USAID
FROM THE AMERICAN PEOPLE

USAID
STRATEGIC SUSTAINABILITY PERFORMANCE PLAN SUMMARY

JUNE 2015

DENNIS DURBIN
ENVIRONMENTAL OFFICER
BUREAU FOR MANAGEMENT
(202) 712-0789
DDURBIN@USAID.GOV

Federal Sustainability Plan 2015
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United States Agency for International Development

United States Agency for International Development

Introduction

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SECTION 1: POLICY STATEMENT

USAID is committed to fostering a clean energy economy and to sustaining the environment by conducting operations and programs in an environmentally responsible manner, complying with environmental laws and regulations, and leading by example.

USAID's programs operate globally and impact millions of people worldwide. In response to the growing concerns about the adverse impacts of climate change, USAID's mission is to improve the living conditions of people in developing countries while minimizing detrimental impacts to the environment. USAID helps these stakeholders generate prosperity in innovative and sustainable ways while conserving natural resources and minimizing contamination.

USAID's sustainability program includes the following areas of emphasis:

- Integrating climate change adaptation strategies into USAID's programs and operations in order to minimize risks to Agency assets and program activities
- Procuring energy efficient and environmentally preferable electronic products and utilizing sound environmental practices when disposing of those products
- Supporting green transportation and a reduction of Greenhouse Gas (GHG) emissions from employee commuting
- Designing, constructing, and operating high performance facilities and using regional and site-specific green infrastructure practices
- Engaging employees, stakeholders, and the public in our environmental commitment
- Reducing consumption and reliance on nonrenewable energy by promoting renewable energy projects and programs
- Promoting water conservation through identification of water inefficiencies and implementation of water conservation projects
- Implementing sustainable acquisition practices for recycled, energy efficient, bio-based, and environmentally preferable products and services
- Pursuing waste management strategies that include reducing, reusing, and recycling

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ACTION MEMO FOR THE ASSISTANT ADMINISTRATOR, BUREAU FOR MANAGEMENT

FROM: M/MPBP/OD, Colleen R. Allen

SUBJECT: Executive Order (EO) 13693 Planning for Federal Sustainability in the Next Decade, Agency Sustainability Plan 2015

Recommendation(s)

That you, in your capacity as the Agency Sustainability Officer, approve the delivery of the Agency Sustainability Plan (ASP) Summary for 2015 to the Council on Environmental Quality (CEQ).

Approve 7/8/15 Disapprove_____

Background

Executive Order (EO) 13693-Planning for Federal Sustainability in the Next Decade, requires federal agencies to submit an annual sustainability plan to the Council on Environmental Quality (CEQ) and the Office of Management and Budget (OMB). Contributing agencies, such as the U.S. Agency for International Development (USAID), need only prepare a summary of agency actions to meet the requirements of the executive order.

EO 13693 replaces Executive Order 13514-Federal Leadership in Environment, Energy, and Economic Performance. The new EO maintains overall greenhouse gas reduction goals and emphasizes a continuation of the policy of the United States that federal agencies increase efficiency and improve their environmental performance.

Highlights for this year's ASP include the installation of solar panels at car ports for energy generation at the USAID facility in South Africa, the integration of climate change considerations into USAID's Country Development Cooperation Strategy, and program and project development through our Climate Change Adaption Plan. USAID will also develop a proposed reduction of scope 3 greenhouse gas emissions, as required under the implementing instructions for EO 13693, through encouraging increased telework and remote working for Washington-based employees in accordance with federal telework policy.

Attachments:

Tab 1 - 2015 ASP

2015 USAID STRATEGIC SUSTAINABILITY PERFORMANCE PLAN

Executive Order 13693-Planning for Federal Sustainability in the Next Decade, continues the policy of the United States that federal agencies increase efficiency and improve their environmental performance. Improved environmental performance protects our planet for future generations and saves taxpayer dollars through avoided energy costs and increased efficiency, while also making Federal facilities more resilient.

