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Description of document: General Services Administration (GSA) Meeting Minutes and Records of the Federal Real Property Council (FPRC) and Federal Real Property Advisory Group (FRPAG) 2011-2022

Requested dates: 09-March-2019 (GSA-2019-000769)
04-March-2021 (GSA-2019-000999)
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Note: GSA-2019-000769 starts on PDF page 2
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January 4, 2023

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number GSA-2019-000769, submitted on March 9, 2019, in which you requested the following:

“A copy of the meeting minutes and agendas for meetings of the Federal Real Property Council between November 1, 2017 and present.”

Enclosed please find the documents responsive to your request. Agendas being provided cover the time period of November 2017 to July 2019. Please be advised that meeting minutes were not taken from November 2017 to June 2018 nor were meetings held every month.

In processing your request, please note that portions of the responsive records which reflect the agency’s deliberative process are considered pre-decisional in nature and/or attorney-client privileged communications, have been redacted pursuant to FOIA, 5 U.S.C. § 552(b)(5).

During our review of responsive records, GSA considered the Foreseeable Harm Standard which was codified by the FOIA Improvement Act of 2016.

As we have redacted information referenced in the above paragraph(s) with the aforementioned FOIA exemption, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://www.foiaonline.gov/foiaonline/action/public/home>) or in writing to the following address:

U.S. General Services Administration
FOIA Requester Service Center (LG)
1800 F Street, NW
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. In addition, your appeal must contain a brief statement of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and envelope or online appeal submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this FOIA request. Should you have any questions, please contact Chris Coneeny at (202) 208-2956 or by email at chris.coneeney@gsa.gov. You may also contact the GSA FOIA Public Liaison, David Eby at (202) 213-2745 or by email at david.eby@gsa.gov for any additional assistance.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

Theresa Ottery

Theresa Ottery
FOIA Program Manager
Office of the General Counsel
General Services Administration

Enclosure(s)

AGENDA

Federal Real Property Council

November 16, 2017

GSA Headquarters, 1800 F Street NW, Room 1425

2:30 p.m. – 3:30 p.m.

Opening

2:30 p.m. – 2:55 p.m. Federal Facility Council Activities

2:55 p.m. – 3:05 p.m. FRPC Annual Report to OMB per FPMRA

3:05 p.m. – 3:20 p.m. FRPP Public Data Set

3:20 p.m. – 3:30 p.m. Agency FASTA Recommendations

End

AGENDA

Federal Real Property Council

January 18, 2018

GSA Headquarters, 1800 F Street NW, Room 1460

2:30 p.m. – 3:30 p.m.

Opening

- | | |
|------------------------------|--|
| 2:30 p.m. – 2:45 p.m. | Update on FASTA Implementation |
| 2:45 p.m. – 3:00 p.m. | Update on FPMRA Implementation |
| 3:00 p.m. – 3:10 p.m. | FRPP FY17 Submittal and Public Data Set |
| 3:10 p.m. – 3:25 p.m. | Broadband Executive Order |
| 3:25 p.m. – 3:30 p.m. | Updates |
-
-

End

AGENDA

Federal Real Property Council

Alexander Kurien, Executive Director

February 15, 2018

GSA Headquarters, 1800 F Street NW, Room 1461

2:30 p.m. – 3:40 p.m.

Opening

2:30 p.m. – 3:00 p.m. California Senate Bill 50 – DOJ presentation

3:00 p.m. – 3:15 p.m. FASTA Recommendation Status

3:15 p.m. – 3:35 p.m. FRPC Potential Focus Areas

3:35 p.m. – 3:40 p.m. Updates

End

AGENDA

Federal Real Property Council

Alexander Kurien, Executive Director

March 15, 2018

GSA Headquarters, 1800 F Street NW, Room 1459

2:30 p.m. – 3:30 p.m.

Opening

2:30 p.m. – 2:50 p.m. Advanced Private Sector Workplace Strategies

2:50 p.m. – 3:00 p.m. FASTA Utilization Study

3:00 p.m. – 3:20 p.m. DHS Presentation

3:20 p.m. – 3:30 p.m. FRPC Potential Focus Areas

Updates

End

AGENDA

Federal Real Property Council

Alexander Kurien, Executive Director

April 19, 2018

GSA Headquarters, 1800 F Street NW, Room 1153

2:30 p.m. – 3:30 p.m.

Opening

2:30 p.m. – 2:50 p.m. Geospatial mapping of FRPP Data

2:50 p.m. – 3:05 p.m. Omnibus Provisions

3:05 p.m. – 3:25 p.m. DOI Presentation

3:25 p.m. – 3:30 p.m. Updates

End

AGENDA

Federal Real Property Council

Alexander Kurien, Executive Director

June 21, 2018

GSA Headquarters, 1800 F Street NW, Room 1425

2:30 p.m. – 3:30 p.m.

Opening

2:30 p.m. – 3:00 p.m.

Finding Cost Savings in Asset Management - PWC

3:00 p.m. – 3:15 p.m.

FASTA Project Review

3:15 p.m. – 3:30 p.m.

Updates

End

AGENDA

Federal Real Property Council

Alexander Kurien, Executive Director

September 14, 2018

Eisenhower Executive Office Building, Room 430

10:00 a.m. – 12:00 p.m.

Topics

10:00 – 10:10	Welcome and Introductions
10:10 – 10:20	OMB DDM Opening Remarks
10:20 – 10:30	GSA Remarks – PBS Commissioner, OGP Assistant Administrator
10:30 – 11:30	FRPC Vision and Governance
11:30 – 11:45	Draft Charter Discussion
11:45 – 12:00	Closing Remarks/Questions

End

Federal Real Property Council Meeting #1

September 14th, 2018

Welcome and Introductions

1. Sean Crean - SBA
2. Donna Forbes - Archives
3. Mike Thomas - Treasury
4. Phil Puckett for Al Stewart - Labor
5. Keith Hannigan for Nicole Nason - State
6. Donna Vizian - EPA
7. Mike Saunders - HHS
8. Donald Bice - USDA
9. Dan Mathews - GSA
10. Mary Muessle - NRC
11. Marc Mason - SSA
12. Pete Mitashu for Lucian Niemeyer - DOD
13. Yvonne Medina for Keith Washington -
Transportation
14. Representative for Patricia Hoban-Moore - HUD
15. Representative for Lisa Casias - DOC
16. Scott Whiteford DOE
17. Tom Hand for Angelique Crumbly - USAID
18. Calvin Williams - NASA
19. Wonzie Gardner - NSF
20. Tom Chaleki - DHS
21. Scott Snell DOJ
22. Richard Smith - Education
23. Tim Soltis - OMB
24. Fred Nut - OMB
25. Victoria Collin - OMB
26. Bill Hamele - OMB
27. Margaret Weichert - OMB
28. Alex Kurien - GSA
29. Jessica Salmoiraghi - GSA
30. Brett Sims for Ed Bradley - VA
31. John Dugan - OMB
32. Chris Coneeny - GSA

OMB DDM/GSA Opening Remarks

- President's Management Agenda focuses on mission, service, and stewardship. This administration recognizes the value in real estate and understands that there is room for improvement.
- FRPC must consider the urgency of the now and the importance of long-term impact; the council is encouraged to view this responsibility in a fully integrated frame, and to look at real property as an asset utilized in support of the PMA vision.
- FRPC's purpose is to manage real property efficiently and effectively, short- and long-term. Its purpose is to also develop guidance and ensure implementation of strategies to better manage property and encourage management accountability for real property reforms.
- Real estate is usually competing with other initiatives and goals for funding.
- Data quality and accuracy improvement can aid in the prioritization of real property asset management.
- FRPP (Federal Real Property Profile) management system database is a repository for improvements of land both in and outside of the US.
- Asset management is critical in justifying federal investments into top- (retain; cash cow), middle- (long-term goals; invest into top-tier transformation), and bottom-tier properties (non-revenue producing; determine investment level; consider disposal).
- Focus on being able to grab "low-hanging fruits" (quick-wins) as well as areas where we have opportunities for significant return on investment.

FRPC Vision and Governance

Federal Real Property Council Meeting #1

September 14th, 2018

- Discussed the strategic views and the impact on the FRPC mission on agency activities. Cost-reduction does not equal efficiency but can actually be a byproduct of proper portfolio management and making better investment decisions. There needs to be clarity in the FRPC mission to help inform the national strategic revision. The PMA has emphasized the importance of technology and data within our shared services, and they can be leveraged to standardize business processes in an effort to make agency comparisons. SRPOs can use data to inform their decisions, but the data itself will not be the decision-driver.
- Establishing a national strategy can help to highlight standards in data collection and business processes while still being cognizant of the different pressures that each agency is experiencing. The overarching goal is to provide guiding principles to drive prioritization and critical thinking strategies across the federal arena.

Draft Charter Discussion

- The goal of revamping the FRPC is to mirror the CFOC/CIOC i.e have an executive steering committee (ESC) with accompanying working groups. Volunteers will be taken for ESC and working groups.
 - Capital Planning
 - National Strategy
 - Data Quality
 - Legislative Reform
- Full council will meet quarterly, ESC monthly to start, and working groups will meet biweekly.

Next Steps

- Charter draft to be sent to FRPC by next week - requesting feedback - Comments on charter, governance, strategy, developing a short term objective; deck will be revised and shared
- ESC volunteers reach out to **Tim Soltis and John Dugan**.
- ESC will then send out email for agenda items and develop an agenda for meeting in November.

Federal Real Property Council

Date: November 15, 2018

Location: GSA HQ 1800 F Street, Room 1461

Time: 2:00 – 3:30PM

Agenda

- I. Introductions/Opening Statements (Alex Kurien, GSA – FRPC Executive Director)**
- II. Action Items (Alex Kurien, GSA)**
- Adoption of the FRPC Charter
 - Adoption of the FRPC Governance Structure
 - Adoption of the Purpose Statements
- FRPC: Provide government-wide strategic direction to optimize the real property portfolio to achieve agency mission and manage costs considering the best value for the government
- ESC: Direct working group outputs to align with overall FRPC strategic direction focused to assist agencies in executing their mission through efficient and effective real property management by revising the national strategy, standardizing business processes and data, and analyzing root causes.
- III. Working Groups - Short and Long Term Goals (John Dugan, OMB; Working Groups)**
- WG1: National Strategy/RTF Policy (Subgroup: Administration’s RP Priorities)
 - Goal: Revise National Strategy to align with FRPC strategic direction and Administration’s priorities
 - WG2: Capital Planning
 - Goal: Align with WG1 to integrate capital planning guidance into National Strategy
 - WG3: Systems Governance/Data Quality
 - Goal: Improve data accuracy and data quality
 - WG4: Joint BOAC/FRPC
 - Goal: Create a real property taxonomy to link spending to outcomes
 - WG5: Legislative Reform
 - Goal: Develop legislative fixes
- IV. Key Dates (John Dugan, OMB)**
- FASTA & FPMRA:
 - December 7 – Agency FASTA recommendations due to GSA
 - FPMRA yearly report to be shared with FRPC
 - Reduce the Footprint
 - December 15 - Real Property Efficiency Plan Template FY19 – FY23
 - Outstanding RTF Plans
 - Next FRPC Meeting: January 24, 2019
- V. Wrap Up (Alex Kurien, GSA)**

Federal Real Property Council

Date: November 15, 2018

Location: GSA HQ 1800 F Street, Room 1461

Time: 2:00 – 3:30PM

Agenda

I. Introductions/Opening Statements (Alex Kurien, GSA – FRPC Executive Director)

Goal of meeting is to approve charter, look at strategic direction and objectives so they are established then meet with ESC at next meeting.

II. Action Items (Alex Kurien, GSA)

- **Adoption of the FRPC Charter** – Group reviewed the draft and agreed to adopt with the understanding that Doug will clarify some minor points around minutes, voting, and representation.
 - **Question:** How will minutes and will be distributed to ESC and then sent to FRPC as final minutes?
 - **Question:** 13 need to be present for vote. If sending a rep, can that person count as one of 13? **Answer:** Yes.
 - **Question:** Is advance notification really necessary? **Answer:** Need official alternate if no notification given. **Comment:** will be helpful to know which meetings there will be votes.
- **Adoption of the FRPC Governance Structure** – Agreed to adopt
- **Adoption of the Purpose Statements** – Agreed to adopt

FRPC: Provide government-wide strategic direction to optimize the real property portfolio to achieve agency mission and manage costs considering the best value for the government

ESC: Direct working group outputs to align with overall FRPC strategic direction focused to assist agencies in executing their mission through efficient and effective real property management by revising the national strategy, standardizing business processes and data, and analyzing root causes.

III. Working Groups - Short and Long Term Goals (John Dugan, OMB; Working Groups)

- WG1: National Strategy/RTF Policy (Subgroup: Administration's RP Priorities)
 - Goal: Revise National Strategy to align with FRPC strategic direction and Administration's priorities
- Reviewed purpose – policy is still becoming part of everyday foundation. GAO looked at strategy and they had good feedback. Asset management plan asked how they can use lessons learned.
- Dan provided broad comments about 5 WGs focusing on the importance of building on past successes. When looking at WGs, the long term, midterm, and short term goals are visible. Important to keep momentum going.
- Tim discussed improving their footprint and ensuring it reflects the strategic direction. The strategic direction of agency will drive real estate objectives; it is not just about cost/space. Expect a draft by spring.

- **Question:** Is the intention to get something in to law in the first term? **Answer:** Yes.
- **Comment:** If it is expected to be in to law by November 2020, then there is a need to identify what initiatives we want to support. Need to get to congress by April/June 2019.

IV. Key Dates (John Dugan, OMB)

- FASTA & FPMRA:
 - December 7 – Agency FASTA recommendations due to GSA
 - FPMRA yearly report to be shared with FRPC
- Reduce the Footprint
 - December 15 - Real Property Efficiency Plan Template FY19 – FY23
 - Outstanding RTF Plans
- New template coming out
- Dece. 28th deadline for outstanding RTF Plans
- Jan 3. Next ESC meeting.
- Next FRPC Meeting: January 24, 2019

V. Wrap Up (Alex Kurien, GSA)

- John will send updated slides and meeting mins, rosters, and outline of upcoming dates.

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time	April 18, 2019	1:00 to 2:30 pm
Location	GSA, 1800 F Street, Room 1420	
Attachments	<ul style="list-style-type: none">• 2019 real property readiness assessment presentation• National Strategy for Real Property outline• Prioritization of legislative reform proposals• Technical amendments to FASTA	

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Welcome, Introductions and Updates <ul style="list-style-type: none">• OMB updates• GSA updates	Tim Soltis Dan Matthews Jessica Salmoiraghi
1:10 – 1:25 pm	National Strategy for Real Property <p><i>Objective:</i> Review the outline of the National Strategy for Real Property as endorsed by the ESC. Discuss the Capital Planning workgroup progress on its goals.</p> <p><i>Action:</i> FRPC members submit written comments on National Strategy outline by April 25.</p>	National Strategy Co Chair Capital Planning Co Chair
1:25 – 1:35 pm	Legislative Reforms Update <p><i>Objective:</i> Review the ESC prioritization of legislative reform proposals.</p> <p><i>Action:</i> FRPC members submit written comments on Legislative Reform proposals by April 25.</p>	John Dugan
1:35 – 1:50 pm	Data Governance <p><i>Objective:</i> Discuss conducting a readiness assessment to baseline the current state of agency Federal Real Property Management across key areas and developing a strategic vision into the future.</p>	Robert Wuhrman Chris Coneeney
1:50 – 2:25 pm	Public Buildings Reform Board <p><i>Objective:</i> PBRB member share the approach PBRB to analyze Federal inventory to make its recommendations for disposal and consolidation.</p>	PBRB Interim Chair
2:25 – 2:30 pm	Upcoming Deadlines and Meetings <ul style="list-style-type: none">• FASTA recommendations data call with 3 year leaseback instituted• FRPC meeting in July• Reminder draft RTF plans due April 17	Tim Soltis Dan Matthews Jessica Salmoiraghi

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time	May 2, 2019	1:00 to 2:30 pm
Location	GSA, 1800 F Street, Room 1425	
Attachments	<ul style="list-style-type: none">• National Strategy for Real Property outline• Legislative reform proposals• Technical amendments to FASTA	

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Welcome, Introductions and Updates <ul style="list-style-type: none">• OMB updates• GSA updates• FASTA board sworn in May 1	Tim Soltis Dan Mathews Jessica Salmoiraghi
1:10 – 1:45 pm	Real Property Federal Integrated Business Framework (FIBF) <i>Objective:</i> Discuss real property initiating the FIBF process to baseline the current state of agency Federal Real Property Management across key areas and developing a strategic vision into the future.	Tim Soltis/Natalie Rico
1:45 – 2:05 pm	National Strategy for Real Property <i>Objective:</i> Review the outline of the National Strategy for Real Property as endorsed by the ESC. <i>Action:</i> FRPC members submit written comments on National Strategy outline to Bill Hamele (b) (6) by May 9	Michael Karau
2:05 – 2:25 pm	Legislative Reforms Update <i>Objective:</i> Review the ESC prioritization of legislative reform proposals. <i>Action:</i> FRPC members submit written comments on Legislative Reform proposals to John Dugan (john.dugan@gsa.gov) by May 9.	John Dugan
2:25 – 2:30 pm	Upcoming Deadlines and Meetings <ul style="list-style-type: none">• FASTA recommendations data call with 3 year leaseback instituted• FRPC meeting in July• Reminder draft RTF plans were due April 17	Tim Soltis Dan Mathews Jessica Salmoiraghi

Federal Real Property Council

SENIOR REAL PROPERTY OFFICER MEETING MINUTES

Date and Time May 02, 2019 1:30 pm to 3:00 pm

Location GSA, 1800 F Street, Room 1425

- Attachments**
- FRPC Agenda
 - Real Property FIBF Slides
 - National Strategy for Real Property Outline
 - Legislative Reform Proposals
 - M-19-16 Centralized Mission Support Capabilities

Action Items

- GSA to give FASTA board an initial walkthrough of the FRPP database on **May 8th**.
- FRPC members review the Legislative Reform proposals and National Strategy outline and submit questions and comments to John Dugan and Bill Hamele by **May 9th**. Questions and comments must be clear and intuitive so that the proposals make sense to the FASTA board and other interested parties. When developing questions and comments, consider short term priorities that may not have been identified.
- John Dugan and Bill Hamele to review and integrate comments from FRPC into the Legislative Reform proposals and National Strategy outline for the **May 14th** ESC meeting in room 1408.
- The current timeline for the National Strategy outline being issued is a July-August window; however it should be completed before the August Congressional recess for short term initiatives to be considered by Congress.
- The next FRPC SRPO meeting is scheduled for **July 18th** in room 1153.
- FASTA disposal/consolidation recommendations with 3 year leaseback due to John Dugan by **June 2nd**.

Roll Call

- Scott Cameron (DOI)
- Tom Chaleki (DHS)
- Gordon Clark (DOE)
- Robert Coffman (DoD)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Sean Crean (SBA)
- Tad Davis (State)
- John Dugan (GSA)
- Donna Forbes (NARA)
- William Hamele (OMB)
- Thomas Hand (USAID)
- Victoria Hartke (State)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Marc Mason (SSA)
- Dan Mathews (GSA)
- Brian Mohler (NRC)
- Phil Puckett (DOL)
- Jessica Salmoiraghi (GSA)
- Brett Simms (VA)
- Scott Snell (DOJ)
- Tim Soltis (OMB)
- Al Stewart (DOL)
- Donna Vizian (EPA)
- Nicole Waldeck (OMB)
- Scott Whiteford (DOE)
- Calvin Williams (NASA)

Topic

Introductions and Updates

- Five (5) new members of Public Buildings Reform Board (PBRB) have been sworn in, so they now have a quorum and can begin work.
- The PBRB is an independent board responsible for reviewing the federal real property inventory to identify recommendations for sale and consolidation.
 - PBRB to submit first set of recommendations no later than 180 days from swearing-in. (October 2019)
 - PBRB must identify no less than 5 recommendations for

General Info

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

sale with a minimum value of \$500 million and a maximum value of \$700 million

- The PBRB is looking for value propositions and has broad discretion and authority in making consolidation recommendations.

Real Property Federal Integrated Business Framework

- Increasing standardization of resources and data will drive down costs.
 - A lack of standard data definitions, business processes, and limited financial transparency, makes it difficult for government-wide initiative to optimize the real estate portfolio to acquire capital and make timely decisions.
 - Accurate and clear data fidelity is fundamental in developing a national strategy for real property.
- Data Governance Workgroup is still very early on in the process of standardizing data; developing standards is a long-term process.
 - Data Governance has developed 5 high level functions: Plan, Acquire, Operate, Maintain, and Dispose.
 - Data Governance is currently looking at the business need of existing data in the FRPP to make recommendations to the FRPC ESC on whether or not data elements should be included in the first place. Data in the FRPP should only reflect information that is truly necessary from a government-wide perspective.
 - The next step for Data Governance is to assign capabilities related to each activity.

National Strategy for Real Property

- Goal of the National Strategy is to optimize the federal real property portfolio in a way that demonstrates efficient use of taxpayer resources, manages costs through capital and strategic planning, developing a budget around complete and accurate data, and focusing these goals around achieving agency missions.
 - Achieving these goals requires standardizing and sharing key data on assets to ensure that the right investment and divestment decisions are made government-wide.
 - Strategy emphasizes principles of freeze, measure, and reduce.
- National Strategy for Real Property:
 - Strategy 1: Develop a risk-based capital planning process that encompasses the complete lifecycle of federal real property. Goal is to reduce footprint, and apply the capital planning policy consistently throughout the government.
 - Strategy 2: Identify and standardize key data elements to ensure transparency, efficiency, and consistency throughout the government.

