



governmentattic.org

"Rummaging in the government's attic"

Description of document: Department of Education (ED) Real Property Efficiency Plan FY 2020-FY 2024, 2019

Requested date: 16-January-2021

Release date: 17-February-2021

Posted date: 22-March-2021

Source of document: FOIA Request
U.S. Department of Education
Office of the Executive Secretariat
FOIA Service Center
400 Maryland Avenue, SW, LBJ 7W106A
Washington, DC 20202-4536
ATTN: FOIA Public Liaison
Fax: (202) 401-0920
[Online FOIA Portal](#)

The governmentattic.org web site ("the site") is a First Amendment free speech web site and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE SECRETARY

FOIA Service Center

February 17, 2021

RE: FOIA Request No. 21-00737-F

This letter is a final response to your request for information pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated January 16, 2021 and received in this office on January 17, 2021. Your request was forwarded to the Office of Finance & Operations (OFO) to search for documents that may be responsive to your request.

You requested the following: A copy of the Department of Education Capital Plan (i.e., Agency-wide Real Property Capital Plan), as required and described in OMB Memorandum M-20-03 issued November 6, 2019, and M-20-03 Implementation Guidance issued July 2, 2020.

Attached to this e-mail are 12 pages of documents responsive to your request. The documents provided are:

➤ 21-00737-F OFO Real Property

Provisions of the FOIA allow us to recover the costs pertaining to your request. The Department has concluded that you fall within the category of "an all other use requester." However, the Department has provided you with this information at no charge. The Department's release of this information at no cost does not constitute the grant of a fee waiver and does not infer or imply that you will be granted a fee waiver for future requests made under FOIA to the Department. Because we were able to locate and process these documents at minimal costs, they are provided to you at no cost.

You have the right to seek assistance and/or dispute resolution services from the Department's FOIA Public Liaison or the Office of Government Information Services (OGIS). The FOIA Public Liaison is responsible, among other duties, for assisting in the resolution of FOIA disputes. OGIS, which is outside the Department of Education, offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to appeals or litigation.

They can be contacted by:

Mail	FOIA Public Liaison Office of the Executive Secretariat U.S. Department of Education 400 Maryland Ave., SW, LBJ 7C132 Washington, DC 20202-4500	Office of Government Information Services National Archives and Records Administration 8601 Adelphi Road Room 2510 College Park, MD 20740-6001
E-mail	robert.wehausen@ed.gov	OGIS@nara.gov
Phone	202-205-0733	301-837-1996; toll free at 1-877-684-6448
Fax	202-401-0920	301-837-0348

You have the right to appeal this decision by writing to the address below, 90 calendar days from the date of this letter. Using the services described above does not affect your right or the deadline to file an appeal. Your appeal must be in writing and must include detailed statement of all legal and factual bases for the appeal; it should be accompanied by this letter, a copy of your initial letter of request, and any documentation that serves as evidence or supports the argument you wish the Department to consider in making an administrative determination on your appeal.

Appeals may be submitted using the on-line form available at
www.ed.gov/policy/gen/leg/foia/foia-appeal-form.pdf.

E-mail: EDFOIAappeals@ed.gov
Fax: 202-401-0920
Mail: Appeals Office
Office of the Executive Secretariat
U.S. Department of Education
400 Maryland Avenue, SW, LBJ 7W106A
Washington, DC 20202-4536

Sincerely,

Sandra Lewandowski

Government Information Specialist
Office of the Executive Secretariat

Enclosure

U.S. Department of Education



Real Property Efficiency Plan

FY 2020–FY 2024

9/27/2019

TABLE OF CONTENTS

Introduction / ED Space Modernization Program	3
Roles and Responsibilities of Senior Officials	3
Budget Assumption and Impacts to Reduction Targets	3
Portfolio Status	4
Reduction Targets	6
General Services Administration (GSA) Consolidation Program	10
Collocation Opportunities	10
Operational Efficiencies	10
Compliance Internal Controls	10
Federal Real Property Profile (FRPP) Data Quality Improvement	11
Challenges and Improvement Opportunities	11
Attachments	12

INTRODUCTION

The mission of the U.S. Department of Education (ED) is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

The real property authority for ED is the General Services Administration (GSA). ED does not own, operate, lease, or manage real property. ED's portfolio consists solely of GSA-owned and GSA-leased properties in eleven regions consisting of twenty-five offices and one warehouse across the United States.