Section 14 of the Executive Order encourages federal agencies to submit an annual sustainability plan to the Council on Environmental Quality (CEQ) and the Office of Management and Budget (OMB). Contributing agencies, such as the U.S. Agency for International Development (USAID), need only prepare a summary of agency actions to meet the requirements of the executive order.

SECTION 1: POLICY STATEMENT

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SECTION 2: PERFORMANCE REVIEW

A. Agency Greenhouse Gas Emission Reductions

USAID only reports on scope 3 emissions as the Agency does not operate domestic facilities. Calculations for the USAID GHG inventory include: 1) Official air and ground travel originating from USAID/Washington, which was based on Duluth Travel system data and calculated using the Council on Environmental Quality approved General Services Administration (GSA) Travel Trax System; 2) Employee commuting data for Washington, DC based federal employees calculated from a GSA developed survey tool; and, 3) Wastewater emissions determined by the number of USAID employees located in USAID's Washington-occupied facilities.

For FY 2014, total USAID GHG emissions were calculated at 13,559.7 metric tons of carbon dioxide (CO2) equivalent. USAID total emissions from baseline FY 2008 were 7,567 metric tons of CO2 equivalent.

Employee air travel accounted for the greatest contribution to GHG emissions in FY 2014 with 6,970.8 metric tons of CO2 equivalent. Washington-based employee commuting contributed 5,879.8 metric tons of CO2 equivalent. Ground travel accounted for 709.0 metric tons of CO2 equivalent emissions. Wastewater treatment accounted for 8.7 metric tons of biogenic CO2.

USAID utilized the GSA commuter survey tool to calculate emissions from Washington employees' work commute and was based on a population of 2,578 federal employees. As per the implementing instructions for EO 13693, USAID will develop a proposed reduction of scope 3 GHG emissions from Washington based employee commuting by expanding telework and remote location working opportunities for employees in accordance with the Agency mission and priorities.

B. Facilities

USAID does not own or operate facilities within the United States. The Agency operates a small number of facilities overseas that include innovative energy saving features. USAID/South Africa has installed two solar photovoltaic (PV) systems at the mission office in Pretoria, South Africa. The solar panels have been installed on the existing building as well as on specially built carports, creating the largest parking structure solar canopy in South Africa.

Almost 1,400 panels have been installed in total, generating 355kWp of clean electricity that will help power the site, reducing reliance on grid power. It will also cut the site's carbon footprint by enabling USAID to save an estimated 618 tons of carbon every year. The solar systems are part of a range of environmental initiatives that have helped the site's buildings achieve a four star South African Green Building Design certification.

C. Fleet Management

USAID's domestic fleet quantity is below the reporting threshold of 20 vehicles. The Department of State manages most fleet vehicles at overseas locations.

D. Water Use Efficiency and Management

USAID does not purchase water utilities directly for domestic facilities. USAID-occupied facilities in Washington, DC are managed and operated by GSA and water is included as part of a full-service lease. USAID is undertaking a phased renovation of the Agency occupied portion of the Ronald Reagan Building, and as part of the Leadership in Energy and Environmental Design (LEED) certification process, the Agency will pursue credits for water use efficiency, which may include the installation of metering and low-flow fixtures designed to more effectively manage water consumption.

E. Pollution Prevention and Waste Reduction

USAID maintains an active recycling program for paper, aluminum, and plastics.

USAID has incorporated sustainability principles into printing and graphics services that provide printing, binding, reproduction, and copying of Agency-wide material. The sustainability components of USAID's print management policy are:

- All printing devices utilized are Energy Star compliant
- The most energy efficient devices in their respective volume bands will be procured
- Devices are able to utilize environmentally-friendly remanufactured toner and unique package-free toner
- Devices are manufactured with a high percentage of recycled content
- Devices will use 100% recycled and 50% post-consumer content paper
- Devices are required to default to duplex printing to minimize paper usage
- Device disposal through a recycler certified to either the Responsible Recycling Standard or the E Stewards Standard
- Eliminating color printing unless absolutely necessary
- Reduction of margin sizes
- Reduction of line spacing
- Reduction of font size and changing font type to save ink and toner
- Usage of specialty font; such as fonts with blank holes that are not visible when documents are printed with typical font sizes
- Vendors selected for printing and graphic services will utilize the sustainable practices listed above