Upcoming Meetings:

Data Governance Workgroup, May 7th, Room 7115

Capital Planning Workgroup, May 8th, Room 2213

FRPC ESC, May 14th, Room 1408

FRPC SRPO, July 18th, Room 1153

Location:

GSA HQ, 1800 F Street, NW, Washington, DC, 20006

- Strategy 3: Determine the root causes of real property management challenges.
- One challenge that DHS sees is that agencies have a large inventory (supply), but don't understand the demand for real property. Planning and budgets need to anticipate the disposal phase of the property lifecycle.
- The National Strategy should have a section on challenges and risks, such as limitations and restrictions on funding. There is a need to see how limitations and restrictions imposed by Congress are going to affect property. Having these sections will provide information on whether property is actually being mismanaged, or if limitations are preventing effective management. If agencies can show that capital is not being squandered, they are more likely to get appropriations for recapitalization and property improvement. Because of funding limitations, agencies are unable to adequately maintain all properties.
 - Another challenge that agencies face is that agencies fall into a cycle where they do not have the necessary funding to dispose of property that is either no longer mission critical or is turning into a bad investment because it is in irreparable condition, so they are forced to have a larger less efficient portfolio. If agencies were able to dispose of these properties and consolidate portfolios, they would have more resources for maintaining and improving their properties and would be able to more efficiently pursue agency missions.
- Agencies have larger real property inventory than they can afford. Portfolios need to be consolidated to property that is necessary for meeting agencies missions, and legislative tools and capital planning are needed to identify properties that can be disposed of.
- A sole focus on portfolio reduction ignores the need for capital planning. Balancing a portfolio includes reductions and acquisitions in concert. Outcome based goals and requirements need to be defined.
- One assumption of FASTA is that there should be an expedited method of disposing of property.
- The National Strategy needs to be thoroughly vetted by the FRPC before moving forward. If issues arise after the National Strategy has been submitted the clearance process will take much longer.

Legislative Reforms Update

- The Legislative Workgroup has been collecting data from all other FRPC Workgroups to ensure that the proposal document captures all the work being done by the FRPC.
 - If seeking to expand the allowable uses of the GSA Disposal Fund, boundaries need to be determined and a self-sustaining
-

funding source needs to be identified.

- If agencies were to become more proficient with creating revolving funds, recapitalization and portfolio optimization would become attainable goals.
 - The core of federal space management needs to focus on condition, need, utilization, cost effectiveness, and location.
 - Location is particularly important because many agency offices are located in areas where property and employees are much more expensive.
 - Current budget process has forced agencies to have a divide and conquer mindset; however, . agencies need to be more closely integrated. Developing a national strategy can lay out a framework that allows agencies to map out a clear mission strategy that shows they are working toward a goal.
-

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time July 18, 2019 1:00 to 2:30 pm

Location GSA, 1800 F Street, Room 1153

Attachments

- Draft of National Strategy for Real Property
- Outline or Draft of Capital Planning document
- Short term Legislative Proposals
- High Performance Buildings Certification Systems Presentation

Time	Topic	Presenter(s)
1:00 – 1:30 pm	National Strategy for Real Property <i>Objective:</i> Approve the National Strategy document for submission to the full FRPC.	Bill Hamele
1:30 – 2:00 pm	Capital Plan <i>Objective:</i> Approve the Capital Plan document for submission to the full FRPC.	Bill Hamele Brett Simms
2:00 – 2:15 pm	Legislative Reforms <i>Objective:</i> Approve recommended language for short term proposals.	John Dugan
2:15 – 2:30 pm	High Performance Buildings Certification Systems <i>Objective:</i> Brief members on Energy Independence and Security Act required review of high-performance buildings certification systems.	Kevin Kampschroer

Federal Real Property Council

SENIOR REAL PROPERTY OFFICER MEETING MINUTES

Date and Time July 18th, 2019 1:00pm to 2:30pm

Location GSA, 1800 F Street, Room 1153

- Attachments**
- Draft of National Strategy for Real Property
 - Outline of Draft of Capital Planning document
 - Short term Legislative Proposals
 - High Performance Buildings Certification Systems Presentation

- Action Items**
- Questions and comments on the National Strategy for Real Property and the draft of the Capital Planning document should be submitted to Alexander Kurien, Bill Hamele, and Chris Coneeney by **July 25th**.
 - Questions and comments on the Legislative Proposal should be submitted to John Dugan by **July 25th** in preparation for the 2021 budget.
 - The FRPC requested that John Dugan send out additional information and examples on why the GSA disposal team is recommending that HHS assume responsibility for disposed properties approved for use by homeless organizations (Why was this put forward? How would it benefit agencies? How much is it costing agencies? How often is this happening?).

Roll Call
● Byron Adkins (VA)
● Tammy Bagley (DOI)
● Ed Bradley (VA)
● Stuart Burns (GSA)
● Tom Chaleki (DHS)
● Victoria Collins (OMB)
● Chris Coneeney (GSA)
● Tad Davis (State)
● John Dugan (GSA)
● Greg Ewing (DHS)
● Donna Forbes (NARA)
● Bill Hamele (OMB)
● Lisle Hannah (DOC)
● Michael Karau (DHS)
● Alex Kurien (GSA)
● Marc Mason (SSA)
● Yvonne Medina (DOT)
● Allison Sands (DoD)
● Michael Saunders (HHS)
● Tim Soltis (OMB)
● M ke Thomas (Treasury)
● Scott Whiteford (DOE)
● Calvin Williams (NASA)

Topic	General Info
<p>National Strategy for Real Property</p> <ul style="list-style-type: none"> ● The FRPC should be an advisory group around real property, providing the administration with a strategy for real property. ● Now that agencies have matured in terms of real property strategy, the national strategy should go beyond the scope of the executive branch’s previous strategy document (the <i>National Strategy for the Efficient Use of Real Property 2015-2020</i>) which revolved around the principals of “freeze,” “measure,” and “reduce” by cataloguing challenges and establishing strategies and actions to address them. <ul style="list-style-type: none"> ○ The weakness of the emphasis on “Freeze” and “Reduce” that the previous administration used was that it was too narrow in scope focusing on office and warehouse space, and didn’t allow for reductions that were financed. Agencies are not able to initiate the disposal process without funding. ● The strategic vision for the National Strategy involves: <ul style="list-style-type: none"> ○ Optimizing the federal real property portfolio by addressing budget and legislative barriers to good management practices, implementing business processes and data standards, and building centralized and shared service solutions. <ul style="list-style-type: none"> ▪ To “optimize” the real property portfolio means that the federal government has the right type of property, in the right amount, at the right location, at the right cost, in the right condition, to support the diverse mission needs of each agency. Each agency 	<p><i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i> https://www.frbg.gov/FRPG</p> <p>Content>Search in>(Select Desired FRPC Group)</p> <p><i>Upcoming Meetings:</i></p>

- will have its own milestones for optimization.
 - Making sure that the federal real property portfolio supports agency mission needs, demonstrates stewardship of taxpayer resources, and manages costs through the implementation of capital and strategic planning.
- DoD agrees with the intent of this draft of the National Strategy, but is concerned that it may be too restrictive/prescriptive. The National Strategy should help agencies learn from each other's best practices and find commonality where it makes sense, but there also needs to be flexibility because of the different missions and capabilities among agencies.
 - The intent of the National Strategy is not to be overly prescriptive. All agencies should be doing capital planning, and their capital plans should contain the same basic elements, but they don't need to be identical. The National Strategy should merely be providing guidance that says "This is what it means to manage real property".
 - The national strategy should not contradict agency information or prevent them from going through the process in their own way; it should describe what agencies are already doing, and help facilitate improvements to their processes.
- The proposed national strategy document forces agency CFOs to create real property planning that aligns with their budgets and funding, something that has not historically been happening.
- The initial phase for the National Strategy for Real Property is to identify best practices. The agency specific requirements can be determined with agencies CFOs at a later point, and the second phase will have agencies get more involved with implementation.

Capital Plan

- A sound capital planning process that fully catalogues existing and future capability gaps in agencies' portfolios will help ensure that agencies' budgets allocate resources to eliminate mission obstacles.
- Establishing a consistent, repeatable methodology for capital planning will encourage cost effective long-term investments that support agencies' missions.
- Agencies have a lot of freedom in how they are actually performing their capital plans and investments. The Capital Planning Memo asks that agencies report their process and follow a general outline, but still provides the necessary flexibility to address the unique processes of agencies. The basic processes for managing portfolios, budgeting, and data should be standardized in a way that brings agencies into the future together.
 - The goal when making this document was that it would not be too prescriptive. This capital planning document will not interfere with agencies that already have successful capital planning processes in place.
- Having a standard set of information used when agencies are making budget requests to Congress increase transparency.
- DHS: This document aligns with what DHS has been trying to move toward, allowing agencies to tell a story that provides credibility and access to increased funding.
- DoD is concerned that the Capital Plan as it is drafted is still too prescriptive. The magnitude of the effort behind the "prioritize list of projects by category" would be overly burdensome for DoD due to the size of the agency.
 - Throughout the process of drafting the Capital Plan, the drafters have been specifically trying to avoid being overly prescriptive. An outline has to be

Data Governance Working Group, July 30th, Room 7213

FIBF Working Group, July 30th, Room 7141

FRPC ESC, August 13th, Room 1408

FRPC ESC, September 10th, Room 1408

FRPC ESC, October 8th, Room 1408

FRPC SRPO, October 17th, Room 1153

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

provided so that agencies that need help going through their capital plans have guidance, but the intent is not to scrutinize agency assets; the intent of the capital plan is to create a dialogue that will provide agencies with awareness of the tools that are available. If agencies are facing the same problem, and another agency has already overcome that problem, then those solutions should be identified. If agencies are facing the same problem and a solution has not been found, a solution should be found together to save time and resources.

- The Capital Plan should describe a “common denominator” of how each agency approaches a capital planning, without overly prescribing the steps taken to carry out their capital plans or the output that results from it.

Legislative Reforms

- The white paper attachment was developed to address the FRPC’s short term priorities for legislative reforms. These priorities include:
 - 1 – Increasing agency participation in disposal. Disposal allows the equity from assets without a critical mission need to be applied to mission critical assets.
 - 2 – Developing a language proposal that would allow government wide retention of proceeds not subject to appropriation. Currently, agencies are only able to use funds from what is reported as excess. This proposal is targeted toward preparing properties for sale and subsequently executing those sales.
 - 3 – Making a technical amendment to FASTA. FASTA allows homeless organizations to request housing without supportive services, placing the burden of maintenance and remediation costs with the landholding agency. Because Health and Human Services (HHS) approves, drafts, and executes leases, HHS should be responsible for custody and accountability for the duration of the lease. This would also give the government greater control over the terms of leases.
 - HHS adamantly opposes this proposition. CFR-12A states that HHS would not be a landholding agency. Original landholding agencies have the ability to influence leases from the beginning, so it should not be seen as an unfair burden that HHS is placing on landholding agencies. HHS simply facilitates the process of allowing homeless shelters to get access to disposed properties.
 - HHS is the sole decision maker when it comes to whether or not a property is approved for use by homeless organizations. Due to this, HHS should assume liabilities.

High-Performance Buildings Certification Systems

- A High-Performance Building Certification System is a tool used to evaluate and measure achievements in system sustainable design, construction and operations. Certification systems cover various elements of sustainable design including siting, energy, water, materials, and indoor environmental quality.
- The *Energy Independence and Security Act of 2007* requires the GSA and DOE to identify high-performance building certification systems determined to be most likely to encourage a comprehensive and environmentally sound approach to certification of buildings in the Federal sector.
- Systems must have:
 - Independent verification of system criteria;
 - A consensus-based development and revision process that provides an opportunity for public comment;
 - National recognition within the building industry;

- Periodic evaluation and assessment of the environmental and energy benefits; and
- Verification for post-occupancy assessment to demonstrate continued energy and water savings at least every four years after the initial occupancy.
- Review Process:
 - Engage system owners in the review process.
 - A survey was sent directly to system owners.
 - An independent third party (Rocky Mountain Institute) reviewed completed surveys.
- After reviewing multiple systems, GSA found that no single system fully aligns with the specific federal requirements upon which they were evaluated. Each of the building certification systems met different areas of the requirements. In general, consistency was found in the areas of building design, construction, operation, and maintenance.

Summary of Actions

- The National Strategy for Real Property was approved for the next stage of reviews.
- The draft of the Capital Planning Document was approved for the next stage of reviews.
- The Legislative Reform Proposal was approved, with the exception of the technical amendments to FASTA which will be further discussed between GSA and HHS before moving forward.
- GSA recommends that LEEDS and Green Globes are the most appropriate systems to use for certifying new or newly renovated buildings. For existing buildings, GSA recommends that LEEDS, Green Globes, BOMA Best, BREEAM, or Living Building Challenge be used.

Federal Real Property Council

SENIOR REAL PROPERTY OFFICER MEETING MINUTES

Date and Time October 17th, 2019 1:00pm to 2:30pm

Location GSA, 1800 F Street, Room 1153

Attachments

- FRPC Setting FY20 Goals
- GSA PACS APL
- Section 889 Explanation

Action Items

- Initiatives to implement the FRPC's 2020 goals will be discussed during the **next ESC meeting on November 12th**.
- While the Business Standards Working Group has active participation from some agencies, there are still a number of landholding agencies that are not represented. The working group is asking that the following agencies nominate a representative to participate in the group: DHS, DOE, DOJ, DOT, ED, EPA, HHS, HUD, NASA, OPM, SBA, USAID, and USDA.
 - The Business Standards Working Group is developing standards for real property government wide, so it is essential that landholding agencies include their unique perspectives, requirements, and challenges in the development of standards. Agencies currently not participating are asked to identify representatives and submit them to Chris Coneeney.
- Agencies that want to be more involved in the conversation around Section 889 they should connect with their Chief Acquisition Officers to make sure their thoughts are represented.

Roll Call
● Beth Angerman (GSA)
● Adam Bodner (PBRB)
● Ed Bradley (VA)
● Stuart Burns (GSA)
● Tom Chaleki (DHS)
● Victoria Collin (OMB)
● Chris Coneeney (GSA)
● Donna Forbes (NARA)
● Bill Hamele (OMB)
● Michael Karau (DHS)
● Alex Kurien (GSA)
● Marc Mason (SSA)
● Yvonne Medina (DOT)
● Mary Muesle (NRC)
● Phil Puckett (DOL)
● Dan Pomeroy (GSA)
● Allison Sands (DoD)
● Michael Saunders (HHS)
● Brett Simms (VA)
● Scott Snell (DOJ)
● Tim Soltis (OMB)
● John Thomas (GSA)
● Michael Thompson (GSA)
● Donna Vizian (EPA)
● Scott Whiteford (DOE)
● Calvin Williams (NASA)

Topic	General Info
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Public Buildings Reform Board (PBRB) Update



For access to past minutes, agendas, and presentation materials, please visit the FRPG at:
<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

transitions.

Update on Initiatives

- The **Capital Plan** is currently going through the clearance process at OMB, and will likely be finished before the end of the calendar year. Once the Capital Plan has been issued, the next step will be for the Capital Planning Working Group to discuss how to implement the Capital Planning guidance government-wide.
- The **National Strategy** has not yet begun the OMB clearance process. The path forward for the National Strategy has not yet been determined.
- MITRE was contracted to help take the **Business Standards** Working Group through the Capabilities of the FIBF process. The DoD tool Builder could potentially be integrated into the real property business standard capabilities.
- MITRE is currently reviewing the work that the Business Standards Working Group has done to date.
 - MITRE has extensive experience developing the business processes for other program areas, and the nature of shared services will eventually require real property to touch on other program areas.
 - MITRE will ensure that the functions and activities developed by the FRPC align with the financial management, acquisition, and other pertinent program areas. The goal of shared services is to align program areas and integrate them during the lifecycle of service areas.

Upcoming Meetings:

Data Governance Working Group, October 22nd, Room 1458

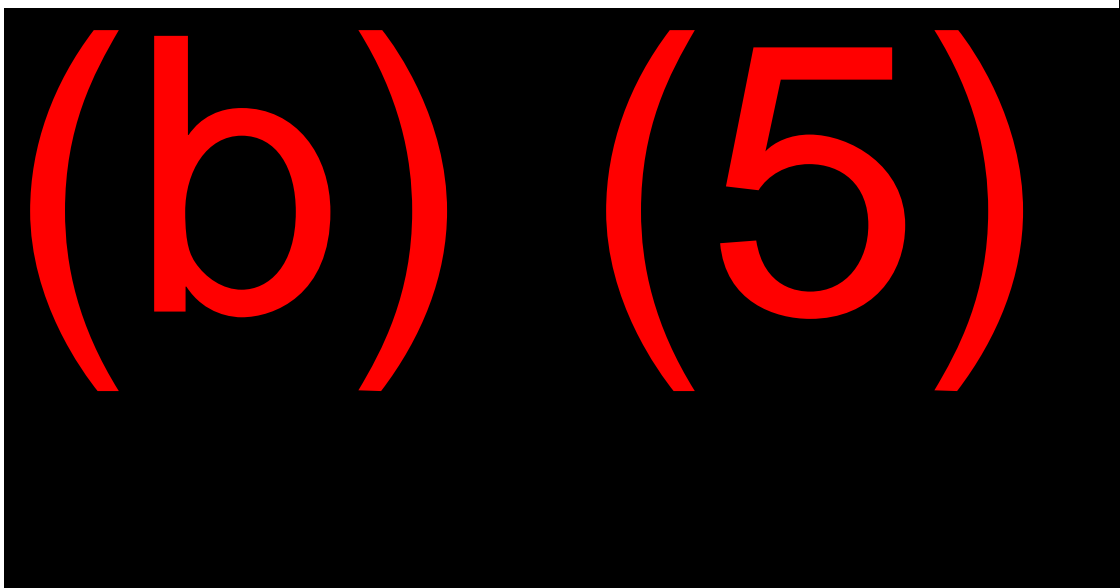
Business Standards Working Group, October 29^h, Room 1458

FRPC ESC, November 12th, Room 1408

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006



Setting FY20 Goals



(b) (5)

Physical Access Control Systems (PACS)

- GAO 19-138 looks at PAC systems throughout the government and found that OMB's oversight efforts have been hampered because of a lack of implementation by agencies. By not implementing PAC systems, agencies are walking away from management improvement opportunities.
- GAO also took issue with the decentralized nature that agencies have taken to PAC systems. PAC systems are not implemented uniformly or consistently, and there is no systemic method of tracking where PAC systems have been implemented, making it difficult to make utilization and occupancy decisions.
 - Consistency is also important so Federal credentials can be used across agencies and facilities. Federal employees should not need multiple badges, and in some cases different PAC systems are used on different floors, requiring multiple badges in the same building.
 - It's important to be able to audit and report on all buildings.
 - If agencies were to use the same systems for their PACS it would also reduce fiscal burden due to volume purchasing.
- There are four (4) dozen use cases that a PIV card needs to be able to meet for it to be a gold standard. Proposed technologies are tested against NIST standards and then enter the approvals process.
- GSA data has shown that historical PACS implementation costs are typically near \$2.3 million, but that will vary by agency and facility.
- USAccess is a shared service offered by GSA for producing PIV cards. VA is a new client to USAccess.
- If the FRPC was able to decide upon occupancy standards and agree to them a component of the FIBF process, a requirement could be implemented that requires agencies to implement PAC systems in new buildings.

Section 889

- The FY19 National Defense Authorization Act (passed August 13th 2018) includes prohibitions on covered telecommunications equipment and services that will drastically impact the Federal real property community.
- There are two (2) fundamental prohibitions:
 - 1 – Buying prohibition – Starting August 13th, 2019, the government is

prohibited from procuring, obtaining, or renewing a contract to procure or obtain covered telecommunications and services.

2 – Partnership prohibition – Starting August 13th, 2020, the government will be prohibited from entering into a contract, or extending or renewing a contract, with an entity that uses covered telecommunications equipment or services.

- Covered telecommunications equipment and services refers to those produced by or substantially relying upon components from Huawei, ZTE, Hytera, Hikivision, and Dahua.
- The way that Federal Acquisition Regulations (FAR) have implemented the prohibitions place the responsibility for determining whether components of telecommunications services or equipment use prohibited parts upon contractors and lessors.
 - Contractors and lessors are responsible for understanding whether or not what they are providing is covered the prohibitions.
- The prohibitions are going to require massive changes by the government and will make it difficult to work with the private sector. The government will be prevented from working with all banks and airlines, as they use those technologies.
- There is a delayed implementation waiver that allows government entities to continue working with entities using prohibited equipment or services for 2 years past the effective date, but obtaining the waiver requires the entity to provide congress with a plan that shows how they plan to phase out the prohibited equipment or services within the 2 year waiver period.



January 4, 2023

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number GSA-2019-000999, submitted on March 4, 2019, in which you requested the following:

“A copy of the meeting minutes from the Federal Real Property Advisory Group for meetings during the time period June 1, 2011 to December 31, 2018.”

Enclosed please find the documents responsive to your request. In our search, GSA was able to locate documents for only one meeting that took place during the time-period of the request. In addition, please note that the Federal Real Property Advisory Group ceased to exist once the Federal Property Management and Reform Act was enacted into law in December 2016.

This completes our action on this FOIA request. Should you have any questions, please contact Chris Coneeny at (202) 208-2956 or by email at chris.coneeney@gsa.gov. You may also contact the GSA FOIA Public Liaison, David Eby at (202) 213-2745 or by email at david.eby@gsa.gov for any additional assistance.

Sincerely,

Theresa Ottery

Theresa Ottery
FOIA Program Manager
Office of the General Counsel
General Services Administration

Enclosure(s)

**Federal Real Property Advisory Group (FRPAG) Meeting
May 18, 2011**

AGENDA
(draft)

8:30 AM	Registration and Coffee	Conference Room 1201B
9:00 AM	Welcome and Introductions <ul style="list-style-type: none">• Overview of FRPAG	Carolyn Austin-Diggs Co-Chair FRPAG Director Office of Real Property Management GSA Office of Governmentwide Policy
9:15 AM	Remarks by FRPAG Co-Chair	Debra Sonderman Co-Chair, FRPAG Director, Office of Acquisition & Property Management Department of Interior
9:30 AM	Roundtable Discussion: Space Efficiency and the Mobile Workforce <ul style="list-style-type: none">• Overview/Discussion of Strawman• Next Steps/Recommendations	Discussion Facilitator: Carolyn Austin-Diggs , Co-Chair FRPAG Participants: Richard Espinoza , Assistant Director for Real Property, Dept. of Homeland Security Nathalie Tisseaux , Architect, Business Analysis Investment Planning Staff, Dept. of Commerce/NOAA Gavin Bloch , Chief Asset Officer, Office of Real Property Asset Management, GSA Public Buildings Service Adam Bodner , Director, Office of Real Property Development, Dept. of State
10:45 AM	Break	
11:00 AM	Wrap Up - Office of Real Property Management: <ul style="list-style-type: none">• Next steps• Topics for next meeting	Carolyn Austin-Diggs Co-Chair FRPAG

FEDERAL REAL PROPERTY ADVISORY GROUP (FRPAG)

MEETING NOTES

MAY 18, 2011 FRPAG MEETING

WELCOME AND INTRODUCTIONS

Carolyn Austin-Diggs, Deputy Associate Administrator for the Office of Real Property Management with the General Services Administration's (GSA) Office of Governmentwide Policy (OGP), welcomed everyone to the May 18th Federal Real Property Advisory Group (FRPAG) meeting. Attendees introduced themselves around the conference room in the new GSA headquarter's building located at One Constitution Square, in Washington, DC.

