for the thousands of employees and contractors working at the USDA Headquarters Complex and GWCC who are responsible for delivering the Department’s missions and objectives to support the American people. Base funding will also support anticipated increases in utility and service contract costs associated with 24/7 operation of the HVAC systems to improve air quality and ventilation in response to the COVID-19 pandemic. In addition, enhanced cleaning at USDA Headquarters and GWCC during and post COVID-19 is anticipated to result in increased costs in custodial service contract costs.

The USDA modernization of the South Building continues to be the top priority for the Agriculture Buildings and Facilities, Building Operations and Maintenance account in FY 2022. The modernization will correct serious building life/safety deficiencies, address innovation, consolidation, and the rearrangement of occupants of the South Building and GWCC into more logical and efficient space configurations designed to improve workplace effectiveness and efficiency in the USDA National Capital Region (NCR). This will result in improved collaboration between USDA agencies for better responsiveness to our constituents and customers, and more efficient use of taxpayer dollars through the reduction and eventual elimination of multiple leases in the NCR.

The numbers and letters of the following listing relates to values in the Change (Chg) Key column of the Project Statement:

- (1) An increase of \$25,319,000 (\$108,124,000 and 63 FTEs available in 2021).
The funding change is requested for the following items:
 - A) An increase of \$273,000, which includes \$186,000 for pay inflation and \$87,000 for FERS:
This increase will support a 2.7 percent Cost of Living pay increases for civilian employees, and a 1.1 percent increase to cover the expenses for the mandated increase of USDA’s contribution to FERS. This increase is needed to support and maintain current staffing levels to meet the demands and statutory requirements and operational demands imposed on AgBF. Elimination of the pay cost increase means the AgBF would not be able to fund approximately 1.5 FTE and/or would need to significantly cut travel, training, and mission support. Failure to receive this increase would prevent us from fully performing our mission, which is necessary to ensure continued operations and maintenance of facilities, and the safety and security of property and personnel.

B) An increase of \$25,000,000 for the transformation of vehicle fleet to passenger motor vehicles and related infrastructure.

In support of the President’s goal of transitioning to a fully Zero Emission Vehicle Federal fleet, the USDA budget includes an increase of \$25 million for zero emission vehicle (ZEV) acquisitions and deploying necessary vehicle charging and refueling infrastructure. These acquisitions are a significant step towards eliminating tailpipe emissions of greenhouse gases (GHG) from the USDA fleet and aligning the USDA fleet operations with the goal of achieving a fully ZEV Federal fleet. This action is important because tailpipe emissions are currently the leading source of GHG emissions that threaten the planet and harm U.S. communities.

USDA is beginning to establish a long-term plan to require more upfront effort and funding; however, it is a superior approach that will only benefit our fleet’s bottom line offering a potentially high return on investment (ROI).

Important issues that OPEM is addressing as we scale our fleet include:

- Deciding on the ratio of vehicles to chargers and futureproofing to minimize costs for future installations.
- Identifying ideal locations for the placement of flex-fuel vehicles. Optimizing cost-effective alternative fuel use through the acquisition of flex-fuel vehicles (E85 fuel).
- Deployment of flex-fuel vehicles capable of using E85 alternative fuel at those locations that have existing alternative fuel infrastructure onsite (or within close proximity) or are prime candidates for the installation of new infrastructure.
- Developing an energy and charging management strategy.

USDA fleet is working to provide hybrid, alternative, and/or electric vehicle (EV) charging infrastructure as an interim critical step to meet strategic clean energy goals, to bring about the following benefits:

- Charging for the equivalent of less than \$1 per gallon of gas.
- Reducing maintenance costs by 30 percent or more.
- Decreased overall total cost of ownership.
- Equipment, installation, operation, and maintenance (including electricity, demand charges, and any annual charging network fees).

Equipment Costs may vary based on factors such as application, location, charging level, and type.

Single connector unit costs range from:

- \$300 to \$1,500 for Level 1
- \$400 to \$6,500 for Level 2
- \$10,000 to \$40,000 for DC fast charging

Installation Costs can vary based on factors including the number and type of charging infrastructure, geographic location, site location, required trenching, existing wiring, and required electrical upgrades to accommodate existing and future needs, labor costs, and permitting.

Based on these factors, installation costs can range from:

- Up to \$3,000 for Level 1.
- \$600 to \$12,700 for Level 2.
- \$4,000 to \$51,000 for DC Fast Charging.

The process of procuring charging infrastructure includes many other considerations, including compliance, permitting, ownership, signage, markings, and more.