USAID's Bureau for Economic Growth, Education, and Environment manages the Agency's Limited Excess Property Program (LEPP). The LEPP program is authorized under sections 607 and 608 of the Foreign Assistance Act (FAA) and gives USAID special authority to give approved Private Voluntary Organizations (PVOs) access to government excess property under the U.S. General Services Administration and the Defense Logistics Agency's Disposition Services' excess property programs. The LEPP PVO partners, in turn, use the property to build the capacity and the speed and efficiency of their local in-country partners. Some of these local partners are community hospitals and medical clinics who receive medical supplies and equipment enabling them to provide higher quality service to a larger group of people. Other PVO program partners work closely with in-country schools and technical training facilities providing computer equipment, which enables a higher level of education and human resources development.

The program provides an innovative and cost effective means to dispose of excess government property in a way that supports and furthers overall U. S. Government development goals. Since the program's inception, it has transferred on average $15-$30 million of USG excess property annually.

F. Sustainable Acquisition

USAID produced a total of 3,749 new acquisitions in FY2014 with 324 containing sustainable acquisitions requirements representing approximately 9% of the total. The data is derived from the Federal Procurement Database System (FPDS). The data includes contract actions for FY2014 and purchase card requests.

G. Electronic Stewardship and Data Centers

USAID has obtained 95% of electronic products that are Federal Energy Management Program (FEMP) designated, ENERGY Star qualified, or Electronic Product Energy Assessment Tool (EPEAT) registered in 2014. Power management features of PCs, laptops, and monitors are currently included on 100% of devices. Printers are transitioning to double-sided printing as the default setting.

Since FY2011, most purchases by USAID of end user computers were laptops. USAID purchased Lenovo, Apple Mac Pro and Apple Mac Air laptops. All of these devices meet the Department of Energy's Energy Star standards and are also listed as EPEAT products. This focus on using laptops has resulted in significant energy savings since our current standard desktop uses 240 watts while our standard laptop uses only 65 watts, a drop in energy consumption of 73%.

Wake on LAN was implemented in USAID Washington in FY2012. This allows the laptop or desktop computer to be powered down approximately 15 hours of a work day. This change cuts energy consumption by 77% from non-Wake on LAN devices.

USAID is in process of changing from a widespread distribution of personal and dedicated network printers, to Multi-Function Devices (MFDs) for the Agency's printing needs. USAID/W currently has 148 MFDs which have replaced USAID's copiers, and are providing the functionality of the single purpose peripheral devices to many of our staff, especially in two of our three largest buildings, Potomac Yard and SA-44.

USAID's Chief Information Office is not replacing existing single purpose devices and plans to phase out most of the existing inventory of these devices. Our goal is to phase out most of these single purpose devices from our inventory. The 2012 inventory of these devices for USAID/W includes 1,422 printers, 257 scanners and 122 fax machines. In order to better track these devices, USAID is conducting a detailed inventory of all of our IT devices in the US. As this phase out progresses, the number of printers will be reduced drastically, as well as the percentage that cannot do duplex printing.

Since the first Agency Sustainability Plan submitted in 2009, USAID has closed most of its data centers. USAID's HQ building's TCOC (Telecommunications & Computer Operations Center) was

closed in 2012. The closure of the TCOC impacted approximately 90% of the agency's servers in the US.

USAID has significantly increased the capacity of its video conferencing infrastructure since 2013. These changes have enabled more multipoint video teleconferencing (VTC) calls. A total of 18,928 VTC calls of one minute or more duration were conducted in FY2014.

Section 4: Administration Priorities and Initiatives

Climate Change Adaptation

USAID prepared its first Agency *Climate Change Adaptation Plan* in 2012 in compliance with Executive Order 13514. The 2014 Agency *Climate Change Adaptation Plan* reported on progress against the deliverables proposed in the previous plan. This supplement to the first adaptation plan addressed the new requirements established in Executive Order 13653 and the associated guidance issued by CEQ in December 2013.