There were 36 attendees from 17 Federal agencies and departments. A list of attendees and agencies is included at the end of these notes. She addressed the major theme of the FRPAG meeting and the actions taken leading up to this meeting. Carolyn indicated that since then she had been working with Co-Chair, Debra Sonderman, from the Department of the Interior, and several other FRPAG members, to review how the FRPAG is doing, whether it has been meeting the needs of our members, and what its role should be and what direction it should be taking.

It was emphasized that she did this to ensure that the Group continues to meet members' needs as Federal asset managers and the needs of their respective agencies.

She also mentioned the building tour for interested members after the FRPAG meeting of the new GSA facility where the meeting was being held. The building featured innovative workplace and building design features similar to what they would be addressing.

Carolyn next covered the formation of the new Executive Committee to help lead the FRPAG and assist in developing and implementing a strategy to better accomplish the objectives of the FRPAG mission.

Membership in the FRPAG Executive Committee is comprised of FRPAG members from the Departments of Agriculture, Commerce (NOAA), Defense, Homeland Security, Interior, and State, and GSA's Public Buildings Service.

The Executive Committee initially met on October 18, 2010, and addressed what the Committee format and process should be. They met again two more times. On Feb 11, they developed issues of importance to the Executive Committee members and then how they would approach this with the entire FRPAG body. They identified 3 issues for FRPAG to address.

1. Space Efficiency and the Mobile Workforce – which is multi-faceted to include telework, deploy other workplace arrangements, with the intent to utilize space better, and reduce our carbon footprint
2. Disposal of properties – to address the tools that are lacking, the need for legislation to provide for funding and other authorities, e.g., retention of proceeds (for example, the Department of Energy and NASA may have received upfront funding to dispose of assets)
3. Performance measures – e.g., the replacement value provided into the Federal Real Property Profile; the definition, which allows agencies latitude in deriving the measure

The Executive Committee narrowed this down to 2 issues. At the April 27 meeting, they went over the straw man proposal format developed for the Mobile Workforce for use in the full body meeting.

Carolyn also indicated to the members that they will start to cover the other issue of Disposal of Unneeded Federal Assets at a later FRPAG meeting.

The purpose of the “straw man proposal format” is to stimulate and define discussion for the entire Group. It includes defining the issue/purpose, issue background information, governmentwide impacts, alternative solutions, expected outcomes, and recommended alternative.

Carolyn went on to further address the major theme of today’s meeting of “Space Efficiency and the Mobile Workforce,” a top Administration issue challenging today’s Federal asset manager. She described how space efficiency and savings, and alternative workplace arrangements (such as telework), and subsequent related issues such as disposal of unneeded assets are high priorities for the Office of Management and Budget (OMB) and Congress and are supported by recent budget and legislative proposals.

For example, the President's Memorandum of June 10, 2010 on Disposing of Unneeded Federal Real Estate directed agencies to eliminate wasteful spending of taxpayer dollars, save energy and water, and further reduce greenhouse gas pollution through making better use of real property assets as measured through utilization and occupancy rates, annual operating costs, energy efficiency and sustainability. The Memorandum provides the catalyst for Federal agencies to reconsider their current office environment and explore alternative ways of working, facilitating more space cost efficiencies.

The main element of today’s meeting is a roundtable discussion involving representatives from several FRPAG member agencies or other agency experts to share their strategies as their programs currently deal with these issues. Representatives were from the following:

- Department of Homeland Security
- Department of Commerce’s National Oceanic and Atmospheric Administration
- GSA’s Public Buildings Service
- Department of State

It is hoped that today’s discussions will lead to development of other approaches of value to the attendees and our FRPAG members and their agencies.

Carolyn then introduced Debra Sonderman, FRPAG Co-Chair, and Director of the Department of Interior Office of Acquisition and Property Management (PAM) and agency Senior Procurement Executive.

INTRODUCTION OF DEBRA SONDERMAN

Debra E. Sonderman shared her perspective on the Department of Interior’s (DOI) real property portfolio, and highlighting the importance of telework and how her agency was promoting telework. Debra also commented on how her agency is also addressing space efficiencies and is trying to reduce the amount of square footage per person.

Carolyn thanked Debra for her remarks and proceeded to address the main item on the agenda, the Roundtable

ROUNDTABLE

Carolyn introduced the next item on the agenda, the Roundtable, and the main agenda topic identified by the Executive Committee of Space Efficiency and the Mobile Workforce. She provided a biography of each member on the Roundtable, who represented agencies that were members of the Executive Committee and currently dealing with the issue of space efficiency and pilot programs.

Richard Espinoza has been with the Department of Homeland Security (DHS) since 2005, serving as the Assistant Director for Real Property- Asset and Logistics Management in the Office of the Chief Administrative Officer. He is in charge of real property portfolio and asset management at DHS Headquarters, with responsibility for leadership, strategic direction and program guidance for the Department.

Nathalie Tisseaux is an Architect with the Business Analysis Investment Planning Staff, with the National Oceanic and Atmospheric Administration (NOAA), with the Department of Commerce. As a licensed Architect, she has been working since September 2007 at NOAA developing policy and guidance for Facility capital investment planning, including managing Facility Business Case Analysis and Investment Planning activities.

Gavin Bloch is the Chief Asset Officer with the Office of Real Property Asset Management in GSA's Public Buildings Service and is currently leading many initiatives for PBS including space utilization, alternative workplace strategy, and post occupancy evaluations.

Adam Bodner is the Director for the Office of Real Property Management in the U.S. Department of State, with responsibilities including all facets of real estate, design and construction for all domestic Department of State facilities. Currently he is overseeing the development and implementation of a similar Strategic Housing Plan for the State Department's eight million square feet of space in the National Capital Region.

Roundtable Format

Carolyn provided an overview of the roundtable format, in which Richard Espinoza started with an overview of the straw man Proposal issue. Richard and the other members, Nathalie, Gavin, and Adam, covered the following elements of their respective agency programs, and answered questions from meeting attendees:

1. What issues their organization is facing regarding Space Efficiency and the Mobile Workforce?
2. What are their agency's approaches and solutions?
3. Where is their agency in its implementation plans?
4. What are any lessons learned as it applies to their organization, if any?

Department of Homeland Security

Richard Espinoza kicked off with a summary of the straw man on space efficiency and the mobile workforce, and commented with his example of his telework – 5 days a week.

Richard's slideshow was entitled "***The DHS Flexible Workplace Pilot,***" which addressed "***A collaborative effort, across the DHS Management Directorate, to design strategies for the workplace of the future.***" Attached is a copy of his slideshow presentation.

Regarding the approach to Flexible Workplace Strategies (FWS), “IT” was slow behind the move to new space (DHS) and so “AirCards” were issued to employees.

- A question was posed as to what was on the (DHS) employee desk. Richard responded that docking stations were on the desks, but that they were going wireless, and there were to be no landlines, and all would have blackberrys.

Richard indicated that there was “culture shock” with the switch to telework (with laptop and blackberry). Questions were raised about the pilot, about how did DHS evaluate it? Richard commented that they used metrics.

Another question was whether they did save any space? Richard said that they started with sharing desks but too much opposition. There was the issue of if 2 people have to be in at one time to a shared workstation, that there was a big conflict. The use of touchdown stations was not totally helpful. The use of AirCards helped and was used to send people anywhere to work during the time when management wanted all staff in the office.

He also indicated that for schedule and training, performance plans would be the reason for this.

Also the 3 leg stool example was used which includes HR, space, and IT. Regarding space savings, He said you cannot force them to consolidate, but rather those offices must come to you to request space savings (i.e. not you to them).

There was a question as to what company/who did survey on workspace. He responded that it was Gensler (consulting firm).

It was commented by Debra Sonderman, that there is a loyalty component – dedication to service.

Hank Aldag added that in hiring, you should look at entire package – and telework is part of that package; it is attractive to employees (and thus their retention).

However, it was pointed out that telework is not for all – it will be a problem no matter what.

There was a question about what job(s) can telework? The point was made that one should not make it personal (about who/what job can telework). It’s about the job (i.e. can that job be done teleworking) and it is not the person to be judged on whether they can telework. Let all employees in a certain job series telework if that job is targeted for teleworking. Work performance can be handled by the usual performance rating.

Debra commented about the importance of electronic filing for telework. Richard Espinoza also commented that problem employees can telework too. Performance can be rated poor or good regardless whether telework or not.

Another issue was raised about administrative staff – if it is critical to office functioning, that they are in office and not teleworking

There was a question from HHS about “want” vs. “need” in space—do employees need large workstations?

Richard responded that DHS is working through certain space square footage requirements. He said regarding the St. Elizabeth’s DHS project, that his agency needs outcome based square footage, and not the number of employees per square footage. He further explains that you should do space requirements based on “what do you (the employee) do” not “what is the number of employees times square footage?”

National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Nathalie Tisseaux covered her agency's space efficiency and telework initiative with her slideshow named "***NOAA Facility Efficiency Initiative.***" Attached is a copy of her slideshow presentation.

Following the presentation, one question was asked about whether rental rates were higher out there (in Seattle)? Nathalie indicated that this was "owned space" (in the Seattle pilot location) and so that was not an issue.

There was another question about who was doing the workplace analysis? The analysis was being done "in-house." Another meeting attendee asked whether they work under the CFO (Chief Financial Officer)? They do not work under the CFO but rather they work under the CAO.

Another question was asked about if they (NOAA) are aware of work done with GSA? Nathalie replied that yes, NOAA was aware of GSA's work.

Richard Espinoza of DHS commented during the discussion that the human element is a very big issue. Also HHS asked how does NOAA communicate? PBS's Gavin Bloch mentioned that there is "continual communications" in GSA. According to Lance Feiner of NOAA, it is important that the telework message has to come from the top. The message must come from the top that telework supports the mission of the agency.

General Services Administration, Public Buildings Service (PBS)

Gavin Bloch covered GSA's Public Buildings Service's efforts with his slide, "***Workplace Transformation: Continuum Approach***". Attached is a copy of his slide presentation.

This issue of space efficiency and the mobile workforce begins with measurement – this is very important. For this need, Gavin indicated that the Federal Real Property Profile (FRPP) was not the best source of data. What was needed was the usable square feet at each location and the number of FTE (full time employees).

One meeting attendee commented that savings comes from more than space cuts; rather costs savings come from many sources: reduced carbon footprint, reduced travel time (and cost), and less turnover (in workforce).

In addition, Gavin said that employees would "check in" when they get to work. If there is better data, that will help people.

Gavin mentioned the modernization of the 1800 F Street GSA headquarters building. About 6000 employees are scheduled to go into the new central office space when completely renovated (where about 2400 employees had worked before). This is a challenge from the Administrator to accommodate this goal.

New telework policy will help shift to this new mobile workforce that is needed. Gavin raised the question about the mobile workforce – how does IT help desk help the mobile workforce vs. the regular employee?

Gavin mentioned the Living Lab and that this is not a pilot (do not use the word pilot). Space that was freed up was about 10,000 square feet. (See the attachment about GSA PBS's LIVING LAB)

Also, another technology that PBS is pushing is digital file storage.

They (PBS) are moving away from concept of “personal” space. This is even true for supervisors; supervisors don’t need private offices all the time, they need private space sometimes to conduct supervisory business.

One question raised in the meeting was what is the time schedule for the PBS project that Gavin mentions? (Refer to the attachment for a time schedule)

Debra Sonderman asked how you can measure “productivity?” Gavin indicated that they are doing a lot of surveys in this area.

Another asked if they (PBS) are tying in this with measurements of energy savings?

Architect of the Capitol, Michele, asked that a contact is needed for how PBS is achieving “zero environmental foot print” (how are they measuring the reduction?).

Another question was – how is the union being involved? Gavin indicated that it was involved with the pre-decisional phase. Another issue raised was shifting the cost of work to employees at home. DHS asked, if General Counsels from the agencies get together on this?

It was also commented that to get the “best and brightest”, we must move ahead with this initiative.

Carolyn then commented that a scheduling system is used in the new GSA building facility for conferences (not working too well due to stress?). Also it was indicated that there are also messaging tools available to GSA staff.

Department of State

Adam Bodner’s remarks include the following highlights as well and questions and answers from the attendees.

A Workspace Study was just completed—Ryan Spokes (spl?). They received the study yesterday (day before FRPAG meeting). Hank Aldag was involved with this project also. Hank was at the FRPAG meeting along with Adam.

Adam stressed that it is not going to fly anymore that they (the agency) are doing “nothing,” so he is working on a lot of things now.

There are new issues and environment (with Congress) now including the following points:

- savings – space
- consolidation
- energy savings
- no more expansion space

There is a 30% target savings that can be done in new space.

Adam says that that decision making is all vertically integrated now.

Carolyn raised a question about collaboration. What does he mean by that, what does that mean/entail? Adam replied it included all the different parts of his agency.

Adam remarked that the agency’s Foggy Bottom location – it is cheaper to use space there (since it is Federally-owned property).

Regarding the Rosslyn Space Prospectus – this is new. Adam will now be redoing this using all new ideas here including:

- 162 sf per person rentable
- Surveys on how space is used - Hank Aldag indicated that a1000 interviews will be conducted and they will be looking at what people are actually doing; they will be looking at the culture

There was a question here—about parking---is State looking at this too? Hank remarked that they are not looking at parking, they will only look/looked at office space. But he did mention that there is no free parking.

Debra Sonderman asked if anyone is providing parking for contractors. She said she/her office was getting pressure to provide for contractor, from another office. Parking was not in the bid from the contractor. This issue was not resolved.

Roundtable Wrap Up

Carolyn thanked all the members of the roundtable for participating. She said that the next step/issue will be the topic of Disposal of Federal Property.

NEXT STEPS

Carolyn went on to summarize that the Executive Committee will provide a compendium of resources for the FRPAG members. The contents of the compendium will include an inventory of what each agency is doing.

In response, John mentioned the FRPP. Also Carolyn mentioned the Executive Committee will consolidate this information, i.e. square feet per person, etc.

Also, she will add to list of reference information, the contracts available to do work studies – note: PBS has one they are using.

FRPAG will be putting working group together for this. The group will decide how to keep the information/what technology or platform to use (such as on web?).

Carolyn said that at a minimum, they will determine what information they want to collect – we will be sending out a request out to FRPAG members.

Gavin from PBS said they have a workspace diagram (“*RPAM WORKPLACE LIVING LAB DESIGN PRESENTATION, 13 APRIL 2011, A PILOT PROJECT FOR THE MOBILE WORKER*”). He has a PDF of it which he can share.

Adam Bodner added that performance measures could be next layer down from this level.

Carolyn concluded the meeting with thanks to all for attending.

FRPAG MEETING ACTION ITEMS:

- Establish an ad hoc working group to address the Space Efficiency and Mobile Workforce issue
- Preparation of a reference tool for FRPAG members on agency resources (best practices, etc) for space efficiency/mobile workforce initiative; FRPAG members will be contacted to contribute information/policy/practices/space standards their respective agencies have

- Share PBS's workspace diagram ("*RPAM WORKPLACE LIVING LAB DESIGN PRESENTATION 13 APRIL 2011 A PILOT PROJECT FOR THE MOBILE WORKER*") (note: this is a 40 page PDF file consisting of 15,690 KB)
- Volunteer to host future FRPAG meeting; contact the Office of Real Property Management

ATTACHMENTS

- **DHS Presentation:** "The DHS Flexible Workplace Pilot"
- **NOAA Presentation:** "NOAA Facility Efficiency Initiative"
- **GSA PBS CHART:** "Workplace Transformation: Continuum Approach":
- **GSA PBS:** "RPAM Workplace Living Lab Design Presentation, 13 April 2011, A Pilot Project for the Mobile Worker"

ATTENDEE LIST

Architect of the Capitol

Michelle Kayon

Department of Agriculture

Brenda Carignan

Department of Commerce, National Oceanic and Atmospheric Administration

Lance Feiner

Nathalie Tisseaux

Department of Health and Human Services

Elizabeth Fahey

John Rombola

Department of Homeland Security

Richard Espinoza

Charels Green

Department of Labor

Philip Puckett

Department of State

Howard Aldag

Adam Bodner

Department of the Air Force

Stephen Wood

Department of the Interior

Ed Awni

John Beeman

Craig Lasser

Debra Sonderman

Department of the Navy

James Leary

Department of the Treasury

Charles Ingram

Brian McDowell

Environmental Protection Agency

Jody Kane

William Ridge

General Services Administration

General Counsel

Jeffrey Domber

General Services Administration, Office of Governmentwide Policy

Carolyn Austin-Diggs

Nadine Burns

Michele Courtney

Pathina Fitzgerald

Robert Holcombe

Kenneth Holstrom

Theresa Noll

Richard Ornburn

General Services Administration, Public Buildings Service

Gavin Bloch

National Aeronautics and Space Administration

Calvin Williams

Naval Facilities Engineering Command

Gene Hubbard

Office of Personnel Management

Mario Aquino

Social Security Administration

William Dragan

Chad Poist



January 18, 2023

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number GSA-2021-001697, submitted on September 17, 2021, in which you requested the following:

“A copy of the meeting minutes and meeting agendas for the Federal Real Property Council for meetings during the time period January 1, 2020 to the present. 2) A copy of the meeting minutes and meeting agendas for the Federal Real Property Council Executive Steering Committee for meetings during the time period January 1, 2020 to the present. If these records are posted online, pointing me toward the website would suffice instead.”

Enclosed please find the documents responsive to your request.

In processing your request, GSA withheld the email addresses and names of certain federal employees in sensitive positions. This is done pursuant to the sixth and seventh exemptions of FOIA, 5 U.S.C. § 552(b)(6) and (b)(7)(C), because public disclosure of this information would constitute a clearly unwarranted invasion of personal privacy or could reasonably be expected to constitute an unwarranted invasion of personal privacy.

During our review of responsive records, GSA considered the Foreseeable Harm Standard which was codified by the FOIA Improvement Act of 2016.

As we have redacted information referenced in the above paragraph(s) with the aforementioned FOIA exemptions, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://www.foiaonline.gov/foiaonline/action/public/home>) or in writing to the following address:

U.S. General Services Administration

FOIA Requester Service Center (LG)
1800 F Street, NW
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. In addition, your appeal must contain a brief statement of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and envelope or online appeal submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this FOIA request. Should you have any questions, please contact Chris Coneeny at (202) 208-2956 or by email at chris.coneeney@gsa.gov. You may also contact the GSA FOIA Public Liaison, David Eby at (202) 213-2745 or by email at david.eby@gsa.gov for any additional assistance.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

Theresa Ottery

Theresa Ottery
FOIA Program Manager
Office of the General Counsel
General Services Administration

Enclosure(s)

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time January 16, 2020 1:00 to 2:30 pm
Location GSA, 1800 F Street, Room 1153
Attachments

- OMB and PBRB letters

Time	Topic	Presenter(s)
1:00 – 1:15 pm	PBRB List of High Value Property <i>Objective:</i> Discuss the status of the list of high value assets for disposal from the Public Buildings Reform Board.	Tim Soltis
1:15 – 1:30 pm	Revised National Strategy <i>Objective:</i> Discuss the status of the revised National Strategy for Real Property.	Bill Hamele
1:30 – 1:50 pm	FASTA Agency Recommendations <i>Objective:</i> Discuss the schedule for the FASTA agency project recommendation review process.	John Dugan
1:50 – 2:05 pm	Data Governance Working Group Update <i>Objective:</i> Updates on the GAO report on the public data set and GSA's corrective action plan to address the recommendations.	Chris Coneeney
2:05 – 2:15 pm	Capital Plan Working Group Updates <i>Objective:</i> Updates on the implementing instructions for OMB M 20-03, Capital Plan Policy.	Bill Hamele
2:15 – 2:20 pm	Business Standard Working Group Updates <i>Objective:</i> Updates on the status of the business standards for real property.	Chris Coneeney
2:20 – 2:30 pm	General FRPC Updates <i>Objective:</i> Updates on FRPC related matters.	Bill Hamele

Federal Real Property Council

MEETING MINUTES

Date and Time January 16th, 2020 1:00pm to 2:30pm

Location GSA, 1800 F Street, Room 1153

- Attachments**
- PBRB Official Recommendations (PDF)
 - PBRB Response (PDF)
 - Updated High Value Assets Report (PDF)

- Action Items**
- The next FRPC meeting will be on April 16th, during which agencies will have the opportunity to discuss opportunities to consolidate, among other things.
 - DHS and SSA will present briefs on properties that they are looking to consolidate.
 - The DHS and SSA briefs will be sent to FRPC members for review in late March. Agencies are encouraged to review against their own needs and identify potential opportunities.
 - Seattle will be one of the initial geographic consolidation targets.
 - Mainly looking for collaborative solutions on larger projects.
 - While DoD is also interested in consolidating along communities of practice, their security limitations make the process of identifying opportunities difficult. If any FRPC members have a specific location in mind that they are looking to share space with DoD, please contact Allison Sands (b) (6) @mail.mil for further coordination.
 - If any agencies have any low value Federal real property assets that they are unable to dispose of for various reasons, please reach out to Bill Hamele (b) (6) with details.
 - Margaret Weichert made the request, consider looking for property that could be used to support homelessness or property that may be depressing home values.
 - FRPC ESC – February 11th Working Group Updates
 - Capital Planning Working Group – The proposed A-11 changes that will be pitched to the budget community at OMB will be presented to FRPC ESC for review.
 - Business Standards Working Group – The initial list of functions and activities will be presented to the FRPC ESC for review.