ED has been responding to the shift across the federal government to freeze/reduce agency footprints over the last few years. The ED Space Modernization Program aims to reduce ED's footprint and associated out-year costs by bringing a new approach to the workplace at ED, increasing productivity through innovative space design and technology enhancements. Projects initiated and executed in fiscal year FY20–FY24 will meet current space guidelines of 150 - 180 usable square feet (USF) per person.

ROLES AND RESPONSIBILITIES OF SENIOR OFFICIALS

The Office of Finance and Operations (OFO) Office of Security, Facilities and Logistics Services (OSFLS) Director is the Senior Real Property Officer (SRPO) for all ED-occupied properties and signed housing plans submitted to GSA. OSFLS works collaboratively with the Office of the Chief Information Officer and the Budget Service regarding project funding requests, determining the annual real property rental budget and other real property expenses and status updates.

BUDGET ASSUMPTIONS AND IMPACT TO REDUCTION TARGETS

The space reduction projects that are critical to the ED Space Modernization Program are fully dependent on receiving requested project funding. When possible, ED plans to utilize GSA's Consolidation Funds to offset project upfront costs for the agency. While GSA's Consolidation Funds would help achieve long-term rent savings overall, short-term savings would not be achieved due to payback requirements to GSA. Projected operating cost increases, tax increases, lease expirations and Occupancy Agreement (OA) expirations are factored in when determining future rent costs.

PORTFOLIO STATUS

Overall Agency Building Portfolio

ED's portfolio is made up of 46% GSA-owned and 54% GSA-leased properties. GSA manages all ED real property. The property use at all locations is office space and one warehouse. ED's focus is on space optimization, which will be achieved through innovative design and shared common support space.

FY 2019 Portfolio Summary per Federal Real Property Profile (FRPP) Submittal (Include all buildings, including RTF properties)

FRPC Property Use	Owned or Leased Indicator	Region	Building Name	Total Usable Square Footage
Office	Owned	HQ	Lyndon B. Johnson (LBJ) Federal Building	372,209
Office	Leased	HQ	Potomac Center Plaza (PCP)	286,928
Office	Leased	HQ	800 N Capitol Street NW	4,444
Office	Owned	HQ	Eisenhower Executive Office Building	99
Office	Leased	HQ	Union Center Plaza III	216,558
Warehouse	Leased	HQ	3015 V Street	17,500
Office	Owned	R01	John W. McCormack Building	37,901
Office	Leased	R02	Financial Square Building	45,776
Office	Leased	R02	Parque Las Americas Office Building*	3,066
Office	Owned	R02	Degetau Federal Building & Ruiz-Nazario Courthouse	778
Office	Leased	R03	The Wanamaker Building	32,621
Office	Owned	R03	William S. Moorhead Federal Building	1,974
Office	Owned	R04	Sam Nunn Atlanta Federal Center	62,977
Office	Owned	R04	Estes Kefauver Federal Building	1,003
Office	Leased	R04	Pembroke Pines Prof. Center	4,200
Office	Owned	R05	John C. Kluczynski Federal Building	40,151
Office	Leased	R05	1350 Euclid Avenue	9,326
Office	Leased	R05	Handicraft Building	3,400
Office	Leased	R06	One Petticoat Lane	42,286
Office	Leased	R07	Harwood Center	55,264
Office	Owned	R08	Cesar E. Chavez Memorial Building	27,930
Office	Owned	R09	50 United Nations Plaza	39,266
Office	Owned	R09	Robert T. Matsui US Courthouse	4,000
Office	Leased	R09	One World Trade Center	6,563
Office	Leased	R09	2700 N. Central	4,020
Office	Owned	R10	Jackson Federal Building	20,865
Total				1,341,105

*Property vacated on 09/08/2019. Pending relocation to equal space in Degetau Federal Building.