USAID's *Climate Change and Development Strategy: 2012-2016* included a number of actions to integrate climate change adaptation into the Agency's mission, programs, and operations. In line with this strategy and the Agency Adaptation Plan, USAID will continue to provide guidance and training for USAID staff and implementing partners on resilient programming in climate-sensitive sectors. USAID is developing new curricula and training development professionals from a variety of disciplines to understand climate change, its potential impacts on development gains, and opportunities to spur low emissions, climate resilient development. USAID is continuing to review and update the Agency's environmental guidelines in order to incorporate climate change considerations. Furthermore, USAID is beginning to explore ways to consider adaptation and climate resilience with respect to Agency suppliers, including building the capacity of implementing partners to understand and address potential climate change impacts.

USAID will also continue to implement targeted adaptation programs in vulnerable countries and communities around the world. Our dedicated Adaptation funds will help vulnerable countries address the needs of sectors most affected by a changing climate, including water, infrastructure, agriculture, urban planning, natural resource management, and tourism. USAID focuses its adaptation assistance on small-island developing states, least developed countries, especially in sub-Saharan Africa, and countries that depend on glacier melt for their water supply.

USAID has been investing in actions that help the Agency better understand climate change risks and opportunities and reduce vulnerabilities since 1991. This includes USAID efforts to increase the resilience of people, places and livelihoods and to integrate climate change into Agency programming, policy dialogues and operations. Many of USAID's efforts to manage climate change risks and vulnerabilities are captured in its 2012 and 2014 Agency Adaptation Plans. The 2014 plan was produced in compliance with Executive Order 13653-Preparing the United States for the Impacts of Climate Change. Through a high-level, interagency process, the agency identified 35 new concrete actions for implementation over a three year period. A brief summary of progress on the 2014 Agency Adaptation Plan is provided below:

- A point of contact, support team and way forward have been identified for each of the 35 priority actions USAID identified in its 2014 Agency Adaptation Plan. Nearly all of these actions are now under implementation, barring two that are intended to begin implementation in FY 16.
- In September 2014, Executive Order 13677, Climate-Resilient International Development was issued, requiring international development agencies to assess climate risk across all development investments, to adjust its strategies, programs, overseas facilities, as needed, and to report on progress. In addition to co-chairing the interagency Climate-Resilient International Development working group with the Department of Treasury, USAID has been making progress on a developing a process to assess climate risk, act on those assessments and report results. USAID will have a system in place, as required, by October 1, 2015.

In addition, illustrative examples of USAID's progress on some of the 35 priority actions from its 2014 Agency Adaptation Plan are provided below:

- Through the recently launched Global Resilience Partnership, USAID, The Rockefeller Foundation, and the Swedish International Development Cooperation Agency (SIDA) are working together to spark innovation and scale bold new ideas to help millions of people around the world build their resilience to a variety of shocks and stresses, including climate change. The Global Resilience Partnership launched the Global Resilience Challenge, a multi-phase, competitive funding mechanism. The Challenge will identify innovative solutions to the toughest resilience challenges in three focal regions: the Sahel, the Horn of Africa, and South and Southeast Asia. In early 2015, seventeen teams were competitively selected to advance to Stage Two of the Challenge. Currently, these teams are refining their problem statements and are developing scalable solutions to build resilience. In September of 2015, teams with the most innovative and promising solutions will be awarded up to $1 million to implement their plans.