Roll Call
● Stuart Burns (GSA)
● Tom Chaleki (DHS)
● Erich Chan (State)
● Gordon Clark (DOE)
● Chris Coneeney (GSA)
● Sean Crean (SBA)
● John Dugan (GSA)
● Donna Forbes (NARA)
● Jennifer Golder (NRC)
● Bill Hamele (OMB)
● Thomas Hand (USAID)
● Michael Karau (DHS)
● Marc Mason (SSA)
● Yvonne Medina (DOT)
● Flavio Perez (GSA)
● Phil Puckett (DOL)
● Garey Rice (HHS)
● Allison Sands (DoD)
● Michael Saunders (HHS)
● Deborah Schneider (State)
● Mary Sprague (DOT)
● Tim Soltis (OMB)
● Michael Thomas (Treasury)
● Paul Walden (DOC)
● Scott Whiteford (DOE)
● Brenda Woodley (USDA)

Topic

General Info

PBRB List of High Value Property

- On October 31st, 2019, the Public Buildings Reform Board (PBRB) made its first round of fourteen recommendations for disposal, but provided no supporting information that would enable OMB to assess the feasibility of disposing of the listed buildings. As a result, OMB sent a rejection letter on November 27th, 2019.
 - OMB cannot partially approve or deny the recommendations made by PBRB; the list must be approved or denied in its entirety.
- The initial round of recommendations also raised concern that the PBRB and FRPC may be interpreting FASTA in different ways.
- PBRB has since put up a website that includes more information on how the determinations were made, and reduced the number of buildings recommended for disposal from fourteen to twelve (www.pbrb.gov).
 - OMB's official updated response will be sent on January 27th, 2020.
- The high value list has the potential to generate up to \$750 million in proceeds, which would be used to facilitate the second round of disposals.

Revised National Strategy

- The National Strategy will be finalized under a different name. Rather than replacing the previous National Strategy, the version developed by the FRPC in 2019 will be added onto the current National Strategy as an addendum.
 - While the National Strategy developed by the FRPC in 2019 will undergo some tonal changes as part of its conversion to an addendum, there will be no substantive/content changes.
 - The addendum makes it clear that an entirely new National Strategy will come out in the future that includes input from the private sector.
 - While the Federal portfolio is unique for a number of reasons, the most efficient methods used by the private sector should be adapted where possible.
 - Congress has an interest in the political packaging of Federal real property, especially when referred to as a "National Strategy." Omitting political issues like homelessness or stimulation of economic development from something packaged as a "National Strategy" might send the wrong message. The National Strategy addendum is more an effort to make fiscally responsible progress on Federal real property management.
 - The addendum is in effect a "down-payment" in a broader effort to change how the Federal real property portfolio is managed.
 - OMB expects to have the National Strategy addendum to finish clearance in the next 4-6 weeks.
- The National Strategy will require an implementation plan. The preliminary suggestion is to have the Capital Planning Working Group develop the implementation plan after it finalizes the Capital Planning Policy implementation guidance.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, January 28th, Room 2213

FRPC ESC, February 11th, Room 1408

FRPC, April 16th, Room 1425

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- The National Strategy addendum DOES NOT revoke Reduce the Footprint (RTF), so agencies still need to include five year reduction targets for office, warehouse, and owned property.
 - That being said, agencies will not have to submit a separate RTF plan. Instead, some of the necessary component information (such as the five year reduction targets) will be included in agencies' Capital Plan submissions.
 - The Capital Planning Working Group will provide guidance through the FRPC ESC on how RTF targets will be implemented in agencies' Capital Plan submissions.

FASTA Recommendations

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) targeted high value buildings in the Federal portfolio that can be disposed of without too much effort. Subsequent rounds may involve more effort, and can include building consolidations, renovations, construction, and any other footprint reduction efforts.
- Agencies need to thoroughly look at their inventories to come up with their own disposal candidates.
 - Properties that could be used to help the homeless, as well as those that cities and other entities want disposed should also be considered.
- High value properties are an obvious place to consider disposal, but buildings that have high maintenance or liability costs should be targeted as well. Lowering operating and maintenance costs free up funds to support agencies' missions.
- In an ideal world, agencies would move toward a portfolio view of consolidation rather than just an agency view. If agencies were able to come together and develop Federal complexes, savings and efficiency improvements would allow agencies to optimize their portfolios and potentially maximize their mission effectiveness.
 - One challenge that Capital Planning will ideally help overcome is the fact that agencies don't have a perfectly clear picture into the opportunities for consolidation they have within their own agency, let alone other agencies. Coordinating consolidation between agencies is a challenge of its own.
 - E.g., SSA is in the process of consolidating some of their warehouses, but don't know if any other agencies would be interested in sharing space.
- FRPC member agencies voiced interest in spending time during each future FRPC meeting discussing disposals and consolidation interests along communities of practice that might be attractive to other agencies.
 - Inter-agency consolidation along communities of practice should be an FRPC effort that member agencies coordinate on their own, but FASTA and PBRB can be tools to help agencies overcome obstacles and enable initiatives.
 - The first step in finding these opportunities to consolidate is determining which operations are geographically fixed and which operations are geographically flexible.

- The National Capital Region and the Auburn-Seattle Federal complex are good starting points to explore.

Working Group Updates

- Data Governance Working Group
 - GAO made six recommendations around the FRPP public data set, and is driving the requirements for the 2020 reporting cycle:
 - 1 - The Administrator of GSA should coordinate with agencies to ensure that street address information in the public database is complete and correctly formatted.
 - In some cases agencies were reporting none, null, or a series of ??? marks under street address.
 - In other cases, agencies were reporting building names or street names, but not the specific address.
 - The current version of the Data Dictionary allows for street address or latitude + longitude to be entered for asset location with no preference indicated. The Data Governance Working Group (DGWG) is modifying the data dictionary to emphasize that latitude + longitude be entered for building location, with street address being an acceptable entry in the event security concerns prevent the public disclosure of latitude + longitude information.
 - 2 - The Administrator of GSA should review V&V anomaly categories to better target incorrect data.
 - 3 - The Administrator of GSA should allow agencies to determine which, if any, categories of data should be withheld from public release.
 - GSA only partially agrees with this. This would result in agencies withholding too many different things, and the value of data that is missing a variety of elements is low.
 - 4 - The Administrator of GSA should instruct each agency to apply a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release.
 - 5 - The Administrator of GSA should allow agencies to provide summary data for secure installations.
 - DoD provides summary level data for secure assets that cannot be publicly reported, and GAO would like other agencies to handle reporting of secure assets in a similar way.
 - 6 - The Administrator of GSA should link all of GSA's publicly available real property data sources.
 - GSA has already started developing a corrective action plan to address these recommendations.
- Capital Planning Working Group
 - The Capital Planning Working Group (CPWG) is developing a real property budget exhibit that will be pitched to the budget community

at OMB.

- The budget exhibit would provide transparency on real property capital planning and portfolio lifecycle expenditures.
 - Agencies would go through the exhibit during the standard budget submission. The exhibit is meant to be as low impact on A-11 as possible while greatly expanding spending transparency.
- The next step is to have the proposal under development by CPWG presented to the FRPC ESC on February 11th for approval.
- CPWG is also working on a Capital Planning Implementation Guide that will have 3 components:
 - a narrative guidance document that will provide the rationale for why the policy came out, along with addressing high level questions (e.g., which assets are covered by the policy?);
 - FAQs derived from agency questions, which will help agencies find solutions to some of the issues that may come about; and
 - a draft budget exhibit that is currently being developed by the Capital Planning Working Group.
- The work that the FRPC is undergoing is being driven by the Capital Planning Implementation Guide, so our initiatives should also be included in the guidance.
- Business Standards Working Group
 - The initial functions and activities have been developed, but will undergo change in the future as the Federal Integrated Business Framework (FIBF) is an iterative process.
 - The Business Standards Working Group (BSWG) is planning to present the initial list of functions and activities during the February 11th FRPC ESC meeting for review.
 - The development of the more granular business capabilities began recently, and will take 2-3 months for initial review.
 - BSWG is looking to have OMB concurrence on functions, activities, and capabilities by the end of the 2020 fiscal year, with the ultimate goal of having the Business Standards Council (BSC) approve of them for government wide standardization.
 - A readiness assessment that describes the functions, activities, and capabilities of the real property service area will be shared with the BSC to ensure government-wide commonality.

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time July 16, 2020 1:00 to 2:30 pm

- Attachments**
- Post COVID Strategy Discussion (DOC)
 - Lease Expirations Report (PDF)
 - Addendum Implementation Plan (DOC)
 - FASTA Round One Data Call (DOC)
 - FASTA Round One Data Call Template (XLSX)

Time	Topic	Presenter(s)
1:00 – 2:00 pm	Post COVID-19 Real Property Strategy <i>Objective:</i> Discuss the impact of COVID-19 with the CHCOC, CIOC, and CFOC.	Tim Soltis Pat Corrigan
2:00 – 2:05 pm	National Strategy Implementation Plan <i>Objective:</i> Review the National Strategy Implementation Plan approved by the FRPC ESC.	Bill Hamele
2:05 – 2:10 pm	Individual Agency Performance Metrics <i>Objective:</i> Review the individual agency performance metrics approved by the FRPC ESC.	Bill Hamele
2:10 – 2:15 pm	FASTA Consolidation Data Call <i>Objective:</i> Discuss FASTA consolidation data call participation.	Stuart Burns
2:15 – 2:30 pm	Update on National Defense Authorization Act <i>Objective:</i> Provide an update on NDAA section 889, which places restrictions on the use of covered telecommunications equipment.	Michael Thompson

Federal Real Property Council

MEETING MINUTES

Date and Time July 16th, 2020 1:00pm to 2:30pm

Location Virtual

- Attachments**
- Post COVID Strategy Discussion (DOC)
 - Lease Expirations Report (PDF)
 - Addendum Implementation Plan (DOC)
 - 2020 Performance Metrics (DOC)
 - FASTA Round One Data Call (DOC)
 - FASTA Round One Data Call Template (XLSX)

Action Items

- The next FRPC meeting will be on October 15th.
- If any agencies have comments or suggestions on actions that the Office of Management and Budget (OMB) and/or GSA could take to help stabilize short, mid, or long term concerns with real property strategy, please contact Tim Soltis ((b) (6)).
 - Potential actions could be, but are not limited to, developing strategies, guidance documents, memorandums, etc.
- GSA has contractors and internal experts that are knowledgeable about various techniques and guidance on COVID-19 related facility cleaning, employee screening, social distancing measures, and employee safety precautions. Agencies are encouraged to rely on this expertise and consult Stuart Burns (stuart.burns@gsa.gov) if they need any help ensuring employee safety.
- GSA also has contractors and internal experts working on understanding and preparing for a competitive government workforce and work environment (2030 workplace initiative). Agencies interested in learning more can reach out to Stuart Burns with any questions.
- GSA and OMB are looking to engage with the private sector in the near term to try and leverage best practices for government use where applicable.
- FRPC members are asked to review the National Strategy Implementation Plan and the 2020 Individual Agency Performance Metrics and submit questions and feedback to Bill Hamele ((b) (6)) by **COB July 24th**.
- For the 10 FRPC agencies that have not completed the Federal Assets Sale and Transfer Act (FASTA) data call, please submit to Stuart Burns by **COB July 30th**.
- The Federal Business Integrated Framework (FIBF) Readiness Assessment is due on September 15th. Agencies

Roll Call
● Mohamad Balhis (DOC)
● Tim Beavers (SSA)
● Adam Bodner (PBRB)
● Stuart Burns (GSA)
● Tom Chaleki (DHS)
● Erich Chan (State)
● Gordon Clark (DOE)
● David Cogdill (ED)
● Chris Condon (DoD)
● Chris Coneeney (GSA)
● Dan Cornish (DOL)
● Pat Corrigan (OMB)
● Sean Crean (SBA)
● Marny Cvrkel (DOJ)
● Scott Davis (USDA)
● Roland Edwards (DHS)
● Karen Evans (DHS)
● Donna Forbes (NARA)
● Jennifer Golder (NRC)
● Bill Hamele (OMB)
● Thomas Hand (USAID)
● Lisle Hannah (DOC)
● Henry Jardine (State)
● Michael Karau (DHS)
● Alex Kurien (GSA)
● Marc Mason (SSA)
● Marc Moyer (State)
● Megan Olsen (DOI)
● Phil Puckett (DOL)
● Adam Pugh (DOE)
● Heath Rehkop (DOL)
● Garey Rice (HHS)
● Allison Sands (DoD)
● Michael Saunders (HHS)
● Bill Seifert (DOE)
● Scott Snell (DOJ)
● Tim Soltis (OMB)
● Mary Sprague (DOT)
● John Thomas (GSA)
● Maria Torres (GSA)
● Paul Walden (DOC)
● Gary Washington (USDA)
● Scott Whiteford (DOE)
● Tyson Whitney (USDA)
● Denise Wiley (SSA)
● Maren Williams (NSF)
● Brenda Woodley (USDA)

are asked to identify a point of contact by **COB July 24th** to work with GSA on completing the readiness assessment. Please submit your agencies' point of contact to Chris Coneeney (chris.coneeney@gsa.gov).

Topic

General Info

Introduction to the Post COVID-19 Real Property Strategy Discussion

- COVID-19 has had a huge impact on how both the public and private sectors conduct business. This discussion is meant to bring key leaders from the FRPC, Chief Information Officers Council (CIOC), Chief Financial Officers Council (CFOC), and Chief Human Capital Officers Council (CHCOC) together to get a better understanding of COVID-19's short and long term impact on government operations. Some examples of the insight that these leaders could provide would be:
 - FRPC – Impact on agencies' real property footprint.
 - CIOC – Impact on agencies' technological systems and teleworking capabilities.
 - CFOC – Impact on budgets and investments.
 - CHCOC – Impact on employees and the workplace.
- The key goal for this meeting is to understand agencies' thoughts on the past, present, and future role of real property needs and strategies.
- Pre COVID-19:
 - Agencies and their stakeholders have been concerned about low utilization rates since long before COVID-19, driving the administration's 2016 Reduce the Footprint (RTF) real property strategy.
 - Agency studies have found that pre-COVID occupancy and utilization rates for office buildings were around 50% on average, while real property takes up as much as 30% of agencies' budgets.
 - In the private sector a 50% utilization rate is considered quite low.
- Throughout COVID-19:
 - Agency occupancy and utilization rates have dropped below 20% on average.
 - COVID-19 has forced agencies to test their teleworking capabilities and boosted the limits of what would have been possible pre COVID-19. Agency investment in telework systems has also expanded.
 - Many agency bureaus have been able to achieve their missions in the heavy telework environment brought about by COVID-19. A reasonable assumption from this is that expanding telework in the post COVID-19 environment, which would allow for space reduction, is a plausible means of reducing cost without impacting mission.
 - Bureaus with lab, security, and law enforcement responsibilities are among those that have not been able to transition to a heavy telework environment due to the nature of their missions.
 - Agencies have been exploring ways to handle classified information in a telework environment.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:
<https://www.frbg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Business Standards Working Group, July 28th, Virtual

FRPC ESC, August 11th, Virtual

FRPC, October 15^h, Location TBD

Location:
 GSA HQ, 1800 F Street, NW,
 Washington, DC, 20006

- Agencies are beginning to develop their own internal plans for returning employees to physical workspaces. But for now, the inability to work with classified information in a telework environment remains an issue for some bureaus.
- Post COVID-19:
 - The high level of government spending that has gone into mitigating the effects of COVID-19 will translate into increased budgetary pressure on agencies.
 - As real property budgets account for 30% of agencies' spending, it will be one of the targets for reducing spending.
 - Agencies have a combined 8 thousand leases expiring over the next 3 years, making up nearly 100 million square feet of space.
 - Agencies have a lot of leverage renegotiating leases in the COVID environment, providing an opportunity to reduce costs.
 - Agencies should also thoroughly consider space requirements and opportunities for consolidation and collocation as lease expirations approach.
 - Agencies have tested and enhanced their teleworking capabilities as a result of COVID-19, and could potentially expand the use of telework beyond pre-COVID levels as a means of reducing real property needs and costs.
 - Not all agencies and bureaus have missions that accommodate a telework environment. For those agencies that rely heavily on large office spaces, the use of telework is an opportunity to reduce costs.

Agency Feedback Summary

- Overall Challenges:
 - It is difficult to support classified work in a telework environment without compromising security.
 - Some areas are not able to meet mission requirements in a teleworking environment (e.g., security, law enforcement, labs, job corps centers, etc.).
 - Help desks initially struggled with volume, but have adapted processes.
 - Agencies that work closely with the public don't have the flexibility to allow heavy telework, and are looking for ways to efficiently conduct business with the public while ensuring the safety of employees and the public.
 - Some agencies initially had computer virtual capability issues due to outdated equipment, but have since updated their computer equipment.
- Overall Opportunities:
 - Agencies have expanded and thoroughly tested teleworking capabilities, opening up opportunities to reduce space and increase utilization rates.
 - Agencies are re-evaluating space needs and using lease expirations as opportunities to reduce space.
 - Despite pre-COVID concerns that teleworking would not be conducive to successful mission execution, agencies have found that many mission needs can be met with a teleworking component and that agencies' systems can support expanded use of teleworking.
 - Agencies that did not have effective telework infrastructure in place before COVID-19 have improved the processes and infrastructure needed to accommodate telework.

-
- Agencies are interested in using a blended approach of telework and in-person office presence in the long term.
 - Expectations for OMB and GSA:
 - Agencies are hoping to leverage private sector best practices when balancing telework and social distancing with in-person responsibilities. GSA and OMB are working on engaging with the private sector in the near future.
 - Agencies are looking to GSA and OMB to provide guidance on reducing and repurposing space when renegotiating leases in the COVID-19 environment.
 - Agencies are interested in learning more about space collocation opportunities and mixed use spaces to help dilute footprint.
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In-Depth Agency Feedback

- Agency 1:
 - The transition to a heavy telework environment was done smoothly and successfully for Agency 1. They have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Due to the nature of their missions, some bureaus under Agency 1 have been unable to transition to heavy telework postures.
 - In the short term, Agency 1 is focusing on understanding how to manage people in a heavy telework environment.
 - In preparation for the longer term, Agency 1 is meeting with component real property employees to examine policies for the future, with a focus on increasing space utilization.
 - Agency 2:
 - The transition to a heavy telework environment was done smoothly and successfully for Agency 2.
 - In the short term, Agency 2 has moved to nearly 100% telework in the short term.
 - Agency 2 is not yet discussing long term changes to footprint that may arise from COVID-19.
 - Agency 3:
 - Agency 3 does not have a large leased inventory, with most of their space being owned. In terms of RTF cost savings, Agency 3 is focusing on their owned inventory.
 - COVID-19 has forced a level of teleworking never thought possible at Agency 3, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Agency 3 also has a large portion of employees unable to meet mission needs in a telework environment.
 - In the longer term, Agency 3 is exploring increased telework as a means of shrinking footprint.
 - COVID-19 pushed Agency 3 from nine thousand to ninety thousand teleworking employees in the Capital Region.
 - Agency 3's primary challenge with teleworking is supporting classified work without compromising security.
 - Agency 4:
 - In some regions, Agency 4 is still at 100% telework. At their headquarters, Agency 4 is allowing but not requiring employees to return to physical spaces.
 - Agency 4 is following the same strategy for leasing and space consolidation as they were before COVID-19.
 - Agency 5:
 - Agency 5 did allow some level of telework for certain areas before COVID-19, but expanded their telework to 95% in the earlier phases of COVID-19. Agency 5 is currently at 75%
-

- telework.
 - In the long term Agency 5 plans to expand telework somewhat, but has areas that cannot meet mission needs in a telework environment (e.g., labs, environmental cleanup).
 - Agency 5 does not have a lot of leases in their inventory, but is still working to consolidate footprint by getting out of some of their leases.
 - Agency 5 put together a task force to take advantage of the lessons learned in the heavy teleworking environment and work toward using teleworking to reduce footprint.
 - Agency 6:
 - Agency 6 did have some early IT challenges, but made investments in IT infrastructure and has not had any significant issues since.
 - Agency 6 is looking to balance social distancing (additional space) with increased teleworking to make space reduction a possibility.
 - Agency 6 has a lot of scientifically oriented components that are not able to heavily telework, and it is difficult to separate the administrative and scientific aspects of employee's roles.
 - Agency 6 is interested in learning more about private sector best practices and leveraging applicable ideas for the public sector.
 - Agency 6 has lease expirations coming up and is interested in OMB and GSA guidance on reducing and repurposing space.
 - Agency 6 is also interested in exploring joint use types of spaces for conferences and meetings that would not require dedicated footprints from agencies.
 - Agency 7:
 - 60% of Agency 7 employees work outside of Capital Region. The biggest challenge that they are facing is that their mission operations involve frequent in-person engagement with the public. Agency 7 is trying to figure out the best way to reconfigure offices to allow them to efficiently engage with the public while ensuring the safety of employees and the public.
 - Agency 8:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 8, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Agency 8 is still in the early stages of exploring the effects of COVID-19 on long term strategies and needs.
 - Agency 9:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 9, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - There are some legal areas that do not do well in a telework environment, so if teleworking was expanded in the long term it would only be for certain areas.
 - For those areas that cannot rely on a high teleworking presence, Agency 9 is working to change office layouts to support social distancing. Sharing office space is not a popular concept for Agency 9 employees.
 - Agency 9 does have lease expirations coming up soon, and is working with GSA to use lease expirations as an opportunity to reduce footprint.
 - Agency 10:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 10.
 - Agency 10 is already engaged in regional space consolidation projects and disposal projects.
 - Most of Agency 10's real property requires engagement with the public. Due to the in-person nature of these engagements, Agency 10 does not have strong telework policies in place.
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- Agency 11:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 11, and in the short term Agency 11 is continuing maximum telework flexibility.
 - One of the changes that Agency 11 made to support the level of increased telework was to move over to a 24/7 help desk, which they did not previously have. This has helped ensure seamless connectivity.
 - For the long term, Agency 11 is focusing on what optimizing space utilization will look like after COVID-19. Agency 11 is looking to answer the questions: how should telework be balanced with office work and social distancing?; what social distancing measures make employees feel safe and comfortable (e.g., 6 feet of space, plexiglass between desks)? Answering these questions will help determine what optimal space utilization means for Agency 11.
- Agency 12:
 - Agency 12 smoothly and successfully transitioned to over 90% of employees teleworking.
 - Due to the nature of their missions, some areas have been unable to telework.
 - Agency 12 is investing in remote work technologies and capabilities for the future, but does with classified information that cannot be securely addressed in a telework environment.
 - Rather than reducing space, Agency 12 has been requesting additional space to accommodate social distancing concerns.
 - Agency 12 has assets in most countries, and one of the challenges that COVID-19 has presented for Agency 12 is that each country has different rules and requirements around COVID-19. Agency 12 has been receptive to providing funding for minor modifications necessary for international locations.
 - In the long term, Agency 12 engineers are working on changing installation and facility designs to provide a safe work environment and encourage increased use of telework.
 - Some of the challenges Agency 12 has run into are long help desk wait times and a need for newer computer equipment.
 - Agency 12's help desk initially could not handle the volume of requests that were coming in, but has since adapted and developed new processes
 - Agency 12 has outdated computer equipment that is not performing well in virtual meetings. They have been replacing a lot of their computers to prevent mission interruption.
- Agency 13:
 - Like some other agencies, Agency 13 deals with classified work that requires an office environment.
 - Most other mission needs of Agency 13 have been met in the heavy telework environment.
 - Agency 13 is looking to consolidate along teleworking lines now. Secure facilities that require in-person work should be consolidated, versus facilities that can accommodate heavy levels of telework.
- Agency 14:
 - The bulk of Agency 14's portfolio is clinical, so COVID-19 has driven increased use of virtual clinical services.
 - COVID-19 has caused Agency 14 to realign the services that they deliver.
 - Agency 14's primary short term concern is determining whether the heavy use of telework forced by COVID-19 has caused a positive or negative impact on the quality of service.
- Agency 15:
 - Prior to COVID-19 Agency 15 had very little staff with teleworking capabilities, yet had a surprisingly smooth and successful transition to over 90% of employees teleworking as a result of COVID-19. Like many other agencies, Agency 15 has been pleasantly surprised by

the success they have had in supporting mission needs in a heavy telework environment.