USDA is coordinating all of these efforts to meet or exceed the ZEV-related goals set forth in the comprehensive plan developed pursuant to E.O. 14008, Section 205(a). Funds for these USDA ZEV activities are part of a \$600 million request in the President’s Budget for ZEVs and charging infrastructure that is contained within the individual budgets of 18 Federal agencies, including ZEV Federal fleet dedicated funds at the General Services Administration. This investment serves as a down payment to support a multiyear, whole-of-government transformation to convert the Federal motor vehicle fleet to ZEVs and thereby reduce carbon emissions.

- C) An increase of \$46,000 for Agriculture Building and Facilities South Building Modernization Project.
 This increase will allow USDA to begin addressing concerns presented by the aging infrastructure of USDA Headquarters Complex. USDA’s Modernization project will allow the Department to address and correct serious life/safety deficiencies, improve accessibility and increase space utilization.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTE

Table AgBF-6. Geographic Breakdown of Obligations and FTE (thousands of dollars, FTE)

State/Territory/Country	2019		2020		2021		2022	
	Actual	FTE	Actual	FTE	Enacted	FTE	Budget	FTE
District of Columbia.....	71,435	78	132,067	79	148,508	60	133,012	60
Maryland.....	410	3	418	3	424	3	431	3
Obligations.....	71,845	81	132,485	82	148,932	63	133,443	63
Bal. Available, EOY.....	42,433	-	40,808	-	-	-	-	-
Total, Available.....	114,278	81	173,293	82	148,932	63	133,443	63

CLASSIFICATION BY OBJECTS

Table AgBF-7 Classification by Objects (thousands of dollars)

Item	2019	2020	2021	2022
	Actual	Actual	Enacted	Budget
Personnel Compensation:				
Washington D.C.	\$9,418	\$10,079	\$8,174	\$8,384
Total personnel compensation.....	9,418	10,079	8,174	8,384
Personal benefits.....	3,090	3,422	2,674	2,774
Benefits for former personnel.....	6	54	-	-
Total, personnel comp. and benefits.....	12,514	13,555	10,848	11,158
Other Objects:				
Travel and transportation of persons.....	14	4	37	37
Transportation of things.....	4	7	23	23
Rental payments to GSA.....	-	-	5,376	5,376
Communications, utilities, and misc. charges.....	7,962	5,758	7,766	7,766
Printing and reproduction.....	164	195	185	185
Other services from non-Federal sources.....	31,333	30,197	23,027	23,027
Other goods and services from Federal sources.....	3,033	2,430	4,015	4,015
Operation and maintenance of facilities.....	16,522	79,664	97,263	81,464
Supplies and materials.....	205	468	204	204
Equipment.....	94	207	188	188
Total, Other Objects.....	59,331	118,930	138,084	122,285
Total, New Obligations.....	71,845	132,485	148,932	133,443
DHS Building Security Payments (included in 25.3).....	-	-	\$754	\$754
Position Data:				
Average Salary (dollars), ES Position.....	\$186,284	\$187,000	\$187,800	\$189,000
Average Salary (dollars), GS Position.....	\$103,000	\$107,000	\$109,500	\$111,000
Average Grade, GS Position.....	13.2	13.4	13.4	13.4

GSA RENTAL PAYMENTS**Table AgBF-8 GSA Rental Payments (thousands of dollars)**

Agency	2019 Actual	2020 Actual	2021 Estimate	2022 Budget
Agricultural Marketing Service.....	\$4,405	\$4,654	\$4,654	\$5,089
Agricultural Research Service.....	4,876	4,982	4,982	4,982
Animal and Plant Health Inspection Service.....	36,742	39,366	39,566	39,581
Departmental Administration.....	1,184	1,929	7,866	7,866
Economic Research Service.....	4,922	5,613	10	0
Farm Production and Conservation	3,390	3,115	8,881	9,478
Farm Service Agency.....	21,843	21,850	20,691	22,261
Food and Nutrition Service.....	14,170	13,622	13,622	13,622
Food Safety and Inspection Service.....	8,854	7,698	7,698	7,698
Foreign Agricultural Service.....	98	77	99	99
National Agricultural Statistics Service.....	6,486	6,580	6,700	6,700
National Institute of Food and Agriculture.....	5,888	2,097	2	2
Natural Resources Conservation Service.....	33,056	31,554	36,444	41,767
Office of Budget and Program Analysis.....	3	3	3	3
Office of Chief Economist.....	3	3	3	3
Office of Civil Rights.....	1,777	1,267	6	6
Office of Communications.....	3	3	3	3
Office of Ethics.....	1	1	1	1
Office of General Counsel.....	1,426	1,427	1,427	1,427
Office of Hearings and Appeals.....	530	536	536	536
Office of Homeland Security.....	2	2	2	2
Office of the Chief Financial Officer.....	7	10	10	10
Office of the Chief Information Officer.....	149	159	159	159
Office of the Inspector General.....	5,066	5,077	5,077	5,077
Office of Partnerships and Public Engagement.....	2	1	1	1
Office of the Secretary.....	2	6	6	6
Risk Management Agency.....	3,441	3,613	3,911	3,664
Rural Development.....	19,119	18,926	15,636	16,835
USDA Total.....	177,445	174,171	177,996	186,878