- A working group is advancing potential incentives and awards to promote action to address climate change. It is exploring three options: 1) nominating people for existing awards to draw attention to the importance of and reward people for their climate change achievements, 2) creation of a new climate change award, and 3) prizes. Each of these options can target different types of individuals, teams and actions. Awards may be more appropriate for recognition of past or ongoing behavior or activities whereas prizes could stimulate innovation and attention in sectors and teams that may not be focused on climate change. Missions, rather than headquarters, are the target audience for this working group and the working group is involving the various pillar and regional bureaus on this front. Four awards were presented to individuals and groups for their climate change work in 2014 demonstrating that even by pursuing nominations in a more deliberate manner we can provide a way to recognize and award climate change champions and achievements. This working group seeks to build upon those efforts and identify methods of stimulating even more. Note, one of the items under the 2015 Quadrennial Diplomacy and Development Review (QDDR) is the creation of "Climate Change Champion" awards for both the Department of State and USAID.

- The Food for Peace (FFP) funded TOPS activity has conducted ten trainings, reaching 260 people, on climate change adaptation since June of 2014. At least three additional climate change adaptation trainings are planned before the end of FY 15. The trainings included a wide variety of organizations including FFP implementing partners, USAID staff, other development practitioners, universities and others. The community of practice that has been established through these trainings continues to build on the state of the art knowledge in this area and transfer it directly to the hands of the people implementing projects on the ground.

- Mission-based training in Senegal and global online learning event provided training on climate change and health in order to help health officers consider how climate change relates to their work and provide examples of things they can do to address climate change and thereby achieve sustainable results.

- USAID planned a lessons learned forum on Disaster Risk Reduction in a Changing Climate. Ninety participants attended from 43 countries, drawn from government agencies, humanitarian organizations, NGOs, academic and applied science research institutions, practitioners and youth and young professionals.

- Climate change sections have been added to Sector Environmental Guidelines for 12 different sectors: Agriculture, Small Scale Construction, Solid Waste, Small Healthcare Facilities, Forestry, Schools, Housing, Healthcare Waste, Livestock, Rural Roads, Fisheries, and Water Sanitation. The Sector Environmental Guidelines are meant to serve as a reference for environmentally sound design and management for activities in key USAID development sectors and support USAID's environmental compliance process.

- Technical guidance documents for USAID staff have been produced and disseminated. The How To Guide on Incorporating Climate Change into the Country Development Cooperation Strategy (CDCS) helps program and technical officers developing a CDCS to incorporate climate change considerations, whether or not the operating unit receives direct climate change funds, as required by USAID policy. The How To Guide on Project and Activity Design for Climate Change Adaptation Funding helps program and technical officers with focused Adaptation funding, whether they are designing projects solely with Adaptation funding or combining Adaptation funding with other sources of funding. It is also helpful for staff who do not have Adaptation funding but are interested in integrating climate change considerations into their programming.

- A central funding mechanism has been established for climate vulnerability assessments and the year one work plan is now complete. This will help various parts of USAID have access to the type of analysis they need to successfully include climate change adaptation in their projects. Year 1 activities will focus on support to Ethiopia for an adaptation options assessment, and Senegal and Mozambique for support on analyzing climate issues in their health portfolios. Year 1 will also include an assessment of climate risk and opportunities in USAID's Food for Peace Portfolio and an assessment of the potential costs of climate risks in Indonesia.

Section 5: Proposed Actions

USAID will pursue reductions of GHG emissions in scope 3 emissions in accordance with EO 13693. USAID has identified Washington-based employee commute as the GHG emissions source with the greatest potential for reductions. USAID will encourage employee participation in teleworking, expanded use of mass and shared transportation, and use of non-motorized transportation to achieve reductions of scope 3 GHG emissions.

Table 1: Agency Size & Scope

Agency Size and Scope	FY 2013	FY 2014
Total Number of Employees as Reported in the President's Budget	9,410	
Total Acres of Land Managed	0	
Total Number of Buildings Owned	0	
Total Number of Buildings Leased (GSA and Non-GSA Lease)	10	
Total Building Gross Square Feet (GSF)	899,434	
Operates in Number of Locations Throughout U.S.	7	
Operates in Number of Locations Outside of U.S.	106	
Total Number of Fleet Vehicles Owned	0	
Total Number of Fleet Vehicles Leased	4	
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	9	
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	1,293	

United States Agency for International Development

Goal 1: Greenhouse Gas (GHG) Reduction

Agency Progress Toward Scope 1 & 2 GHG Goal

As noted in the graph description, only Scope 1 & 2 emissions are subject to reduction targets under E.0. 13514. USAID does not operate domestic facilities or own fleet vehicles and does not report on Scope 1 & 2 emissions. The graph depicts Scope 3 emissions only. Scope 3 emissions for USAID include business air travel, ground travel, employee work commute for Washington based employees, and waste water treatment emissions.