- General Services Administration (GSA):
 - GSA has made a conscious effort to keep construction and leasing projects moving along with minimal interruption from COVID-19. There have been some delays to projects, but nothing significant.
 - GSA has had strong investments in telework and paperless work processes since before COVID-19, but some innovative new processes have developed through the course of COVID-19.
 - GSA also has a task force working on the 2030 workplace initiative. This task force is dedicated to understanding and preparing for a competitive government workforce and work environment.
- Agency 16:
 - Teleworking was scarcely used by Agency 16 employees pre COVID, yet surprisingly Agency 16 made the transition to 100% telework smoothly and successfully.
 - One of the challenges Agency 16 faced was that most of their employees did not have laptops. They have since gotten funding for laptops, but that was an initial hurdle for them.
 - Agency 16 works with a lot of classified information, making heavy telework difficult.
 - Most of Agency 16's leases are warehouses, and Agency 16 does not see much opportunity for space reduction.
 - One of the opportunities that Agency 16 sees coming out of COVID-19's heavy telework pressure is shift toward paperless business.
- Agency 17:
 - Agency 17 is still encouraging full telework for employees, with the exception of mission critical and lab employees.
 - Agency 17 is interested in expanding their use of telework in the long term and potentially expanding the use of hoteling desks.
 - Desk hoteling presents social distancing issues, but Agency 17 is exploring different ways to implement.
- Agency 18:
 - Agency 18 does not own any space, they only lease space.
 - Agency 18 had a very strong teleworking policy in place before COVID-19, so the transition to full telework was an easy process.
 - It is no longer mandatory for Agency 18 employees to telework, but they still have 95% of employees teleworking.
 - Agency 18 is currently working on developing a long term employee housing strategy that includes space reduction and changes to prepare for the future working environment, with a focus on open flexible space.
 - Agency 18 would like to work with agencies on space collocation.
- Agency 19:
 - Pre COVID-19, Agency 19 had been moving away from telework after experimenting with it over the past couple of years. COVID-19 then forced 90% of Agency 19 employees to telework.
 - Part of the reason Agency 19 had been moving away from telework was due to concerns that their IT infrastructure would not be able to handle a large teleworking workforce, but COVID-19 has shown that their infrastructure is capable of handling large levels of telework.
 - Agency 19 has not pulled out of any of their RTF projects and is still pursuing space reduction.
 - Agency 19 has gotten a lot of push back from unions on social distancing and space

reduction, but is not currently planning any changes in course.

- Agency 19 has formed an internal agency Real Property Council modeled after the FRPC to look at the future of space at Agency 19, such as building practices, space requirements, safety precautions, and leasing.
 - Like some other agencies, Agency 19 engages closely and frequently with the public; however Agency 19 has direct service with vulnerable populations. Some Agency 19 customers and beneficiaries are not technologically adept and require face to face interaction.
 - A large portion of the U.S. population still rely heavily on physical mail, and Agency 19 is trying to find creative solutions that prevent physical contact with mail, such as scanning mail.
 - Agency 19 is still in a maximum telework posture, and has found that getting some of the office supplies necessary to reopen has been challenging.
 - Long term, Agency 19 is interested in a blended approach of teleworking and in-person office presence.
 - Agency 20:
 - Agency 20 has been using a mixture of teleworking and alternating work schedules to accommodate social distancing.
 - For the longer term, Agency 20 is still trying to find the appropriate balance of telework against in office work.
 - Agency 21:
 - Agency 21 is still in the early stages of understanding how COVID-19 will affect their space reduction efforts, but decisions are not currently being made under the assumption that there will be a huge increase in telework post COVID-19.
 - Agency 21 IT has made an effort to be agile and address teleworking issues very quickly.
 - Agency 21 has a lot of physical contact with the public. Increasing telework around physical contact situations with farmers and other customers would allow them to further reduce footprint.
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Summary of Agenda Topics Not Covered

- National Strategy Implementation Plan:
 - On July 9th, 2020 the FRPC ESC approved the National Strategy Addendum Implementation Plan for final review by the FRPC full council. FRPC members are asked to review the Implementation Plan and provide feedback to Bill Hamele (b) (6) by COB Friday, July 24th.
 - 2020 Individual Agency Performance Metrics:
 - Government-wide performance metrics have been listed on performance.gov since 2016; however, FPMRA, M-20-03, and M-20-10 list requirements for individual agency performance metrics as well.
 - On July 9th, 2020 the FRPC ESC approved the attached 2020 Individual Agency Performance Metrics for final review by the FRPC full council. The metrics have undergone extensive review by the FRPC ESC and FRPC working groups.
 - Agencies agree that metrics more useful for real property portfolio management should be developed, but creating metrics that rely on data outside of the FRPP is a longer term effort. In order to explore improved metrics, a new Metrics Working Group has been established to develop metrics for future years.
 - FRPC members are asked to review the attached 2020 Individual Agency Performance Metrics and provide feedback to Bill Hamele (b) (6) by COB Friday, July 24th.
 - FASTA Consolidation Data Call:
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- Thank you to the 15 agencies that provided responses to the data call. For the 10 remaining agencies, please submit the attached FAST Round One Data Call document to Stuart Burns (Stuart.Burns@gsa.gov) by COB Thursday, July 30th.
 - Business Standards Readiness Assessment:
 - The Federal Business Integrated Framework (FIBF) Readiness Assessment has been distributed to agencies, and submissions are due COB Tuesday, September 15th.
 - To help agencies navigate the process of completing the readiness assessment, office hours are being held to answer questions. To coordinate these office hours and other important information with your agencies, we require a designated point of contact from each agency. Please reach out to Chris Coneeney (chris.coneeney@gsa.gov) to identify your agency's designated point of contact by COB Friday, July 24th.
 - Updated on National Defense Authorization Act (NDAA) Section 889:
 - A presentation was shown to the FRPC during the October 17, 2019 meeting providing information on changes to telecommunications equipment, requirements, and law that would restrict the Federal government's ability to use some foreign technologies.
 - Due to the significance of this topic, it will be discussed either during the August 11th FRPC ESC meeting or in a separate August call. FRPC members will be invited, so please await further information.
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Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time October 15, 2020 1:00 to 2:30 pm

Attachments

- FY21 FASTA Data Call Template (XLSX)
- FY19 Assets in Opportunity Zones (XLSX)
- FRPC FY21 Priorities (PPT)

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Annual FASTA Data Call <i>Objective:</i> Discuss the annual FASTA data call with consideration given to opportunity zones.	Stuart Burns
1:10 – 1:40 pm	FY2021 FRPC Priorities <i>Objective 1:</i> Review the FY2020 accomplishments made by the FRPC. <i>Objective 2:</i> Discuss FY2021 priorities.	Alex Kurien
1:40 – 1:50 pm	First Year Capital Plan Submissions <i>Objective:</i> Discuss the Capital Planning document review, evaluation, and feedback process.	Bill Hamele
1:50 – 2:00 pm	Real Property Budget Taxonomy <i>Objective:</i> Discuss agency feedback on the proposed real property budget taxonomy.	Bill Hamele
2:00 – 2:10 pm	New Performance Metrics Demo <i>Objective:</i> Provide a demo of the new real property metrics page on performance.gov.	Aaron Eisenbarth
2:10 – 2:15 pm	Biennial Report Working Group Update <i>Objective:</i> Discuss the framework for the Biennial Report.	Marianne Petty Bill Hamele
2:15 – 2:25 pm	Data Governance Working Group Update <i>Objective:</i> Review progress on the updated data quality improvement program guidance.	Adam Pugh
2:25 – 2:30 pm	Business Standards Working Group Update <i>Objective:</i> Provide an update on GSA's analysis of the readiness assessment and provide an update on the approval process for the real property functions, activities, and business capabilities.	Leah Fant

Federal Real Property Council

MEETING MINUTES

Date and Time October 15th, 2020 1:00pm to 2:30pm

Location Virtual

- Attachments**
- FY21 FASTA Data Call Template (XLSX)
 - FY19 Assets in Opportunity Zones (XLSX)
 - FRPC FY21 Priorities (PPT)

- Action Items**
- The next FRPC meeting will be on January 28th, 2021.
 - The FASTA data call is due on November 20th.
 - As you are screening properties if you need any assistance please contact Stuart Burns (stuart.burns@gsa.gov).
 - Capital plans are due January 8th, 2021.
 - Agencies interested in participating in the development of evaluation criteria and/or review of capital plan submissions are asked to reach out to Bill Hamele (b) (6).

Roll Call
● Courtney Anderson (GSA)
● Mohamad Balhis (DOC)
● Tim Beavers (SSA)
● Adam Bodner (PBRB)
● Heather Bomans (USAID)
● Eric Braig (DOT)
● Stuart Burns (GSA)
● Vincent Carter (DHS)
● Gordon Clark (DOE)
● Pat Corrigan (OMB)
● Sean Crean (SBA)
● Marny Cvrkel (DOJ)
● Gina Ditommaso (GSA)
● Aaron Eisenbarth (GSA)
● Leah Fant (GSA)
● Donna Forbes (NARA)
● Jennifer Golder (NRC)
● Bill Hamele (OMB)
● Victoria Hartke (State)
● Yvette Jackson (EPA)
● Jack Jensen (Treasury)
● Stephanie Klodzen (GSA)
● Alex Kurien (GSA)
● Tara Lawson (State)
● Colleen Martin (DoD)
● Marc Mason (SSA)
● Brian McDowell (Treasury)
● Nate Mosby (SBA)
● Marianne Petty (DoD)
● Adam Pugh (DOE)
● Heath Rehkop (DOL)
● Garey Rice (HHS)
● Robert Rushing (DOI)
● Jessica Salmoiraghi (GSA)
● Michael Saunders (HHS)
● Bill Seifert (DOE)
● Elizabeth Slaughter (State)
● Mary Sprague (DOT)
● Ron Tickle (DoD)
● Julia Tritz (DOL)
● Scott Whiteford (DOE)
● Denise Wiley (SSA)
● Calvin Williams (NASA)
● Maren Williams (NSF)
● Robert Wuhrman (GSA)
● Nikki Zook (VA)

Topic

General Info

Annual FASTA Data Call

- The due date for the FASTA data call is November 20th, 2020. This data call includes a new template for FY21. Please take the data call seriously and encourage everyone's participation as the due date is rapidly approaching, and the Public Buildings Reform Board (PBRB) is ready to start choosing candidates for the next round.
 - The data call is asking that agencies more intensely evaluate assets located in opportunity zones that could be consolidated or disposed of, where private investment could be beneficial.
 - As you are screening properties, if you need any help please reach out to GSA; Stuart Burns is the lead on this data call.

FY2021 Priorities

- First, Alex would like to thank everyone for their work as a team across government to be great stewards of real property. He has seen the evolution since the early 2000s, and he very much appreciates the amazing leadership and work of the staff.
- The National Strategy Addendum (M-20-10) Identified 4 High Level Obstacles to Optimizing the Federal Government's Real Property Portfolio:
 - **Constraints on Capital** - When we look across government real property has never been the priority in terms of budget, and historically budgeting has not been sufficient for maintenance, investment, and disposal.
 - **Management of the Legacy Portfolio** - Think about how we can reconfigure and optimize the current federal portfolio, which can be described as large and in some areas "inefficient", to support mission requirements.
 - This can be an opportunity to think about reconfiguration or getting out of certain areas and getting a new space.
 - **Decentralized Portfolio Management** - Some of you struggle with not having control at the headquarters level which affects how you manage your portfolio. The goal will be to find solutions that will work across government.
 - **Budget, Execution, Cost, and Performance Transparency** - How do we execute a long range plan, manage the cost of portfolio management, and performance transparency.
 - How does our portfolio management compare across government, especially when you group agencies with the same types of missions and analyze how well you are doing in terms of lease cost, operating cost, operating the efficiencies and space management. See if you can establish some kind of bench marks and use lessons learned from each other.
- M-20-10 Strategies
 - **Capital Planning**
 - Action 1: Implement Government-Wide Capital Planning

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, October 20th, Virtual

Metrics Working Group, October 28th, Virtual

Biennial Report Working Group, November 18th, Virtual

FRPC ESC, January 12th 2021, TBD

FRPC, January 28^h 2021, TBD

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- Action 2: Include Real Property Management in Strategic Plans
 - Action 3: Establish Biennial Report Highlighting Capital Gaps
 - **Lifecycle Execution**
 - Action 4: Improve Management Capability through budgeting and Transparency
 - Action 5: Establish Standards and Shared Solutions
 - Action 6: Establish and Publish Annual Performance Metrics
 - **Root Cause Analysis**
 - Action 7: Implement Federal Capital Revolving Fund
 - Action 8: Propose Legislative Reforms to Mitigate Challenges
- FY2020 Accomplishments
 - The overarching priority for FY2020 was to identify initiatives in support of M-20-10.
 - **M-20-10** – issued the Addendum to the National Strategy for the Efficient Use of Real Property
 - **Business Standards** - drafted functions, activities, and business capabilities. Agencies submitted their readiness assessments. This is ongoing.
 - **GAO Audit (20-135)** – highlighted improvements we can make across portfolio management. As a result, we established and are implementing a corrective action plan.
 - **Capital Planning** – The Capital Planning policy (M-20-03) was issued, along with implementation guidance. First year Capital Plan submissions are due in January 2021.
 - **Performance Metrics** - established the Metrics Working Group to improve and develop metrics for the future.
 - **Biennial Report** - established the Biennial Report Working Group to develop the content for the Biennial Report, which will be used to convey challenges and accomplishments to stakeholders.
 - **FASTA Progress** - engaged the Public Buildings Reform Board to begin addressing the requirements of the Federal Assets Sale and Transfer Act (FASTA) and issued data calls on subsequent consolidation, collocation, and disposal opportunities.
- FY2021 Strategic Priorities
 - **FASTA** - continue to focus on finding high value properties and properties that can be consolidated, collocated, or disposed of.
 - The analysis of the data results will be done by OMB and GSA, but the FRPC will have a chance to review before finalization. The FRPC will be leading the effort of providing good data to the data call.
 - **Capital Planning** – first year capital plan submissions are due Q1 of 2021. Another priority is to analyze the report and the results and then develop a unified proposal for A-11 budget taxonomy reforms.
 - **Data Quality** – real property was placed on the high risk list due to poor data quality and quantity. GSA has worked on building and upgrading the Federal Real Property Profile (FRPP) system as a response, but it is a partnership between GSA and the agencies

who own the data. Therefore, it is important that the agencies maintain and provide good quality data.

- The GAO is updating its high risk report in 2021. GSA has worked to address GAO 20-135 recommendations and presented a corrective action plan to GAO. We need your help at the agency level to continue improving quality and quantify how we have progressed through establishing metrics concerning data quality.
- **Business Standards** - analyze the results of the Federal Integrated Business Framework (FIBF) Readiness Assessment
- **Post COVID Strategy** - many agencies did not have a high rate of telework pre-Covid-19, but Covid-19 forced people to rethink that strategy. Some agencies have transferred to a 100% telework. A government-wide strategy needs to be considered that rethinks telework and space needs.
 - This is an opportunity to rethink the real property footprint strategy for the future, analyze the lessons learned during COVID-19, and think about ways agencies can adjust their real property portfolios accordingly as lease renewals approach.
- **Performance Metrics** – a new working group was established to focus on metrics and publish quality performance metrics across government to show GAO, stakeholders, and the public how agencies are managing their portfolios.
- **Biennial Report** – a new working group has been established, and they are currently discussing the content for the Biennial Report.

First Year Capital Plan Submissions

- Capital plans are due January 8th, 2021. With the date coming up, a plan for reviewing submissions and providing feedback needs to be developed. The Capital Planning Working Group is working to identify a subset of people (6-12 people) who are willing to read and evaluate capital plan submissions.
 - The Capital Planning Working Group is also working on developing a consistent methodology for reviewing submissions to ensure that submissions are evaluated consistently and fairly. M-20-03 lists criteria and will be used as the foundation for the review process.
 - Feedback is being provided solely to help agencies improve their internal capital planning programs. Feedback is not representative of a report card.
 - After the Capital Planning Working Group has developed evaluation criteria, it will go to the FRPC for approval.
 - Agencies interested in participating in the development of evaluation criteria and/or review of capital plan submissions are asked to reach out to Bill Hamele.

Real Property Budget Taxonomy

- The Capital Planning Working Group, while writing the implementation guidance for M-20-03, determined that the transparency limitations imposed by the current A-11 budget system makes it extremely difficult to implement M-20-03.
 - The Department of Homeland Security (DHS), The Department of Veterans Affairs (VA), The Department of Transportation (DOT), and The Department of Energy (DOE) proposed changes to the Budget Object Codes (BOC) codes and presented them to the Office of Management and Budget's (OMB) Budget Review Division (BRD) in May 2020. BRD

responded by asking for a poll of agency support for the proposed changes.

- There is general consensus that among the approximately 16 agencies that were polled that change is needed to BOCs, but there is concern about the level of effort required to make those changes.
- Next steps are to draft a brief summary of where each agency stands and confirm their position on the matter, and then provide that feedback to BRD.
- DHS is also developing a crosswalk from the current BOC system to the new BOC system (if changes are made) because if new BOCs are created that would remove funding from current BOCs. The goal is to resolve this by the end of this calendar year.
- Partnership for Public Service Roundtable which was the Assistant Secretary for Administration Management was briefed to give them insight and promote our advocacy across government.
- A potential strategy to address this issue is to show that it is not solely an issue for real property but also other areas of government, like the IT community. An analysis on Cybersecurity conducted by The Department of Treasury (Treasury) likewise determined that the current A-11 budget taxonomy does not allow transparent tracking of funds from budget to execution.

New Performance Metrics Demo

- The Performance.gov page for real property has been updated to include a page for just real property metrics (Under the Management Priorities Tab).
- The metrics are at the agency-wide level. The metrics are similar to previous years with the expectation of the Condition Index.
 - The condition index has changed from a percentage of buildings over 85% condition index to the normalized average of the condition index. It has been normalized by square footage, so the bigger the building the more meaningful the condition index is in the overall calculation of the score.
 - Because this is a new way of calculating the metric, there is only one year of data for the Condition Index.

Biennial Report Working Group Update

- The working group met this week and put together an initial draft outline for the report. Next the working group will review the draft outline and will meet again in November.

Data Governance Working Group Update

- An ongoing issue raised by GAO audit 20-135's report on data quality was location accuracy. This is reflected in the 2020 FRPP Reporting Guidance; the main focus is that everything needs to be geographically located using a recognized geographic system.
 - GSA is creating a way to help agencies who want to pre-check their data before reporting it to the FRPP.
- The Data Governance Working Group is working to update the 2017 Data Quality Improvement Program Guidance to reflect additional requirements introduced by M-18-21 and OMB Circular A-123.
 - The Data Governance Working Group is currently in the process of collecting best practices from agencies. Best practices will be provided as reference material in the updated guidance for agencies with less mature data quality processes in place.

Business Standards Working Group Update

- The Real Property Readiness Assessment has been completed, and the working group is currently analyzing submissions. The goal is to share the results by December and no later than January 2021.