DHS BUILDING SECURITY**Table AgBF-9 DHS Building Security (thousands of dollars)**

Agency	2019 Actual	2020 Actual	2021 Estimate	2022 Budget
Agricultural Marketing Service.....	\$730	\$791	\$800	\$800
Agricultural Research Service.....	175	175	175	175
Animal and Plant Health Inspection Service.....	3,099	4,065	4,072	4,084
Departmental Administration.....	426	363	983	983
Economic Research Service.....	790	875	38	720
Farm Production and Conservation	750	420	1,500	1,500
Farm Service Agency.....	3,028	3,422	1,518	1,669
Food and Nutrition Service.....	1,405	1,428	1,428	1,428
Food Safety and Inspection Service.....	1,423	1,336	1,336	1,336
Foreign Agricultural Service.....	290	227	296	296
National Agricultural Statistics Service.....	1,826	1,995	2,000	2,000
National Institute of Food and Agriculture.....	993	185	984	1,001
Natural Resources Conservation Service.....	3,100	4,234	3,418	3,700
Office of Budget and Program Analysis.....	29	21	10	10
Office of Chief Economist.....	26	21	13	13
Office of Civil Rights.....	297	237	27	27
Office of Communications.....	33	25	14	14
Office of Ethics.....	20	20	20	20
Office of General Counsel.....	245	247	250	250
Office of Hearings and Appeals.....	49	52	74	74
Office of Homeland Security.....	23	13	10	10
Office of the Chief Financial Officer.....	0	54	45	45
Office of the Chief Information Officer.....	104	93	94	94
Office of the Inspector General.....	643	866	866	866
Office of Partnerships and Public Engagement.....	17	11	11	11
Office of the Secretary.....	21	42	29	29
Risk Management Agency.....	473	551	494	541
Rural Development.....	2,840	2,899	3,098	3,098
USDA Total.....	22,855	24,668	23,603	24,794

STATUS OF PROGRAMS***Office of Operations***

The Office of Operations (OO), an office within Departmental Administration (DA), is responsible for the repair, improvement, maintenance, sustainability and energy conservation activities at the USDA Headquarters Complex and the George Washington Carver Center (GWCC), in Beltsville, MD including the administrative costs for the building management and support staff. Since 1984, USDA has been delegated the responsibility for managing, operating, maintaining, repairing, improving and securing the Headquarters Complex, which encompasses 14.1 acres of grounds and two buildings containing approximately 2.5 million gross square feet of space, as well as, the USDA-owned GWCC that comprises 350,000 total square feet, located on 73 acres in Beltsville, Maryland.

Current Activities

OO provides a safe and secure facility infrastructure, consolidated business services, and administrative services for USDA employees in the National Capital Region (NCR). OO also provides facilities operations and management services, and operational support for agencies and staff offices occupying USDA's Headquarters Complex, the GWCC, and USDA-leased facilities in the NCR in the areas of: engineering, architecture, space management, internal energy conservation, recycling, sustainable practices, occupant emergency planning, occupational safety, and health services. Strategies and initiatives for effective and efficient management of USDA Headquarters' facilities include:

- Ensuring efficient utilization of space by USDA agencies and staff offices in the NCR in the most cost-effective manner by reducing the USDA footprint in the NCR and lessening agencies' dependency on leased facilities.
- Maintenance of USDA Headquarters' critical infrastructure and modernization of the Whitten and South Buildings to meet the long-term facility needs of the Department and to improve and maintain the safety, health, and welfare of employees.
- Supporting and enhancing the delivery of quality facility, security and administrative services to agencies at the Headquarters' Complex and the GWCC, resulting in the improvement of the quality of work life for employees.
- Exercising good stewardship to conserve natural resources through energy conservation and sustainable practices at the USDA Headquarters Complex and the GWCC.