Status Relative to Reduce the Footprint Baseline Requirement

For the period of FY20 – FY24, ED projects the following changes, resulting in a 10.81% reduction of USF.

Building/Location	Fiscal Year	Beginning USF	End State USF	USF Delta	USF Delta %
Harwood Center (Dallas, TX) to Renaissance Tower (Dallas, TX)	FY20	55,264	25,920	29,344	-53%
Potomac Center Plaza (Washington, DC)	FY20	286,928	241,200	45,728	-16%
Financial Square Building (New York, New York)	FY20	45,775	39,666	6,109	-13%
Financial Square Building (New York, New York) to 26 Fed Plaza (New York, New York)	FY23	39,666	20,830	18,836	-47%
Union Center Plaza (Washington, DC)	FY23	216,558	171,558	45,000	-21%
TOTALS		644,191	499,174	145,017	

Maintenance of the Reduced Footprint Baseline

The ED Space Management Directive requires adherence to space reduction targets. Controls are further reinforced by routine reviews of benchmarks including the President's Management Agenda (PMA).

Current Projects

LBJ Modernization. This project is the modernization of floors 3 -7 of the LBJ Building, ED's Headquarters location. GSA will fund \$12.5 million through a prospectus project in GSA's Major Repairs and Alterations Fund for renovations of floors 3, 4, 6 and 7. These renovations will optimize the utilization rate of existing space by eliminating unnecessary walls and enclosures, while creating open space to accommodate workstations with low panels. ED's open space concept will facilitate collaboration and efficiency, while lowering energy costs by allowing for increased natural sunlight and air circulation throughout the space. Included in this plan is ED's intent to consolidate components which currently occupy Potomac Center Plaza (PCP) and Union Center Plaza (UCP). After relocating most of PCP occupants to the renovated space in LBJ, ED's goal is to then migrate all occupying offices at UCP to the recently renovated space in PCP. The deliverable of this project will ultimately eliminate UCP from ED's portfolio and reduce the rent amount by the cost of that space. The above is predicated upon PCP being the succeeding lease location.

Dallas. Dallas is under design, with projected occupancy at the Renaissance Tower, a commercially leased property, in the summer of 2020. The space renovation complies with an

overall Utilization Rate of 180 USF/person with new furniture and finishes. The new lease represents a 53% reduction in USF.

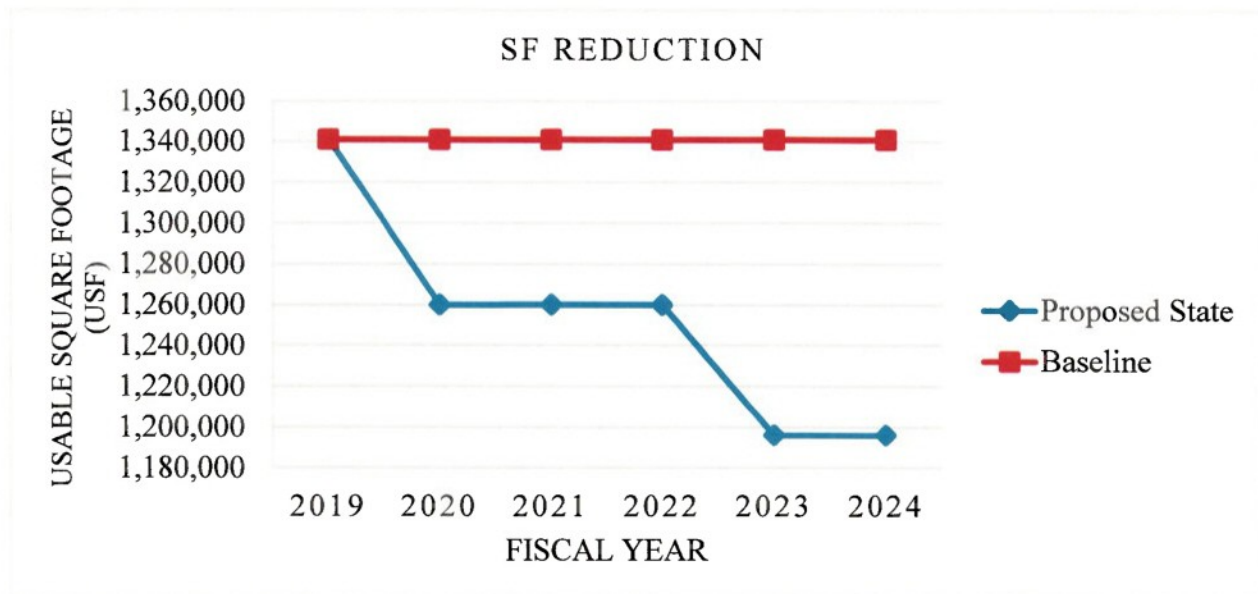
PCP. Assuming PCP is the succeeding lease, it will see space savings in FY20, due to ED's HQ Consolidation plan and the prospectus lease approved by Congress. If PCP is not the succeeding lease, ED will realize a space reduction at the new lease location TBD.