Targeting Opportunity Zones (Executive Order 13946)

- One of the main purposes of the FRPC is to present opportunities for the government to better manage real property assets. Analyses have found that there is a material amount of Federal real property located in opportunity zones, some of which may be underutilized.
 - Executive Order 13946 encourages agencies to consider the following:
 - 1 - Can you introduce more people into this property through consolidation?
 - 2 - If consolidation is not an option, consider selling properties to attract private sector investors into the area.
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FEDERAL REAL PROPERTY COUNCIL

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY MEETING AGENDA

Date and Time	January 28 th , 2021	1:00 to 2:30 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing (Link) • Secure Federal LEASEs Act (PPT) • Readiness Assessment Briefing Slide-deck (PPT) • Capital Plan Review Process (DOC) • Capital Plan Review Template (XLSX) 	

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing <i>Objective:</i> Discuss the Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing.	Alex Kurien
1:10 – 1:25 pm	Secure Federal LEASEs Act (PL 116-276) <i>Objective:</i> Provide an update on the requirements of the statute and the implementation plan.	John Thomas
1:25 – 1:50 pm	Business Standards Working Group Update <i>Objective:</i> Share the results of the readiness assessment.	Chris Coneeny
1:50 – 2:05pm	Data Governance Working Group Update <i>Objective 1:</i> Provide a demo of the FRPP Geospatial Validation Tool as part of the action plan to improve location data elements in the FRPP. <i>Objective 2:</i> Discuss the draft outline for the updated 2017 Data Quality Improvement Program Guidance.	Aaron Eisenbarth Adam Pugh
2:05 – 2:15pm	Capital Planning Working Group Update <i>Objective:</i> Provide an update on agencies' capital plan submissions.	Bill Hamele
2:15 – 2:20pm	Metrics Working Group Update <i>Objective:</i> Provide an update.	Eric Haukdal

2:20 – 2:25pm	Biennial Report Working Group Update Objective: Discuss the status of the Biennial Report development.	Marianne Petty
2:25 – 2:30pm	General Updates Objective 1: Remind agencies to notify GSA of SRPO changes. Objective 2: Remind agencies to submit disposal and consolidation opportunities (FASTA).	Alex Kurien Adam Bodner

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time January 28th, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- COVID-19 Safe Federal Workplace Guidance – M-21-15
 - Executive Order on Tackling the Climate Crisis at Home and Abroad
 - Secure Federal LEASEs Act
 - Readiness Assessment Briefing Slide-deck
 - Capital Plan Review Process
 - Capital Plan Review Template

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on April 15th.
 - Agencies experiencing changes in FRPC or FRPC working group staff as a result of the Presidential administration change are asked to notify Cody Dean (cody.dean@gsa.gov).
 - Agencies seeking guidance on meeting the requirements of either the Executive Order on Protecting the Federal Workforce or the Executive Order on Tackling the Climate Crisis can reach out to Alex Kurien (alex.kurien@gsa.gov) more information.
 - Agencies are asked to take a fresh look at their real property portfolios and consider potential consolidation, collocation, and disposal opportunities. Questions and recommendations can be directed to Adam Bodner (adam.bodner@pbrb.gov).
 - The results of the Real Property Readiness Assessment will be published to the D2D website following the January 28th FRPC meeting.
 - The Secure Federal LEASEs Act goes into effect June 30th, 2021.
 - A number of agencies have still not submitted their capital plans under M-20-03. If your agency has not already done so, please send your agency's documentation to CapitalPlan@gsa.gov as soon as possible.

- Summary**
- Agencies were highly cooperative on the Real Property Readiness Assessment, and the results will be used to identify opportunities and challenges for the FRPC to address

Roll Call
• Vincent Carter (DHS)
• Greg Ewing (DHS)
• Mohamad Balhis (DOC)
• Lisle Hannah (DOC)
• Colleen Martin (DoD)
• Marianne Petty (DoD)
• Ron Tickle (DoD)
• Gordon Clark (DOE)
• Eric Haukdal (DOE)
• Adam Pugh (DOE)
• Bill Seifert (DOE)
• Scott Whiteford (DOE)
• Robert Rushing (DOI)
• Marny Cvrkel (DOJ)
• Dean McCauley (DOJ)
• Dan Cornish (DOL)
• Heath Rehkop (DOL)
• Mary Sprague (DOT)
• Jim Hairfield (ED)
• Yvette Jackson (EPA)
• Krystal Brumfield (GSA)
• Chris Coneeny (GSA)
• Aaron Eisenbarth (GSA)
• Julie Hepp (GSA)
• Saul Japson (GSA)
• Alex Kurien (GSA)
• Flavio Perez (GSA)
• Bob Stafford (GSA)
• John Thomas (GSA)
• Garey Rice (HHS)
• Michael Saunders (HHS)
• Mark Smith (NARA)
• Erik Weiser (NASA)
• Calvin Williams (NASA)
• Jennifer Golder (NRC)
• Maren Williams (NSF)
• Victoria Collin (OMB)
• Bill Hamele (OMB)
• Deidre Harrison (OMB)
• Adam Bodner (PBRB)
• Tim Beavers (SSA)
• Marc Mason (SSA)

in the years to come.

- The Data Governance Working Group (DGWG) plans to present an initial draft of the updated guidance to the ESC and FRPC during their March and April meetings.
- The capital plan review process has begun. The timeline for completion is yet to be determined, as some agencies have not submitted.
- The Metrics Working Group (MWG) is currently working on improving the existing Condition Index metric by adding a qualitative scale, and plans to make a proposal to the ESC and FRPC during their March and April meetings.

- Tara Lawson (State)
- Deborah Schneider (State)
- Elizabeth Slaughter (State)
- Jack Jensen (Treasury)
- Mike Thomas (Treasury)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Scott Davis (USDA)
- Nikki Zook (VA)

Topic

General Info

Introduction and General Updates

- One of the major priorities of the new Presidential Administration is getting the Coronavirus under control, and part of that effort is the [Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing](#). Under this Executive Order, coordinated measures are being taken to protect the health and well-being of the federal workforce and individuals they interact with in federal buildings and on federal lands. The FRPC expects to have a role in the development and execution of an implementation plan.
- The [Executive Order on Tackling the Climate Crisis at Home and Abroad](#) also includes significant involvement from the FRPC. Section 204 specifically calls for “aligning the management of Federal procurement and real property, public lands and waters, and financial programs to support robust climate action.”
- **Federal Assets Sale and Transfer Act (FASTA) Update –**
 - The Public Buildings Reform Board (PBRB) has been working with agencies to find consolidation, collocation, and disposal opportunities that agencies may have difficulty executing without the assistance of the PBRB and its authorities under FASTA; however, the PBRB is looking for more recommendations and requests that agencies take a fresh look at potential opportunities.
 - The first round of PBRB recommendations has a seven year time horizon, so agencies will have a full six years to complete projects. In some cases, extenuating circumstances can extend that.
 - The PBRB expects continued interest from the Capitol Hill, particularly after the increased telework capabilities that have come about due to the Coronavirus.
 - The PBRB is prepared to take a lead role in opportunities, and can provide support in terms of due diligence and cost analyses.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, February 9th, Virtual

Biennial Report Working Group, February 10th, Virtual

Metrics Working Group, February 17th, Virtual

FRPC ESC, March 25th, Virtual

FRPC, April 15th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Secure Federal LEASEs Act

- [The Secure Federal LEASEs Act](#) was introduced in response to Government Accountability Office (GAO) criticisms related to the risks involved with occupying space leased by foreign entities.
 - The policy instructs agencies with independent statutory leasing authority, before entering into lease agreements, to identify the highest level owner of leased space and disclose whether that owner is a foreign person or entity, including the country associated with ownership. This includes financing entities as well.
 - If the owning/financing entity is foreign, the Federal lessee must notify the Federal tenant and work together to address/mitigate security risks prior to award of the lease.
 - The policy tasks GSA, in coordination with the Office of Management and Budget (OMB), with developing a government-wide plan for agencies to use to identify immediate, highest level, and beneficial owners.
 - The policy applies to agencies with a security level of 3, 4, or 5 that have independent leasing authority, when entering into an agreement for high security space.
 - The Department of Defense (DoD) and intelligence agencies are exempt.
 - Identifying ownership will involve collecting a significant amount of personally identifiable information – a means of collecting, storing, and securing this information still needs to be determined.
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Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has been working through the Federal Integrated Business Framework (FIBF) process over the past couple of years in order to standardize processes and share solutions.
 - Areas that completed this process before real property include grants, financial management, travel, and human capital.
 - The BSWG recently reached a major milestone by completing a Readiness Assessment, which gauges how common various processes are across all agencies. The Readiness Assessment also helps agencies understand the big picture of their own internal processes, gives a baseline for IT footprint, and identifies policies and laws that either help or hinder efficient real property management.
 - A summary of the results of the Readiness Assessment will be published via the D2D website.
 - Results from the Readiness Assessment show that the two real property areas with the lowest level of standardization across the government are disposal and asset operation.
 - This is not surprising as many agencies do not directly own or lease their space.
 - The Readiness Assessment also asks about the tools and systems that agencies use to support real property management. Results showed that a large number of agencies are planning to modernize/sunset systems in 2021.
 - 40-45% of agencies' systems are over five years old.
 - The most commonly used system among agencies is Archibus. Other commonly used systems include Oracle, Microsoft SharePoint, IBM Tririga, and IBM Maximo.
 - The primary policy impediments of standardization/consolidation are issues with appropriation/authorization language and Federal-wide regulations and policies. Having revealed these, the Readiness Assessment will be helpful for proposing legislative reforms.
 - One important factor moving forward with standardizing processes and sharing solutions will be to increase use and compliance of standard data definitions, as agencies are currently using them inconsistently.
 - Out of the 900 capabilities included in the Readiness Assessment, there was only 1 capability reported as missing. This indicates that the BSWG was thorough and reliable in their initial assessment.
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Data Governance Working Group Update

- Geospatial Validation Tool –
 - One of the primary concerns addressed in Government Accountability Office (GAO) audit 20-135 was the quality of geospatial location data in the Federal Real Property Profile (FRPP). GSA previously developed an action plan for addressing audit 20-135 recommendations, and more recently committed to segmenting high priority segments of the inventory for a phase 1 data quality improvement effort. As a means of advancing that effort, GSA developed a Geospatial Validation Tool to help agencies target geospatial anomalies and double check the data they are submitted to the FRPP.
 - The Geospatial Validation Tool is housed on the same webpage as the Real Property Management Tool, as they share the same permissions.
 - Users can only view their own agency's data.
 - The Geospatial Validation Tool runs nightly during the FRPP submission period, and displays anomalies the day following submission to help agencies quickly resolve errors.
 - The Geospatial Validation Tool helps agencies identify and solve anomalies in their reported geospatial location data across four tabs:
 - Tab 1 – Maps the lat + long coordinates that agencies submitted, and is useful for finding cases where submitted lat + long don't match submitted city/state/county information.
 - Tab 2 – Shows the quality of the addresses that agencies submitted. Tab 2 takes the address information that agencies submitted to the FRPP, geocodes the location, and generates lat + long coordinates. Tab 2 then rates the quality of the generated lat + long coordinates.
 - Tab 3 – Tab 3 only works for agencies that elect to submit both street address and lat + long coordinates, showing the distance between the lat + long coordinates submitted by the agency and the lat + long coordinates generated based off of the provided address information. This will be helpful for identifying anomalies by making it clear how far the asset is from where the agency had reported. In some cases generated lat + long coordinates can be thousands of miles off from the submitted lat + long coordinates, which indicates a clear anomaly.
 - Tab 4 – Tab 4 shows instances where geographic elements do not match. The Geospatial Validation Tool produces State and County information when geocoding assets, and this tab will flag instances where generated State and County information do not match the reported State and County information.
- Updated Data Quality Improvement Program Guidance –
 - The DGWG is currently working on updating GSA's 2017 Data Quality Improvement Program Guidance to incorporate requirements that have been introduced over the past couple of years, such as M-18-16 and M-18-21. The updated guidance will include a best practices type section that agencies can reference in the creation/improvement of their own programs. The level of maturity of agencies' current programs is diverse, and the best practices are intended to help agencies develop and improve their programs regardless of maturity.
 - The DGWG plans to present an initial draft of the updated guidance to the ESC and FRPC during their March and April meetings.
 - The updated guidance is broken into 3 parts:
 - 1 – General data governance practices that support data quality improvement. This can include defined roles, responsibilities, authorities, and guidance, as well as improvement plans and corrective action plans.

- 2 – Data verification (steps taken to ensure quality during the data entry stage). This can include having a centralized real property inventory system, internal means of mapping data and definitions, requiring source documentation.
 - 3 – Data validation (steps taken to test data after it has been submitted). This can include establishing goals/metrics, anomaly reports, random sampling of inventory systems and quality assurance visits.
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Capital Planning Working Group Update

- Most agencies have submitted their plans under M-20-03, but the review group is still waiting for 8 agency submissions.
 - The Capital Planning Working Group (CPWG) will be reviewing submissions in teams, and the plan is to have the reviews begin concurrently. Agencies are asked to please submit their plans in a timely manner so the review process can begin.
 - Reviews will focus on making sure agencies' submissions are compliant with the Capital Programming Guide, the Capital Planning Policy (M-20-03), and the National Strategy Addendum (M-20-10).
 - The reviews are meant to provide agencies with feedback that can help them improve their capital planning processes; the intent is not to reprimand agencies or give them a pass/fail grade.
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Metrics Working Group Update

- The first metric that the MWG has focused on improving is the FRPP Condition Index metric. Currently the FRPP automatically calculates Condition Index by dividing repair needs by replacement value, producing a number on a 1-100 scale. MWG is not looking to change that part of the process, but is looking to add a qualitative scale to the Condition Index number that gives it context and frames it in understandable terms.
 - Different options are currently being considered for adding a qualitative scale, and the MWG is hoping to have a recommended option in time for the March-April FRPC and ESC meetings.
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Biennial Report Working Group Update

- The Biennial Report Working Group (BRWG) is currently developing an outline for M-20-10's Biennial Report.
 - So far the Biennial Report is planned to include information on:
 - Various FRPC initiatives that other working groups are working on (e.g., data quality improvement, capital planning, performance metrics, business standards, etc.).
 - Existing planning documents, memorandums, and FRPC strategic goals.
 - The Biennial Report is not meant to take the place of these other documents, and will not go over them extensively, but will assess them at a high level.
 - Challenges impeding efficient real property management, including legislative barriers.
 - The state of the government-wide inventory of property.
 - Critical portfolio management functions.
 - The next step in development is to assign BRWG member agencies sections of the outline to write up.
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FEDERAL REAL PROPERTY COUNCIL

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

MEETING AGENDA

Date and Time	April 15 th , 2021	1:00 to 2:30 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • FRPC Strategy Update • Workplace 2030 – FRPC Executive Overview • FRPC_ESC – GSA Occupancy Focus • Agency Level FRPP Data Quality Improvement Program Guidance • Data Gov WG Brief to ESC on V&V Guidance • M-18-21 • FY2021 Data Dictionary Change Recommendations • Draft Biennial Report Outline 	

Time	Topic	Presenter(s)
1:00 – 1:20 pm	FRPC Strategic Discussion <i>Objective:</i> Discuss FRPC priorities in light of the Administration’s four priorities: <ul style="list-style-type: none"> • COVID response • Economic recovery and jobs • Climate change • Racial equity 	Alex Kurien Victoria Collin
1:20 – 1:45pm	Workplace 2030 – The Future of Federal Work <i>Objective:</i> Present on the future of the federal workplace and rethinking agency portfolio planning.	Allison Azevedo Kevin Kampschroer Brian Gilligan
1:45 – 2:05pm	Space Utilization <i>Objective:</i> Discuss space utilization and how utilization data can be used to support the Administration’s priorities and the future federal workplace.	Stuart Burns Maria Torres
2:05 – 2:20pm	Data Governance Working Group Update <i>Objective 1:</i> Review the working group’s progress on the update to the 2017 Data Quality Improvement Program Guidance. <i>Objective 2:</i> Review proposed changes to FY 2021 FRPP reporting requirements.	Adam Pugh Chris Coneeney

2:20 – 2:25pm	Metrics Working Group Update Objective: Discuss tracking the performance.gov performance metrics at the bureau level.	Bill Hamele
2:25 – 2:30pm	General Updates Objective 1: Capital Planning update. Objective 2: Financial Transparency/BOC update Objective 3: Biennial Report update	Alex Kurien Bill Hamele Marianne Petty

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time April 15th, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- FRPC Strategy Update
 - Workplace 2030 – FRPC Executive Overview
 - FRPC_ESC – GSA Occupancy Focus
 - Agency Level FRPP Data Quality Improvement Program Guidance
 - Data Gov WG Brief to ESC on V&V Guidance
 - FY2021 Data Dictionary Change Recommendations
 - Draft Biennial Report Outline

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on July 15th.
 - Agencies are asked to think about tools, best practices, or priorities that would be helpful for aligning Real Property to the Administration’s four priorities. Please submit suggestions to Alex Kurien (alex.kurien@gsa.gov).
 - Agencies interested in learning more about Workplace 2030 and the services they can provide are encouraged to reach out to your National Account Lead, who can be found at (<https://www.gsa.gov/about-us/organization/public-buildings-service/office-of-portfolio-mgmt-customer-engagement/office-of-customer-engagement/account-management-program/national-accounts-teams>).
 - Agencies interested in learning more about technologies for tracking occupancy and space utilization or that need assistance planning for the post-COVID space environment are encouraged to reach out to Stuart Burns (stuart.burns@gsa.gov).
 - FRPC members are asked to review the following and submit questions and feedback to the listed points of contact:
 - Agency Level FRPP Data Quality Improvement Program Guidance (attached) – Submit to Adam Pugh (b) (6) @hq.doe.gov) and Chris Coneeney by COB April 29th.
 - FY2021 Data Dictionary Change Recommendations (attached) - Submit to Adam Pugh and Chris Coneeney by COB April 29th.

Roll Call
• Vincent Carter (DHS)
• Tom Chaleki (DHS)
• Greg Ewing (DHS)
• Mohamad Balhis (DOC)
• Lisle Hannah (DOC)
• Colleen Martin (DoD)
• Marianne Petty (DoD)
• Ron Tickle (DoD)
• Gordon Clark (DOE)
• Eric Haukdal (DOE)
• Adam Pugh (DOE)
• Bill Seifert (DOE)
• Scott Whiteford (DOE)
• Craig Lasser (DOI)
• Marny Cvrkel (DOJ)
• Kimberly Herman (DOJ)
• Dean McCauley (DOJ)
• Scott Snell (DOJ)
• Heath Rehkop (DOL)
• Julia Tritz (DOL)
• Jim Hairfield (ED)
• Yvette Jackson (EPA)
• Allison Azevedo (GSA)
• Stuart Burns (GSA)
• Chris Coneeney (GSA)
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• Alex Kurien (GSA)
• Garey Rice (HHS)
• Michael Saunders (HHS)
• Mark Smith (NARA)
• Erik Weiser (NASA)
• Calvin Williams (NASA)
• Jennifer Golder (NRC)
• Brian Mohler (NRC)
• Maren Williams (NSF)
• Victoria Collin (OMB)
• Bill Hamele (OMB)
• Deidre Harrison (OMB)

- Draft Biennial Report outline (attached) – Submit to Marianne Petty (b) (6) [REDACTED]@mail.mil by COB April 29th.

- Adam Bodner (PBRB)
- Tim Beavers (SSA)
- Paul Crigler (State)
- Tara Lawson (State)
- Beth Slaughter (State)
- Kent Stiegler (State)
- Polly Dietz (Treasury)
- Tony Bennett (USAID)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Sherrene Dugar (VA)
- Chris Finley (VA)

Summary

- The FRPC is committed to aligning its priorities with the four core priorities of the new Administration (Climate Change, Racial Equity, Economic Recovery, and COVID-19). The FRPC’s existing strategy largely pursues these priorities, but agencies should be actively incorporating these priorities into their strategic decisions.
- As the long-term Real Property strategy is developed, agencies have voiced interest in a short-term leasing policy that best positions them to more quickly adopt changes resulting from the updated strategy.
- The government has been pursuing space reduction for years, and the low utilization rates prompted by COVID-19 have created amplified interest. As the new post-COVID Real Property norm settles, the space utilization metric by which agencies are evaluated may need to be rethought as well.
- Starting in FY22, as part of the updated Data Quality Improvement Program Guidance, agencies will be required to describe their internal data quality improvement programs and deliver documentation to the Data Governance Working Group (DGWG) for review.
 - Some agencies have voiced concern at the two-year submission cycle proposed in the updated guidance and request that the deliverable be due on a three-year cycle to align with the 3rd party review requirement of M-18-21.

Topic	General Info
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FRPC Strategic Discussion

- The intent of this discussion is to get high agency participation and collaboration on the future of Federal Real Property and how Real Property can best be used to support agencies’ missions, while also supporting the Administration’s core priorities. The four core priorities of the new Administration are:
 - Climate Change
 - Racial Equity
 - Economic Recovery
 - COVID-19
- The FRPC’s existing strategy largely supports the Administration’s priorities, emphasizing footprint reduction, sustainability, opportunity zones, responsible financial stewardship, and telework flexibility. However, moving forward the FRPC’s Real Property strategy should specifically focus on maximizing support for the core priorities above.
- Planning for the post-COVID environment will require FRPC coordination with a variety of executive councils, including but not limited to the Chief

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Content>Search in>(Select Desired FRPC Group)

Human Capital Officers Council (CHCOC), the Chief Information Officer's Council (CIOC), and the Chief Financial Officers Council (CFOC).