Selected Examples of Recent Progress

In FY 2020, OO implemented measures that will provide efficiencies and significantly enhance the Headquarters Complex and GWCC. OO completed several projects in the areas of OneNeighborhood, modernization and space management activities; safety and emergency operations; building maintenance and repairs; and facility improvements. Examples of these efforts include:

- Completed the OneNeighborhood Master Housing Plan which is a critical antecedent to the South, Whitten, and GWCC life safety compliance renovations, combined with a major lease consolidation.
- Completed the neighborhood design for over 15 distinct organizational neighborhoods established in the South Building in support of the OneNeighborhood initiative for increased operational efficiency, through closer physical alignment of spaces and enhanced opportunities for employee collaboration and engagement.
- Established a robust communications and change management program for the OneNeighborhood initiative that supported effective engagement with the organizations and employees affected by OneNeighborhood planning and execution.
- Completed approximately 1,850 (48 percent) OneNeighborhood box moves at the Headquarters Complex by the end of FY 2020, bringing USDA closer to reducing the long-term need for leased space in the NCR and ultimately saving the American taxpayer.
- By utilizing Nonrecurring Expense Funds (NEF), awarded the GWCC renovation construction contract during the 4th quarter of FY 2020, following the development of a statement of work, issuance of a solicitation, proposal evaluation, and review/approval by the Small Business Administration. The construction contract came in under the government cost estimate and within the established timeline.
- Relocated GWCC staff to swing space at Riverdale, National Agricultural Library and GWCC Buildings 3 and 4 to allow for Phase 1 construction to begin in Building 1 and 2.
- Began planning for the Wing 7 renovation by award of a contract to the program of requirements and preliminary design documents were made on September 4, 2020, to include engineering and space design standards that are needed to complete a design-build contract anticipated for award in FY2021.
- Reduced the lease footprint in the NCR by \$4.8 million by not renewing and eliminating the National Institute of Food and Agriculture lease at Waterfront Center.

Safety and Emergency Operations:

Collaborate with District of Columbia, Commission of Fine Arts, National Capital Planning Commission (NCPC), District of Columbia State Historic Preservation Office, and Washington Metropolitan Transit Authority and obtained NCPC preliminary design/concept review approval of the Farmer’s Market Parking Lot 9 perimeter security project. This project is designed to strengthen security around Lot 9 and the East façade of the Whitten Building to enhance safety of USDA employees and visitors from motor vehicle threats.

The OO safety and health program reduced mishaps and property damage by 34 percent compared to the previous fiscal year. Identification of hazards within the facilities based on increased Agency/employee involvement and improved communications in reporting procedures led to the elimination of workplace obstacles and overall improvement to employee safety at the USDA Headquarters and GWCC.

During FY 2020, OO safety staff were directly involved in the following:

- Completion of 32 Indoor Air Quality (IAQ) assessments;
- Completion of 66 Asbestos Containing Materials (ACM) assessments;
- Completion of 87 Lead (Pb) assessments;
- Completion of 51 written reports detailing hazards and corrective actions;
- Completion/Conduct of 14 Customer meetings to provide asbestos and lead awareness information and processes and procedures. OO Safety staff organized these meetings/briefings due to the increased number of construction projects at the Headquarters and GWCC facilities. Briefings have reduced employee’s concerns and have provided insight and transparency.
- Completion of 4 Safety Plan Reviews ensuring OSHA compliance and implementation of safety measures;
- Completion of 5 Safety reviews of chemicals deemed hazardous by highlighting safety requirements and required disposal methods based;
- Completion of the annual safety inspection of South Building (Wings, Headhouse and Tailhouse corridors).

OO ensured that the USDA Headquarters Complex and GWCC remained operational, safe, clean, disinfected and available for employees and contractors required to be on-site during the pandemic. Specific accomplishments include:

- Provided response and support to the pandemic crisis 24 hours a day, 7 days a week enabling the Headquarters Complex and GWCC remained open and operational throughout the COVID-19 pandemic.
- Partnered with USDA’s Office of Homeland Security, Office of Safety, Security and Protection and the Office of the Secretary to develop the NCR COVID-19 playbook that details specific actions to be taken in response to reopening and COVID related closures nationwide and in the NCR.
- Developed an OO COVID-19 Pandemic Plan to implement safety and health mitigation measures to prevent the spread.
- Isolated and closed offices and public areas of the Headquarters facility and GWCC to provide timely and thorough deep cleaning by securing specialized contractors following COVID-19 positive tests to ensure the safety of all employees and contractors.
- Modified the custodial contract to double the frequency and provide enhanced cleaning to high-touch surfaces and public areas using approved Food and Drug Administration and Environmental Protection Agency products.
- Developed and installed COVID-19 social distancing signage and hand sanitizer stations throughout the Headquarters Complex and GWCC and installation of sneezed guards at food service registers, badging office, customer service help desk areas, and other public facing areas as appropriate for the health and safety of employees and contractors.

