

Appendix E

Sustainable Federal Buildings Reporting Instructions

Reporting:

Agencies must report annually on sustainable Federal building status in GSA's real property database, the [Federal Real Property Profile Management System \(FRPP MS\)](#), pursuant to [40 U.S.C. § 524\(a\)\(11\)\(B\)\(vii\)](#). Detailed instructions are issued annually by GSA in the [FRPP MS Data Dictionary](#).

Agencies should report buildings that meet the minimum criteria outlined in the *Guiding Principles for Sustainable Federal Buildings and Associated Instructions* as sustainable (YES) in the FRPP.

To assist agencies in tracking progress metrics on sustainable Federal buildings and project future progress based on planned or expected changes to the building portfolios, agencies can utilize DOE-FEMP's Federal Sustainable Buildings Progress Calculator tool.

Assessment Pathways:

Agencies may qualify buildings, including new construction, modernization projects, and existing buildings, as meeting the Guiding Principles using one of the following:

1. Guiding Principles for Sustainable Federal Buildings Checklist (see Appendices A, B, and D).
2. Third-party building certifications systems or standards identified by GSA's Office of Federal High-Performance Buildings (see Appendix C).

Applicability:

Agencies must report sustainability status if the building meets the following conditions:

- Federally owned;
- Equal to or greater than 10,000 gross square feet (GSF);
- Located in the United States or its territories; and
- Legal interest of owned (G) or museum trust (M).

Not Applicable Buildings:

A building is considered **NOT APPLICABLE (N/A)** for the purposes of FRPP reporting of sustainable Federal buildings if it meets **any** of the following conditions:

- Non-building asset;
- Located outside the United States or its territories; or
- Slated for disposal (as a status indicator of report of excess (ROE) submitted, ROE accepted, Determination to Dispose, or Surplus).

Or it meets **all** of the following conditions:

- Unoccupied: The building is occupied one hour or less per person per day on average;
- Low/No Energy Use: Total energy consumption from all sources is less than 12.7 kBtu/GSF/year; and
- Low/No Water Use: Water consumption is less than two gallons per day on average.