- The President's Management Council (PMC) was recently charged with developing the vision for the post-COVID workforce. As part of that effort, the PMC has asked executive councils, including the FRPC, to identify near, medium, and long-term issues that would be helpful for senior decision makers as they develop a plan.
- Agencies have been developing their own internal plans for the post-COVID environment, and government-wide decision makers are eager to understand the best practices and unique concerns agencies are running into.
- Open Discussion:
 - **Department of Homeland Security (DHS):** DHS' resilience strategy focuses on where property needs to be, with an emphasis on consolidation and collocation (both intra and inter-agency) for the next 10-15 years. DHS' mission effectiveness relies heavily on facility location. Aside from footprint reduction, other DHS efforts that support the Administration's climate change priority include a move toward electric vehicles and increased adoption of solar panels.
 - **Department of State (State) – Domestic:** State has been conducting a space optimization study to determine how their bureaus have been impacted by COVID-19 and how telework is being used. State has not historically been very supportive of telework, but COVID-19 has changed that. After State completes its space optimization study it will work on changes to its business model and space design needs. They are also developing a system that tracks occupancy data.
 - **State Response #2:** State is considering decentralizing the headquarters functions of bureaus that incorporate a large portion of remote work. This would allow them to place hubs in opportunity zones across the U.S., rather than focusing on property in the District of Columbia (D.C.) area. They expect that this would be a long-term effort. Factors making it difficult to quickly implement space reduction initiatives include commitments to existing lease agreements and the high funding it would require to implement changes.
 - **State – Overseas:** State has an overseas program called Embassy After Next, which is studying overseas construction plans, building resilience, and overseas programs. State places a high priority on the resilience of overseas facilities, expecting their facilities to function and support diplomats for 50-year periods. Overseas, State has not significantly changed space planning due to COVID-19; State is waiting for direction on what the new normal should be before making those decisions.
 - **Department of Interior (DOI):** DOI is also hesitant to make significant changes or investments before more data is available and government-wide guidance has been issued. DOI noted that the eventual government-wide strategy will need to accommodate unique bureau operations. DOI also cautions against abandoning

Upcoming Meetings:

Metrics Working Group, April 28th, Virtual

FRPC ESC, June 24th, Virtual

FRPC, July 15th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

the FRPC's existing initiatives and priorities. It is important that agencies think about how they can support the new Administration's priorities, but existing priorities (e.g., capital planning, data quality, business standards) should be concluded before the FRPC starts major new initiatives.

- **Social Security Administration (SSA):** SSA is among the agencies that interact heavily with the public, so they have unique needs for space and technology. SSA is exploring ways to serve the public in a telework environment, and how that will impact their space needs. SSA is confident that they could make large portfolio reductions while still optimally supporting their mission. Like State, SSA was not very supportive of telework, but COVID-19 taught agencies the benefits of remote work.
 - **SSA Response #2:** One of the big challenges that agencies face is a lack of short-term guidance. SSA has leases expiring every day, and as new leases are negotiated SSA is not sure what requirements should be in place. Signing leases for 15-year periods during discussions on major changes to Federal Real Property strategy will make it difficult for agencies to adopt the new strategy. There should be a short-term leasing policy that will serve as the foundation for upcoming changes.
- **Environmental Protection Agency (EPA):** EPA supports SSA's proposal for a short-term leasing policy change. EPA has been trying to enter short-term lease extensions where possible to allow them to identify opportunities to consolidate and collocate, but there should be guidance and assistance that steers the government-wide portfolio in the right direction.
- **National Aeronautics and Space Administration (NASA):** NASA is taking an enterprise approach to facility management. They have their own Workforce of the Future study underway to get a better idea of their future space needs, how space should be funded, and what condition space should be in.
- **Department of Commerce (DOC):** DOC is making dramatic reductions to their headquarters space and anticipates making large reductions to their overall inventory over the next 5-7 years. For many agencies the process of changing will be slow, as it will take time to collect data and fully understand the best ways to implement changes for the post-COVID work environment.
- **Public Buildings Reform Board (PBRB):** The PBRB is interested in conducting a study of metropolitan areas to determine where facilities can be placed to best support the Administration's priorities, and what sort of dollar savings agencies would see from space reduction through expanded telework policies.

Workplace 2030 – The Future of Federal Work

- GSA has been actively partnering with agencies to study utilization, telework, and the impact of COVID-19 in anticipation of workforce changes brought about by COVID-19. While agencies have done an excellent job quickly adapting to a heavy telework posture, there are additional changes that need to be made to ensure that employees can optimally support agencies.

- Workplace 2030 Guiding Principles – created by 100 experts from 18 different agencies.
 - Work can be done anywhere, anytime. Telework will play an increasingly important role in the workplace.
 - Technology will be the force that brings work together. Many federal employees are no longer tethered to a building for work.
 - Real estate will still have a role in the workplace to maintain and enhance human connection.
- Key Findings on the Future of the Federal Workplace:
 - Remote work is trusted work. The heavy telework posture during COVID-19 has proven that employees can produce high quality results in a telework environment.
 - Employees still want an office. There needs to be space available that allows employees to collaborate, spark creativity and come together. There are also some tasks/positions that are not suitable for telework.
 - Agencies are willing to share space. Collocation has been an attractive option since well before COVID-19, and agencies are interested in reducing costs by sharing spaces.
 - Remote work helps recruit and retain top talent. Telework allows the recruitment of top talent regardless of location and will promote retention of employees who need/want to move to other locations.
 - Telework options are seen as an attractive employee benefit. Over 90% of GSA employees want more telework, and a full 40% want to work from home full time.
 - There are challenges need to be overcome. Best practices, training, and improved systems need to be a part of the future of the federal workplace.
- The different missions and priorities of each agency will result in different telework policies depending on agency and position. Support services will need to be tailored, and GSA will need to assist agencies to promote success.
- GSA has identified and begun developing services to support agencies' needs:
 - GSA Flex Hub – Real estate workspaces for all federal employees to use, regardless of location or agency. Involves a pay as you go system to reduce costs.
 - Home-Office-in-a-Box – Furniture, technology, and support services to help make employees working from home as productive as in-office employees.
 - Work Support App: Offer an app that helps locate other employees, places, and support services.
- **Housing and Urban Development Question:** Some agencies, such as the Department of Veterans Affairs (VA) are testing pilot programs through companies that offer temporary work facilities similar to the GSA Flex Hub described above. One example is We Work. They even offer secure facilities for more sensitive government needs. Has GSA engaged with any of these companies?
 - **GSA Response:** GSA is not familiar with the specific We Work for government initiative, but will explore it as part of the review of existing options for co-working.

Space Utilization

- Studying, tracking, and strategizing space utilization touches on all four of the administration's core priorities, and as a post-COVID Real Property strategy is developed space utilization data will be essential as agencies re-define their footprint and change their space design planning.
- Pre-COVID utilization was already a priority, as occupancy rates were below desired levels. Only 60-75% of building occupants were reporting to the office on average. COVID-19 caused occupancy rates to dramatically fall below 15%.
 - The pre-COVID 60-75% occupancy rate translates to employees getting 350 sq ft per person, resulting in an annual cost of \$15,000 to house each employee. The 15%

occupancy rate brought about by COVID-19 throughout most of 2020 translates to employees getting 1,050 sq ft per person, resulting in an annual cost of \$55,000 to house each employee.

- Occupancy rates are currently settled at around 30%.
 - The Private sector similarly experienced large reductions in utilization, and has found that utilization rates are likely permanently down as employees push for more telework.
 - Creating a dynamic work environment that uses expanded telework options in the post-COVID environment will allow for a smaller real property footprint, increasing utilization and driving real estate costs down significantly.
 - In preparation for the Workplace of 2030, the expanded use of telework, and a reduction in real estate space, GSA Public Buildings Service (PBS) has been partnering with agencies to research different utilization tracking technologies, such as badging, heat sensors, cellular location data, Wi-Fi network data, and self-reported data.
 - Many of the technologies GSA has been testing use anonymized data.
 - In the course of researching, other uses for utilization data aside from planning space needs have been found, such as maximizing energy efficiency, preparing for social distancing needs, and maintenance.
 - Through badging data, GSA was able to combine a regional office with their headquarters building, resulting in a 350K sq ft space reduction.
 - **DHS Comment:** For DHS, pre-COVID utilization was hovering around 50%. DHS recently finished developing a consolidation strategy and is working to consolidate bureaus and change their space planning requirements. DHS has determined that they can afford to eliminate the space for nearly all of their commercially leased space in the Capital Region and is looking to adopt their consolidation strategy nationwide. DHS estimates that they will be able to shrink their office space portfolio by 30% nationwide.
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Data Governance Working Group Update

- Objective 1:
 - In 2017, GSA issued Agency-Level Federal Real Property Profile Data Quality Improvement Program guidance to help agencies improve their data quality, and ultimately improve the quality of data in the FRPP. Since issuing this guidance, additional OMB policies have been issued that affect the requirements for agencies' internal data quality improvement programs. The FRPC's DGWG has been working to release an update to GSA's 2017 guidance that incorporates relevant changes, primarily from M-18-21. This updated guidance requires agencies to submit a deliverable every two years that documents their internal processes for ensuring and improving data quality.
 - **State Feedback:** State requests that the due date for the deliverable be shifted from Q1 of FY22 to Q2 of FY22. Agencies tend to have a lot of competing deliverables due in the Q1 timeframe of each year. State also requests that subsequent submissions of the deliverable be due on a three-year cycle to align with the timeline for the 3rd party review required under M-18-21, rather than the two-year cycle proposed in the guidance.
 - **Department of Defense (DoD) and VA Feedback:** DoD and VA concur with the proposed three-year cycle, as it would give agencies more time to implement necessary changes between submissions. Two years is not enough time to identify and address gaps in data quality.
 - Objective 2:
-

- The DGWG is seeking input on the “Potential FY 2022 or Beyond Changes to Data Dictionary” section of the attached *FY2021 Data Dictionary Change Recommendations* document. There are three items raised here:
 - 1 – New Sustainability Data Elements: CEQ had previously requested new data elements to meet requirements of executive order 13814, but is developing a revised request in light of the Presidential Administration change.
 - 2 – Geographic Data Elements: The Federal Geographic Data Committee (FGDC) is developing a proposal for changes to FRPP location reporting requirements that would comply with FGDC and Geospatial Data Act standards.
 - 3 – Changing the Publication Date for the FRPP Data Dictionary: A proposal was put forth in the DGWG to change the publication date of the FRPP reporting requirements contained in the data dictionary to allow agencies more time to incorporate the changes within the various internal IT systems which feed into FRPP. The working group will discuss this further to bring a concrete proposal to the ESC at a future meeting.
-

General Updates

- Capital Planning:
 - A number of agencies’ capital plan submissions do not fully meet the requirements of M-20-03, which requires three items:
 - 1 – A capital plan submission
 - 2 – A narrative document describing the agency’s capital planning process
 - 3 – A list of first year projects
 - Some agencies either did not provide a narrative document or a first-year projects list. For future submissions, the FRPC will make it clear that all documentation must be submitted to be in compliance with M-20-03.
 - Biennial Report:
 - The Biennial Report Working Group expects to have an initial draft completed in the Fall 2021 timeframe, with the first full report ready for release in early-mid 2022.
-

FEDERAL REAL PROPERTY COUNCIL

MEETING AGENDA

Date and Time	July 15 th , 2021	1:00 pm to 3:00 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> ● Condition Index Rating Scale Option Slides v2 ● Updated Data Quality Improvement Program Guidance v6.4 ● Secure Federal Leases Act Interim Rule ● OMB Policy Memo M-21-25 	

Time	Topic	Presenter(s)
1:00 – 1:45pm	<p>Future of Federal Workplace</p> <p><i>Objective 1:</i> Update from the PMC Working Group on Reentry and the Future of Federal Work.</p> <p><i>Objective 2:</i> Review the Mission Support Customer Satisfaction Survey.</p> <p><i>Objective 3:</i> Discuss OMB policy memo.</p>	<p>Tom Chaleki</p> <p>Trey Bradley</p> <p>Andrew Heller</p>
1:45 – 2:00pm	<p>Condition Index Metric</p> <p><i>Objective:</i> Present options for updates to the condition index metric.</p>	<p>Eric Haukdal</p> <p>Bill Hamele</p>
2:00 – 2:15pm	<p>Data Quality Improvement Program Guidance</p> <p><i>Objective:</i> Solicit feedback on the updated Data Quality Improvement Program Guidance.</p>	<p>Adam Pugh</p>
2:15 - 2:25pm	<p>Controlled Unclassified Information Procedures</p> <p><i>Objective:</i> Make members aware of a need for aligning Federal Real Property Profile data management with Controlled Unclassified Information protocols.</p>	<p>Chris Coneeney</p>
2:25 – 2:40pm	<p>Capital Planning Results</p> <p><i>Objective 1:</i> Discuss the results of first-year agency-wide capital planning.</p> <p><i>Objective 2:</i> Propose aligning the capital plan submission cycle to annual budget submissions.</p>	<p>Bill Hamele</p>
2:40 - 2:55pm	<p>Secure Federal Leases Act</p> <p><i>Objective:</i> Answer questions regarding how GSA is informing agencies about their specific requirements to collect information from offerors.</p>	<p>Chris Coneeney</p> <p>John Thomas</p>

2:55 – 3:00pm

General Updates

Objective: Provide updates.

Alex Kurien

Chris Coneeney

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time July 15th, 2021 1:00 pm to 3:00 pm

Location Virtual

- Attachments**
- FRPC Update
 - FRPC Secure Federal Leases Act Powerpoint
 - Secure Federal Leases Act
 - Agency Level FRPP Data Quality Improvement Program
 - Condition Index Rating Scale
 - RPM Business Use Cases
 - OMB Memo M-21-25
 - Data Gov WG Brief to ESC on V&V Guidance
 - Fairness For Breastfeeding Mothers Act of 2019

Action Items

- The next Federal Real Property Council (FRPC) meeting will be held on October 21st.
- FRPC members were made aware that AJ Blaine (allen.blaine@gsa.gov) has taken over administrative duties from Cody Dean.
- The Metrics Working Group is looking to meet again to discuss the recommendation from the Executive Steering Committee (ESC) about which Condition Index Rating Scale is best.

Summary

- The FRPC Full Council was presented to by various working groups to update the council on their different tasks/missions. The Metrics and Data Governance working groups informed the FRPC that they were awaiting feedback from the ESC and will update the Full Council with more information as it comes. FRPC members also saw presentations about the Secure Federal Leases Act, Real Property Management (RPM) Business Use Cases, Controlled Unclassified Information (CUI) Procedures, as well as the results of this year's capital plan review process.

Roll Call
● Tom Chaleki (DHS)
● Greg Ewing (DHS)
● Mohamad Balhis (DOC)
● Lisle Hannah (DOC)
● Colleen Martin (DoD)
● Marianne Petty (DoD)
● Adam Pugh (DOE)
● Eric Haukdal (DOE)
● Scott Whiteford (DOE)
● Gordon Clark (DOE)
● Bill Seifert (DOE)
● Robert Rushing (DOI)
● Marny Cvrkel (DOJ)
● Dean McCauley (DOJ)
● Heath Rehkop (DOL)
● Julia Tritz (DOL)
● Mary Sprague (DOT)
● Keith Washington (DOT)
● Mark Hochberg (ED)
● James Hairfield (ED)
● Donna Vizian (EPA)
● Chris Coneeney (GSA)
● Leah Fant (GSA)
● Alex Kurien (GSA)
● Trey Bradley (GSA)
● Krystal Brumfield (GSA)
● Flavio Peres (GSA)
● Richard Barnett (GSA)
● Stuart Burns (GSA)
● Kevin Kampschroer (GSA)
● Mike Saunders (HHS)
● Bill Hamele (OMB)
● Victoria Collin (OMB)
● Deidre Ciliiento (OMB)
● Nancy Corsiglia (HUD)
● Mark Smith (NARA)
● Erik Weiser (NASA)
● Kristy Hopewell (NASA)
● James Corbett (NRC)
● Brian Mohler (NRC)
● Victor Power (NSF)
● Everette Hillard (OPM)
● Brenda Woodley (SBA)
● Tim Beavers (SSA)
● Beth Slaughter (State)
● Michael Thomas (Treasury)
● Claire Ehmann (USAID)
● Tony Bennett (USAID)
● Heather Bomans (USAID)
● Brenda Woodley (USDA)
● Scott Davis (USDA)
● Anne Anderson (USDA)
● Nikkie Zook (VA)

Topic

General Info

Future of Federal Workplace

- The PMC Working Group discussed the reentry and future of the federal workforce. They have collected data from federal employees about how they worked before COVID-19, during COVID-19, and how they wish to work in post-COVID-19 era.
 - The data collected look at each federal agency and what trends showed up in the data as it pertained to federal work and COVID-19. Mainly, how much of that agency was working in person before COVID-19? How much of the agency had to transfer to a fully remote or hybrid model of work during COVID-19? As well as, How much of the agency wishes to stay fully remote or go to a hybrid model moving forward?
 - Moving forward, most agencies are likely to find the perfect model of hybrid work that best suits their mission and workforce opinions.
- Presenter's contact information:
 - Tom Chaleki (b) (6), (b) (7)(C) [@hq.dhs.gov](mailto:tom.chaleki@hq.dhs.gov)
 - Trey Bradley (trey.bradley@gsa.gov)

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frbg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

FRPC, October 21st,
Virtual

FRPC ESC,
September 30th,
Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Condition Index Metric

- The Condition Index Metric has been a major interagency effort. The Metrics Working Group couldn't come to a consensus on which Condition Index (CI) Rating Scale would be the best to use, so they asked the ESC members to provide them feedback on what they thought would be the best rating scale to use. The working group is meeting again to discuss the feedback.
 - The first CI Rating Scale (Option A) uses adjectives like good, fair, poor, etc to describe an asset's condition. The rating scale is based on the International Facility Management Association (IFMA) rating scale.
 - The short fall of this rating scale is that it doesn't provide adequate insight into the potential severity level of repairs needed. (i.e. treats all deficiencies as the same
 - The second CI Rating Scale (Option B) uses adjectives like excellent, fair, good, etc. However, there's different rating scales for different asset types (office, hospital, warehouse, etc.).
 - One short fall is that this rating scale can't cover all asset types (about 50 in FRPP).
 - Asset groups leave out agencies with less common asset types.
 - The third CI Rating Scale (Option C) conveys a sense of the scope of investment or corrective action needed such as: minor repairs needed, major repairs needed, critical repairs needed. It also uses the same scale for all asset types.
 - Some short falls are that this scale can be misleading, e.g.: a lot of minor repairs could register as "major repairs needed".
- Presenter's contact information:
 - Eric Haukdal (b) (6) [@hq.doe.gov](mailto:eric.haukdal@hq.doe.gov)
 - Bill Hamele (b) (6)

Data Quality Improvement Program Guidance

- The Data Governance Working Group provided information on the Updated Data Quality Improvement Program Guidance. The update's purpose is to improve the accuracy and quality of real property data that is used for agency level decision making and to ensure data elements reported to the FRPP accurately describe the physical characteristics of the asset and that inconsistencies are addressed.
 - The working group couldn't come to a consensus on when deliverable reporting should be. Some members were in favor of a 3 year reporting cycle to align with the independent audit required under M-18-21. Others were in favor of a 2 year reporting cycle with the option to submit a letter describing the agency's progress.
 - Due to this, the ESC was asked to vote on what deliverable cycle they were in favor of and report back to the Data Governance Working Group. **Please see the attached Guidance that was updated to reflect the ESC members vote to change the reporting cycle to 3 years.**
- Presenter's contact information:
 - Adam Pugh ((b) (6) ██████████) [@hq.doe.gov](mailto:adam.pugh@hq.doe.gov)

Controlled Unclassified Information (CUI) Procedures

- The GSA informed the ESC that an agency's data in the FRPP was CUI. This started the conversation about how to standardize the process of handling and sharing CUI data. The national archives sent out the procedures on how each agency needs to handle CUI data. The Data Governance Working Group has met and will continue to meet on how to move forward with dealing with CUI data in the FRPP system.
- Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)

Capital Planning Results

- The Capital Plan Working Group discussed the results of its first year agency-wide capital planning. Overall the agency-wide capital plan was a success, but certain practices were noted as needing to be improved upon for next time.
 - The review was conducted in teams of 3 to review 3 or more capital plans. The capital plan review and comment process had strong support because it really helped strengthen the plans.
 - The improvements that can be made to the process next year include; keeping the same 3 people together when reviewing capital plans (the groups of 3 kept changing this year), as well as making it clear to agencies what they need to submit as part of their capital plan.
- Presenter's Contact Information:
 - Bill Hamele (b) (6)

Secure Federal Leases Act

- The Secure Federal Leases Act was newly signed into law on December 31st, 2020. It will be enacted on June 30th, 2021. GSA has been working with OMB to develop specific implementation guidance that should be implemented by June 30th. The statute requires that GSA works with OMB to develop a governmentwide plan to collect beneficial ownership information by Dec. 31, 2021.
 - GSA will be providing a 1 hour webinar about implementation of this act and give agencies the chance to ask questions.
 - This act is applicable to all agencies with leasing authority except DoD.
- Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)

General Updates

- Real Property Management (RPM) Business Use Cases:
 - The Business Standards Working Group has finished their use cases and submitted them for the Business Standard Council review and feedback, which is due on Wednesday, June 30th.
 - The use cases are designed to:
 - Improve workflow efficiency and consistency across Federal organizations.
 - Enable workforce development and mobility across Federal organizations.
 - Assess business process/information and service/solution impacts due to changes in legislations, regulation, guidance, and procedures.
 - Evaluate potential service/solution offerings during acquisition and implementation.
 - The level one use cases describe the most common scenarios and details the order of what happens during the use case and the interaction with other Federal program areas.
 - The use case will be shared with the Federal Real Property Council after the July briefing to allow members to provide any feedback before being submitted to OMB for final approval.
 - Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)
- Fairness For Breastfeeding Mothers Act of 2019:
 - On July 25, 2019, the Fairness For Breastfeeding Mothers Act of 2019 (P.L. 116-30, 133 Stat. 1032) was enacted into law. It requires the availability of a lactation room in covered public buildings for use by members of the public to express breast milk.
 - GSA is sharing this reminder in order for those departments and agencies, subject to the law, to assess which public buildings are subject to the requirements of P.L. 116-30.
 - P.L. 116-30 applies to the head of a Federal agency, the Architect of the Capitol, or other official authority responsible for the operation of a public building. A covered public building is defined by the law as a public building (as defined in 40 U.S.C § 3301) that is open to the public and contains a public restroom, and includes a building listed in section 40 U.S.C § 6301 or 40 U.S.C § 5101.