New York. In FY20, ED will return 6,109 USF, approximately 13%, to GSA. ED expects to further reduce its footprint to 20,830 USF in FY23, in lieu of FY22 as previously reported, by relocating to 26 Federal Plaza. The delay is due to the lack of available consolidation funds in FY19 for FY23 occupancy.

UCP. The eight-year HQ Consolidation plan will ultimately eliminate UCP from ED's inventory. Beginning in FY23, ED will release floors at UCP in conjunction with the renovations of LBJ and PCP.

REDUCTION TARGETS

Reduction Targets for Office and Warehouse Space



The ED Space Modernization Program prescribes significant footprint reductions resulting in substantial rent savings, while providing innovative space layouts, increased natural lighting, and enhanced technology integration.

By incorporating ED-wide space design standards (see “Space Design Standard for Future Reductions” section below), current and future facilities will be designed with an emphasis on economy and efficiency, while supporting essential work patterns and activities.

Domestic Office and Warehouse SF Reduction Targets FY 2020–FY 2024

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Office Target* (Net SF Reduction)	81,181	0	0	63,836	0
Warehouse Targets* (Net SF Reduction)	0	0	0	0	0

*Reductions are reported as a positive value.

Disposal Targets for Owned Buildings

Not Applicable (N/A)

Use of Performance Benchmarks to Identify Reduction Opportunities

ED uses the benchmarking metrics (usable square feet per person) to identify reduction targets and housing strategies. Strategies are aligned with GSA portfolio/asset strategies. ED will reduce by a total of 145,017 USF (10.81%) between FY20-FY24 by releasing spaces in Dallas, Washington, DC and New York.

Benchmark Metric Summary for Department of Education

Benchmark Metric	FY 2015	FY 2018	Change (To be shown as an increase or decrease)	Government-wide Average
SF per person Direct Lease Office	N/A	N/A	N/A	N/A
SF per person Owned Office	N/A	N/A	N/A	N/A

Benchmark Metric	FY 2015	FY 2018	Change (To be shown as an increase or decrease)	Government-wide Average
SF per person GSA OA Office	328.79	345.93	17.14	272.38

Benchmark Metric	FY 2013	FY 2018	Change (To be shown as an increase or decrease)	Government-wide Average
Rent per SF Direct Lease Office	N/A	N/A	N/A	N/A
Rent per SF GSA OA Office	42.61	36.98	-13.19%	28.01
O&M/SF Owned Office	N/A	N/A	N/A	N/A
Rent per SF Direct Lease Warehouse	N/A	N/A	N/A	N/A
Rent per SF GSA OA Warehouse	9.23	10.05	8.9%	10.87
O&M/SF Owned Warehouse	N/A	N/A	N/A	N/A
Percent of Owned Portfolio SF with Facility Condition Index of 85 or greater	NA	N/A	N/A	N/A

Space Design Standard for Future Reductions

ED uses the targeted utilization range set by OMB of 150-180 USF. We have included the following table of prescribed workplace allocations to the recently signed 2019 Space Management Directive to help the Agency meet this targeted utilization rate.