Agency Progress towards Scope 3 GHG Goal

USAID has achieved a reduction in Scope 3 emissions each reported year after baseline year 2008. Scope 3 emissions inlcude employee business air travel, ground travel, employee work commute, and wastewater treatment. Scope 3 emissions are calculated for Washington based employees and facilities only.

Employee work commute is the second largest contributer to GHG emissions for the Agency, and represents the contribution where USAID can achieve the greatest reduction in GHG emissions. Telework, alternative work schedules, and alternate work sites can reduce the overall GHG emission from employee work commute. USAID has had a formal telework policy for three years and will analyze participation rates versus GHG emissions. If a correlation is confirmed between employee telework participation rates and reduced GHG emissions over this three year period, USAID will consider expanding telework options for employees to further reduce emissions.

Air travel emissions are the Agency's largest contributor to GHG emissions. A strategy to reduce GHG emissions from air travel is limited as the nature of the Agency's mission is to provide development aid and disaster assistance to developing nations. The unpredictable nature of large scale human tragedies and natural disasters require the Agency to respond as events unfold. GHG air travel emissions can fluctuate year to year depending on the required Agency response to such global events.

United States Agency for International Development

Goal 2: Sustainable Buildings

Agency Progress toward Facility Energy Intensity Reduction Goal
USAID does not own or operate buildings in the United States. The General Services Administration administers USAID occupied facilities and is responsible for the building energy intensity reduction goal.

Agency Progress toward Total Buildings Meeting the Guiding Principles
USAID does not own or operate facilities in the United States.

United States Agency for International Development

Goal 3: Fleet Management

Agency Progress toward Fleet Petroleum Use Reduction Goal
USAID does not own a domestic fleet.

Agency Progress toward Fleet Alternative Fuel Consumption Goal
Not applicable. USAID does not own a domestic fleet.

United States Agency for International Development

Goal 4: Water Use Efficiency&Management

Agency Progress toward Potable Water Intensity Reduction Goal
USAID occupies GSA owned facilities domestically. GSA reports on water intensity for their facilities.

United States Agency for International Development

Goal 5: Pollution Prevention&Waste Reduction

Agency Progress toward Pollution Prevention & Waste Reduction

USAID has an existing recycling program since 2009. USAID will inventory emissions from refrigerants and other fugitive emissions in domestic facilities and, pending the results of the fugitive emissions inventory, implement a strategy to reduce emissions.

United States Agency for International Development

Goal 8: Renewable Energy

Agency Renewable Energy Percentage of Total Electricity Usage

USAID does not purchase utilities through an energy service provider. USAID compensates GSA directly for utility usage.

United States Agency for International Development

Goal 9: Climate Change Resilience

Agency Climate Change Resilience

USAID prepared its first Agency Climate Change Adaptation Plan in 2012 in compliance with Executive Order 13514. That Adaptation Plan was released for a 60-day public comment period in early 2013, during which USAID received comments from various individuals, organizations, and coalitions. These comments were carefully considered, and an updated Plan was submitted later in 2013.

This year, the 2014 Agency Climate Change Adaptation Plan reports on progress against the deliverables proposed in the previous Plans. A Supplement addresses the new requirements established in Executive Order 13653 and the associated guidance issued by CEQ in December 2013. Along with the new Agency Climate Change Adaptation Plan, USAID has also prepared an updated Adaptation Policy Statement to submit in June 2014.

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United States Agency for International Development

Goal 10: Energy Performance Contracts

Agency Progress In Meeting President's Performance Contracting Challenge (PPCC) Goal
USAID is not subject to PPCC.