Building Maintenance and Repairs:

- Responded to 4,140 facility related service calls for the Headquarters Complex buildings and 382 for the GWCC. Performed 146 facility related minor repairs for the Headquarters Complex and 32 repairs for GWCC. These numbers are lower compared to prior year due to the Pandemic, with 95 percent of occupants teleworking since March 2020.
 - These minor repairs consisted of repairs to: plumbing, electrical, and mechanical systems; roof, pavement, structural, and fire protection systems; in addition to repairs needed to comply with building and safety codes.
- Performed 2,203 hours of preventive maintenance at the Headquarters Complex and 246 hours at

GWCC. Performance of this preventive maintenance resulted in a zero rate of failure of any significant building system.

- Successfully executed and managed \$19.1 million in service contracts for the South, Whitten and GWCC.

Facility Improvements

- Completed modernization of the historic Whitten Building elevators 5 and 6 to restore historic features and provide more reliability and efficiency. The project was completed under budget and ahead of schedule.
- Completed the OCIO Interoperability Lab and Computer room reconfiguration to maintain continuous operations prior to GWCC Phase 1 (Building 1 and 2) construction.
- Completed the construction of the S310 Operations Center reconfiguration. This project reconfigured the Watch Center, Joint Situation room, and Security Control Center to provide a location to assemble full situational awareness information and a common operating picture to ensure continuity during daily operation and emergency responses.
- Completed the construction of Conference Room 5B with enhanced sound isolation for Top Secret certification.
- Completed the in-house design and construction of the Whitten café sandwich shop and expansion of the Dunkin Donut operation with a breakfast sandwich capability to provide alternative dining options for USDA employees and contractors.
- Converted an old computer data center in the South 0200 corridor (abandoned for over 10 years) into occupiable and usable office space.
- Revised the GWCC construction design documents and scope prior to the start of renovations to include touchless plumbing fixtures, wave door openers, ultra-violet-C HVAC technology, and 54” workstation panels all to reduce the risk of contracting COVID-19 and other diseases.
- Completed an independent engineering analysis to assess the site conditions of the 12th Street moat, which is deteriorated to the point of failure potentially endangering the ability to provide cooling to the South and Whitten Buildings if the moat wall collapses and severs the chilled water line. Based on the results of the analysis, a 2-phase plan of action will be completed in FY2021.

Energy and Water Management Program:

- Supported facility energy efficiency and awareness in the Headquarters Complex and at the GWCC, in support of Executive Order 13834 “Efficient Federal Operations” to achieve and maintain annual reduction in building energy use and implement energy efficiency measures that reduce costs, by:
 - Maintained on-site renewable energy generation at the Headquarters and GWCC to enhance energy resilience and reduce costs. Replaced outdated inverters of the GWCC photovoltaic panels and broken inverter at Whitten Building site. The solar systems at GWCC and Whitten Building contribute to FY 2020 energy cost avoidance of \$450,000.
 - Activated, in support of the Electrical Demand Response program a load reduction plan to reduce electrical usage during periods when electrical use on the electric grid was high. This initiative has helped reduce our electric bills, while having a minimal impact on the building occupants.
 - Completed the design of the GWCC modernization project and upcoming design of Wing 7 South building modernization includes the replacement of existing mechanical and electrical fixtures with energy efficient fixtures.
 - Supported sustainable buildings by ensuring new major renovations conformed to sustainable design principles and energy and water efficiency requirements with a goal to attaining LEED certifications for the GWCC and South Building Wing 7 modernization projects.
- Supported facility water efficiency and awareness in the Headquarters Complex and at the GWCC in support of Executive Order 13834, implementing measures to conserve water and maintain annual water consumption reductions by:
 - Replacement of leaky Cooling Tower 1 and 3 at the GWCC
 - Completed plans for use of water efficient mechanical equipment and plumbing fixtures for the upcoming GWCC and Wing 7 South Building modernization.

Biobased Products/Alternative Fuel:

- Continue to utilize biobased and alternative products at USDA facilities by including requirements in the janitorial contract to use biobased cleaning products. Additionally, continued the requirement for food service, and operations and maintenance contractors to incorporate biobased (BioPreferred) products and compostable products when possible.

- The diversion of combustible waste in the Headquarters decreased to 17 tons. The numbers are down due to COVID-19 and there was no composting from March 15, 2020 through the end of FY2020. The FY 2019 composting rate was 56 tons.