Title / Grade	Allocated Space
GS-15 or below / Non-Supervisory	48 sf
GS-14 or GS-15 / Supervisory	100 sf
Senior Executive Service (SES)	150 sf
Assistant Secretary / Deputy Assistant Secretary	200 sf

Utilization Rates

As stated above, ED has a targeted utilization range (UR) of 150-180 USF.

The calculation for administrative office UR is:

			Total Administrative Office Space (After consolidations)
308.34*	=	1,196,088 USF	
		<hr/>	
		Total Headcount	
		3,879**	

*This UR does reflect current projects.

** Headcount includes the onsite federal employee and contractor count, estimated. The onsite contractor count varies as it changes frequently based on contracts awarded. Remote federal employees are not included.

GSA CONSOLIDATION PROGRAM

GSA Consolidation Program Funding Request FY 2020–FY 2024

Consolidation Project Building Name and Number	FY Submission (e.g., FY 2020, 2021, 2022, 2023 or 2024)	Consolidation Type (e.g., Leased to Owned, Owned Contraction, or Owned to Owned Consolidation)	Consolidation Impact (Net SF Reduction)	Total Consolidation Funds Requested
N/A	N/A	N/A	N/A	N/A

COLLOCATION OPPORTUNITIES

GSA manages all ED real property and thus any collocation opportunities would have to be facilitated by GSA.

OPERATIONAL EFFICIENCIES

The ED Space Management Directive requires adherence to space reduction targets. Controls are further reinforced by routine reviews of the President’s Management Agenda (PMA). Goals and performance are communicated to all ED components.

COMPLIANCE INTERNAL CONTROLS

OSFLS oversees ED’s physical, personnel, and classified information security programs as well as oversight of ED’s Continuity Program and Plans. OSFLS works with other ED offices, the Federal Protective Service, and other local and Federal law enforcement organizations to ensure the security of ED’s buildings, its classified information, and its employees.

Under OSFLS, the Facilities Services Division (FSD) provides high quality physical work environments for all ED-occupied space. FSD partners with other ED offices and GSA to establish and implement policies, standards, and procedures for the design, construction, furnishing, operation, maintenance and repair of all ED Headquarters and Regional Office buildings. FSD provides project management services to support space planning and facility management. FSD advises senior level staff and serves as a liaison with GSA on all building-

related matters. Also, FSD is responsible for safety, health, and for establishing and maintaining a compliant and effective asset management control system and managing ED's surplus property and disposal programs.

FEDERAL REAL PROPERTY PROFILE DATA QUALITY IMPROVEMENT

GSA controls, manages and inputs all FRPP Data for ED facilities. The FRPP Data tool provided several data points that helped determine consolidation, reduction and release of spaces across the footprint. The Federal Real Property MAX collection report feeds into the GSA Real Property Management Tool (RPMT) which has been used by ED to assess existing lease costs, in addition to evaluating existing utilization rates and lease costs per person. Additionally, RPMT data has provided ED with the assistance in determining whether consolidation, reduction, and/or release occupied space at a given location would prove beneficial. With this data, ED can make the best decisions possible regarding space.

CHALLENGES AND IMPROVEMENT OPPORTUNITIES

Challenges

- If requested funding is not received, future planned projects will be at risk. As a result, ED may be faced with future increased rent payments while continuing to occupy oversized, inefficient space.
- Existing lease terms of several properties restrict ED's movement to more efficient space.

Improvement Opportunities

- Renewing workspaces including sit-stand desks and ergonomic chairs.
- Allowing more natural light into workspaces by providing more open workspace.
- Improving use of shared, common, and multi-functional spaces.
- Enhancing technology.
- Providing electronic file storage and reducing paper file storage, resulting in a reduced footprint.

ATTACHMENTS

Attached are the following:

- Office and warehouse asset changes (Attached)
- Reduction targets for owned buildings (Not Applicable, N/A)

A handwritten signature in blue ink that reads "Mitchell M. Zais". The signature is written in a cursive style with a horizontal line extending from the end.

Mitchell M. Zais Ph.D.
Deputy Secretary
U.S. Department of Education

Please submit RTF plans and accompanying templates to Chris Coneeney at rtfplan@gsa.gov and to Bill Hamele at William_F_Hamele@omb.eop.gov.