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING AGENDA

Date and Time October 21st, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments:**
- Real Property Reentry Powerpoint
 - Condition Index Rating Scale Recommendation
 - Solutions for Federal Coworking
 - Flexible Coworking Service Info Sheet
 - GSA FlexHub Info Sheet

Time	Topic	Presenter(s)
1:00 – 1:45pm	<p>Reentry Into Facilities/Related Guidance <i>Objective 1:</i> Present updated slide deck to members regarding reentry of the workforce and necessary requirements <i>Objective 2:</i> Discuss agency reentry plans</p>	<p>Trae Watkins Deidre Harrison</p>
1:45 - 2:10pm	<p>GSA Flexible Work Services <i>Objective 1:</i> Discuss GSA flexible coworking services IDIQ (Indefinite Delivery Indefinite Quantity Contract) <i>Objective 2:</i> Discuss upcoming GSA flexhub concept, which will be a federally-operated and controlled coworking space to provide GSA's customers with an additional coworking solution</p>	<p>Ryan Doerfler</p>
2:10 – 2:15pm	<p>Condition Index Rating Scale Update <i>Objective:</i> Review Condition Index Rating Scale recommendation</p>	<p>Eric Haukdal</p>
2:15 – 2:30pm	<p>General Updates <i>Objective:</i> Provide updates.</p>	<p>Bill Hamele Chris Coneeny</p>

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time October 21st, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Real Property Reentry Powerpoint
 - Condition Index Rating Scale Recommendation
 - Solutions for Federal Coworking
 - Flexible Coworking Service Info Sheet
 - FRPC FlexHub Overview

Action Items

- The next Federal Real Property Council (FRPC) meeting will be held on Thursday, January 27th.
- Oscar Gonzales from USDA proposed a best practices working group. Agencies who are interested in joining this working group, please email the agency representative to Oscar Gonzales (oscar.gonzales@usda.gov) and Scott Davis (scott.w.davis@usda.gov). Please copy AJ Blaine (allen.blaine@gsa.gov) as well as Cody Dean (cody.dean@gsa.gov).
- Please review the Condition Index Recommendation as well as the vote outcome and provide comments to AJ Blaine (allen.blaine@gsa.gov), copy Chris Coneeney (chris.coneeney@gsa.gov) and Bill Hamele (b) (6) by COB Thursday, November 4th.
- If you have any objections to the Capital Planning and Biennial Report working groups having access to your agency's Capital Plan please email Chris Coneeney (chris.coneeney@gsa.gov). Please provide any objection by COB Thursday, November 4th.
- If you have any objections to the list of Senior Real Property Officers being shared with the Federal Real Property Association (FRPA) please email Chris Coneeney (chris.coneeney@gsa.gov) and Bill Hamele (b) (6) Please provide any objection by COB Thursday, November 4th.

Roll Call
• Trae Watkins (DHS)
• Greg Ewing (DHS)
• Mohamad Balhis (DOC)
• Lisle Hannah (DOC)
• Colleen Martin (DoD)
• Marianne Petty (DoD)
• Ron Tickle (DoD)
• Mike McAndrew (DoD)
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• Frank Quigley (NARA)
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• Maren Williams (NSF)
• Bill Hamele (OMB)
• Victoria Collin (OMB)
• Deidre Ciliendo (OMB)
• Soraya King (OPM)
• Kenneth Etheridge (SBA)
• Mark Mason (SSA)
• Denise Wiley (SSA)
• Erich Chan (State)
• Gary Seibert (State)
• Michael Thomas (Treasury)
• Heather Bomans (USAID)
• Scott Davis (USDA)
• Oscar Gonzales (USDA)
• Nikki Zook (VA)

Summary

- The FRPC Full Council listened to presentations about the reentry into federal facilities as well as other related guidance for the federal workforce. These presentations also gave members an understanding of how the federal government can adjust its facilities and outlook on work to accommodate a post-COVID world. Members also heard about ways to reimagine the federal work space (i.e. GSA FlexHub). The Metrics Working Group presented its Condition Index Rating Scale recommendation to the Full Council and informed members of the Executive Steering Committee's vote on whether or not to adopt it.

Topic

General Info

Reentry Into Facilities and Related Guidance

- Trae Watkins (DHS) on behalf of Tom Chaleki presented to ESC Members about how COVID-19 disrupted the federal workforce, but how it also allowed agencies to reevaluate how federal workspaces can be set up and managed. Reentry into facilities can be broken down into 3 key sections and practices within them.
 - **Immediate term:** Enabling access to workspace, guidance from White House Task Force (Safer Federal Workforce Task Force) with an implementation timeframe of late November, and finally, close coordination with Human Capital Officers, Federal Protective Service on entry procedures, GSA on facility requirements, as well as internally.
 - **Short term:** There will be large amounts of lease space expiring in the next 1-3 years which gives agencies an opportunity to move into more efficient spaces due to new remote work strategies. The short-term allows us to analyze 3 alternatives.
 - **Renew existing lease:** No upfront costs, minimal/no long term financial savings, significant time commitment.
 - **Relocate to new space at reduced SF:** Significant upfront TI (tenant improvement) costs, long term cost savings, significant time commitments.
 - **Workspace as a service:** No upfront costs, potential long-term cost savings, no significant time commitments.
 - **Medium term:** We need to reimagine the federal workspace and develop strategies to define the workspace of the future, to include:
 - Ability to measure actual utilization rate

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

FRPC, January 27th, Virtual

FRPC ESC, January 11^h, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- Ability to identify co-location opportunities and leverage Communities of Practice concepts
 - Ability to use space as a service solutions
 - Fully incorporate real property into budgeting process
- Key strategy groups:
 - **Information:** Identify lease expirations and potential opportunities; access to shared data for analytics and market research; ability to look across agencies for co-location opportunities.
 - **Workspace:** Ensure remote work strategies are part of program of requirements (POR) development; identify communities of practice and potential cross-agency efficiencies; access to information on owned space (location, FCI, asset plans).
 - **Capital:** Ensure needs are reflected in budget submissions, establish real property capital plans and budget exhibits, ensure projects have a strong justification in the Office of Management and Budget's Justifications (OMBJs).
 - OMBJs are budget justification write-ups for the following fiscal year.
- Presenter's contact information:
 - Tom Chaleki (b) (6), (b) (7)(C)@hq.dhs.gov
 - Trae Watkins (b) (6), (b) (7)(C)@hq.dhs.gov

GSA Flexible Work Services

- Ryan Doerfler (GSA) presented on private and public sector options for adapting an agency's facilities to better accommodate hybrid work models and facilitate community work spaces as a means to save money and better utilize space.
- Flexible workplaces are spaces that:
 - Can be obtained quickly, on-demand
 - Meet a temporary office need, over a very short period
 - Scalable by individual versus agency
 - Are cost-effective when compared to traditional federal/leased space given duration and size
- Private Sector: Flexible Coworking Services (available now)
 - **Benefits:** Space provided as a service by private companies; located throughout the country; address short term surges and other flexible workspace needs; pricing based on term (up to 12 months) and quantity (number of users).
 - **Limitations:** Procured as a service agreement and not leased space; agencies do not have exclusive access to spaces (they could have to share with other companies or organizations); space offered as-is (no special construction or alterations; no special security or access restrictions); items must be removed at the end of each day; choose between unreserved hot-desk station, reserved workstation, or reserved office.
 - **Service details:** Available to any federal entity; space available about 5 weeks after request; GSA considers available vacant leased and federal space; provided under Indefinite Delivery Indefinite Quantity (IDIQs) contract.
- Federal Space: FlexHub (available late 2022)
 - **Benefits:** Space also provided as a service; tap into existing excess capacity in federal spaces with minimal investment; may allow agencies to release underutilized space; GSA fully furnishes the space before use as a FlexHub; federal building security screening; greater potential for collocating with other agencies on an as needed basis.
 - **Service details:** Identification, reservation, and billing processes to be determined. Still in development, piloting a FlexHub model at GSA Headquarters through our Workplace Innovation Lab (WIL). WIL to be ready Spring 2022. Future FlexHub locations identified in late 2022.
- Presenter's contact information: Ryan Doerfler (ryan.doerfler@gsa.gov)
 - For more information contact: Lisa Lefkowitz (lisa.lefkowitz@gsa.gov) and Jane Schuster (jane.schuster@gsa.gov)

Condition Index Rating Scale Update

- Eric Haukdal (DOE) presented the Metric Working Group's Condition Index Rating Scale recommendation to the full council.
 - The working group's recommendation is "Option A". Option A uses a range of adjectives to reflect the numerical value associated with an asset's condition or performance (excellent, good, fair, poor). The adjective is assigned to the numerical value of an asset so those in government who don't have the necessary context can understand how an asset is performing.
- As part of Eric Haukdal's presentation, the FRPC was informed of the vote the Executive Steering Committee had taken on whether or not to adopt Option A.
 - The vote is as follows:
 - 6 yes votes (VA does wish to make adjustments however)
 - 1 no vote (DOI said they can live with any outcome though)
 - 4 agencies didn't respond/provide a vote

General Updates

- The Public Buildings Reform Board (PBRB) requested a session with the Federal Real Property Council (FRPC) focusing on the next round of agency FASTA recommendations. This meeting is scheduled for Thursday, November 4th, from 1:00-2:00pm. OMB and GSA are working to determine the topics which might be considered at such a session.
- The Public Building's Reform Board (PBRB) is holding a public meeting on Thursday, October 28th, from 2:00-3:30pm. The meeting will go over the Board's progress and future plans. Follow this link to register for the event:
<https://www.eventbrite.com/e/public-buildings-reform-board-public-meeting-tickets-186932298537>
- Due to the pause on Capital Plan submissions, RTF documents are not required. But GSA will be publishing FY 21 RTF results based on data being submitted now.

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING AGENDA

Date and Time November 4, 2021 1:00 pm to 2:00 pm
Location Virtual
Attachments: • PBRB FRPC Meeting Slide Deck

Time	Topic	Presenter(s)
1:00 - 1:15pm	Introduce Board <ul style="list-style-type: none"> • Brief recap of FASTA purposes and Board mission and goals • First round: Summarize statues and timelines 	PBRB Executive Director, Adam Bodner
1:15 - 1:45pm	FASTA Second Round <ul style="list-style-type: none"> • Proposed approach and methodology • Making a pitch to agencies for project submissions and collaboration <ul style="list-style-type: none"> ○ Asset proceeds fund will have \$300M+ ○ Develop plan with GSA/OMB to support request for use of this funding ○ Linkage to agencies' Return to Work plans and subsequent future workspace requirements ○ Board (with GSA) will develop criteria and priorities for review of agency submissions <ul style="list-style-type: none"> ■ Level of Return on Investment ■ Specific MSA's ■ Disposal potential or recapitalization and lease cost avoidance ○ Relationship to annual data calls 	PBRB Board Members Angela Styles Mary Phillips Nick Rahall David Winstead Talmage Hocker
1:45 - 2:00pm	Timelines and Next Steps <ul style="list-style-type: none"> • Discuss timelines for FASTA second round as well as next steps 	Adam Bodner

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time November 4th, 2021 1:00 pm to 2:00 pm

Location Virtual

- Attachments**
- PBRB FRPC Meeting Slide Deck
 - PBRB Detailee Position Descriptions

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on Thursday, January 27th.
 - If you are interested in one of the detailee positions, please email Adam Bodner (adam.bodner@pbrb.gov).

- Summary**
- The FRPC listened to a presentation by the Public Building's Reform Board (PBRB) regarding the Federal Assets Sale and Transfer Act (FASTA). PBRB gave a brief background of the Board and FASTA, mainly their goals and timelines. The FRPC learned about the processes for the first and second round of FASTA. Members also learned of potential properties that can be included in the second round. Finally, PBRB requested FRPC members share a description of detail opportunities within their organizations for staff who might be interested.

Roll Call
• Tom Chaleki (DHS)
• Greg Ewing (DHS)
• David Pacurar (DHS)
• Mohamad Balhis (DOC)
• Lisle Hannah (DOC)
• Marianne Petty (DoD)
• Scott Whiteford (DOE)
• Gordon Clark (DOE)
• Robert Rushing (DOI)
• Craig Lasser (DOI)
• Marny Cvrkel (DOJ)
• Dean McCauley (DOJ)
• Scott Snell (DOJ)
• Macaire Carroll-Gavula (DOL)
• Mary Sprague (DOT)
• Cheryl Holt (ED)
• Yvette Jackson (EPA)
• Chris Coneeney (GSA)
• Leah Fant (GSA)
• Bob Stafford (GSA)
• Kevin Kampschroer (GSA)
• Nina Albert (GSA)
• Krystal Brumfield (GSA)
• Flavio Peres (GSA)
• Allison Azevedo (GSA)
• Stuart Burns (GSA)
• Garey Rice (HHS)
• Nancy Corsiglia (HUD)
• Mark Smith (NARA)
• Frank Quigley (NARA)
• Kristy Hopewell (NASA)
• Erik Weiser (NASA)
• Jennifer Golder (NRC)
• Maren Williams (NSF)
• Victor Powers (NSF)
• Bill Hamele (OMB)
• Victoria Collin (OMB)
• Deidre Ciliento (OMB)
• Everett Hillard (OPM)
• Kenneth Etheridge (SBA)
• Marc Mason (SSA)
• Tim Beavers (SSA)
• Erich Chan (State)
• Gary Seibert (State)
• Tara Lawson (State)
• Deborah Schneider (State)
• Brian McDowell (Treasury)
• Heather Bomans (USAID)
• Robert Haughton (USDA)
• Nikki Zook (VA)
• Brett Simms (VA)
• Adam Bodner (PBRB)
• Mary Phillips (PBRB)
• David Winstead (PBRB)
• Talmage Hocker (PBRB)

Introduce Board/First Round Recap

- The Public Building's Reform Board:
 - The Board was appointed in 2019 by the President after being nominated by Congress.
 - The Board submits three tranches of recommendations to the Office of Management and Budget (OMB). Proceeds from prior rounds go to Asset Proceeds and Space Management Fund to fund future projects.
- Federal Assets Sale and Transfer Act:
 - Enacted on December 16, 2016, it created an independent process to make recommendations for property disposals, consolidations, lease reductions, cost containment, and other efficiencies across the Federal Government.
- High Value Asset Recommendations:
 - This was the first of three tranches, it was submitted to OMB in December 2019 and is part way through implementation with the GSA. It had a total of 12 properties.
- First Round Recommendations:
 - These recommendations are due to OMB next month, December 2021. There will be approximately 15 properties on this list.
- First Round Due Diligence Findings:
 - Some complex properties were moved to the second round to facilitate further due diligence and stakeholder coordination, including dependencies on other ongoing actions.
 - Some properties were removed due to “dealbreakers”, including deed restraints, agency uncertainties or significant disposal limitations.
 - Challenges common to remaining federal properties that have limited action in the past;
 - Historic and environmental challenges
 - Structures integrated into larger campuses
 - Relocation funding needs

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:
<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

FRPC, January 27th, Virtual

FRPC ESC, January 11^h, Virtual

Location:
 GSA HQ, 1800 F Street, NW,
 Washington, DC, 20006

FASTA Second Round

- Second round recommendations due to OMB in December 2024
- Potential PBRB Second Round Criteria:
 - Major or secondary Market:
 - Federal and/or investor interest: Property is in a major or secondary city likely to attract investor interest or include other federal properties.
 - High taxpayer value:
 - High taxpayer savings: Significant capital expenditures are needed to remain in place.
And/or
 - Opportunity for consolidation: Potential to collapse multiple leased or owned locations into a single space, with savings TBD.
And/or
 - High taxpayer returns: High expected market value and proceeds returning to asset fund.
 - Timing:
 - “Stuck property”: Property has long been identified for action, but has stalled due to funding, political, or other issues.
And/or
 - Workplace reassessment: Space needs have changed after an assessment of workplace needs following the COVID-19 pandemic.
 - Unique implementation needs:
 - Funding challenges: Agency has doubts on full funding or has unsuccessfully pursued funding in the past.
And/or
 - Alternative structure potential: Board can provide transactional flexibility or political support that can advance projects and maximize taxpayer value compared to typical GSA processes.

Next Steps

- Why consider FASTA?
 - **Access to funding:** Many agencies have vacant or underutilized properties that have stayed on their books for years or need to relocate to new space to meet their mission, but simply cannot fund the project. FASTA offers access to an expected \$300+ million in the Asset Fund for transaction-related costs.
 - **Unlock property value:** Agencies can leverage the value of their property for new facilities.
 - **Expedited process:** FASTA process can reduce administrative and procedural requirements from the standard disposal process and Public Benefit Conveyance requirements. This may shorten the timeframe for time-sensitive projects, particularly for relocations.
 - **Advocacy:** Agencies can lean on the Board's independence and political experience to shepherd projects with complex stakeholder challenges, and access staff due diligence capacity and additional real estate expertise.
- Adam Bodner (adam.bodner@pbrb.gov) informed the FRPC that there are a few detail positions open with the PBRB that'll allow federal employees to gain more experience. Attached to these minutes are detailed descriptions of the positions. Adam requests that you share the descriptions within your organization. If someone is interested in a position please email Adam Bodner for more details.

FEDERAL REAL PROPERTY COUNCIL MEETING AGENDA

Date and Time	January 27 th , 2022	1:00 to 3:00pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • FRPC Workspace Strategy Presentation • Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability (E.O. 14057) • OMB Policy Memo M-22-06 • M3 Playbook Presentation • Secure Federal LEASEs Act Implementation Plan 	

Time	Topic	Presenter(s)
1:00 – 1:45 pm	Reentry into Facilities/Related Guidance <i>Objective:</i> Discuss the Process for agencies’ post-pandemic reentry space needs.	Tom Chaleki
1:45 – 2:30pm	Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability <i>Objective:</i> Discuss CEQ’s upcoming implementation guidance for E.O. 14057 and the impact to federal real property.	Cara Carmichael (CEQ) Andrew Mayock (CEQ) Shawn Bennett (CEQ)
2:30 – 2:45pm	FIBF – Modernization and Migration Management (M3) Playbook <i>Objective:</i> Discuss the M3 framework as a tool for assisting agencies with any planned IT modernization or migration efforts.	Laurie Cole
2:45 – 2:55pm	Working Group Updates <i>Data Governance Working Group:</i> Discuss the status of 2021 FRPP submissions. <i>Capital Planning Working Group:</i> Discuss the pause on FY22 agency-wide capital planning. <i>Best Practices Group:</i> Provide an overview of the working group’s initial meetings. <i>Biennial Report Group:</i> Provide a status update on the Biennial Report.	Adam Pugh Bill Hamele Scott Davis Marianne Petty
2:55 – 3:00pm	General Updates <i>Objective:</i> Discuss the implementation plan for the Secure Federal LEASEs Act.	Alex Kurien

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time January 27th, 2022 1:00pm to 3:00pm

Location Virtual

- Attachments**
- FRPC Workspace Strategy Presentation
 - Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability (E.O. 14057)
 - OMB Policy Memo M-22-06
 - M3 Playbook Presentation
 - Data Quality Improvement Program Guidance
 - OMB Policy Memo M-18-21
 - Secure Federal LEASEs Act Implementation Plan

Action Items

- The next Federal Real Property Council (FRPC) meeting will be held on April 21st.
- Agencies looking for collocation opportunities can utilize the Asset Consolidation Tool. For questions on the tool or to gain access to it, please contact Aaron Eisenbarth (aaron.eisenbarth@gsa.gov).
- The Best Practices Working Group will be utilized to develop a specific proposal on the framework for a post-COVID real property reentry strategy for the FRPC to consider.
 - The Best Practices Working Group is also seeking new participants. Agencies interested in providing representatives are asked to contact Cody Dean (cody.dean@gsa.gov) and Scott Davis (Scott.W.Davis@usda.gov).
- As E.O. 14057 guidance is developed, the Council on Environmental Quality (CEQ) is looking to get feedback from agencies on what should be included. Please contact Cara Carmichael (b) (6) and Shawn Bennett (b) (6) with questions/suggestions.
- Agencies that are having difficulty establishing a baseline for greenhouse gases are encouraged to reach out to Kevin Kampschroer (kevin.kampschroer@gsa.gov).
- M3 Playbook orientation sessions will be held in the February-March timeframe. Members interested in attending these orientation sessions or who otherwise have questions or feedback on the M3 Playbook can contact Laurie Cole (laurie.cole@gsa.gov) or follow this link:
https://feedback.gsa.gov/jfe/preview/SV_09rwbk0uOkzudf0?Q_CHL=preview&Q_SurveyVersionID=current.

Roll Call
• Ken Burgess (DHS)
• David Pacurar (DHS)
• Trae Watkins (DHS)
• Mohamad Balhis (DOC)
• Lisle Hannah (DOC)
• Diane Tucker (DOC)
• Colleen Martin (DoD)
• Marianne Petty (DoD)
• Eric Haukdal (DOE)
• Adam Pugh (DOE)
• Scott Whiteford (DOE)
• Craig Lasser (DOI)
• Robert Rushing (DOI)
• Marny Cvrkel (DOJ)
• Dean McCauley (DOJ)
• Scott Snell (DOJ)
• Macaire Carroll (DOL)
• Julia Tritz (DOL)
• Mary Sprague (DOT)
• Jim Hairfield (ED)
• Cheryl Holt (ED)
• Yvette Jackson (EPA)
• Nina Albert (GSA)
• Allison Azevedo (GSA)
• Stuart Burns (GSA)
• Laurie Cole (GSA)
• Chris Coneeney (GSA)
• Gina DiTommaso (GSA)
• Ryan Doerfler (GSA)
• Leah Fant (GSA)
• Denise Funkhouser (GSA)
• Julie Hepp (GSA)
• Jeremiah Jones (GSA)
• Kevin Kampschroer (GSA)
• Alex Kurien (GSA)
• Flavio Peres (GSA)
• John Thomas (GSA)
• Garey Rice (HHS)
• Mike Saunders (HHS)
• Nancy Corsiglia (HUD)

- The M3 Playbook itself can be accessed at <https://ussm.gsa.gov/m3/>
- Agencies Data Quality Improvement Plans are due to the dataplans@gsa.gov inbox by **March 31st, 2022.**
- Agencies that did not receive waivers for their capital plans in FY21 are required to submit capital planning process documentation per Section 1 of M-20-03 by **April 14th, 2022.**
 - Agencies unsure of whether or not they received a waiver can contact Bill Hamele
(b) (6).

- Frank Quigley (NARA)
- Mark Smith (NARA)
- Kristy Hopewell (NASA)
- James Corbett (NRC)
- Jennifer Golder (NRC)
- Brian Mohler (NRC)
- Victor Powers (NSF)
- Maren Williams (NSF)
- Victoria Collin (OMB)
- Bill Hamele (OMB)
- Marc Mason (SSA)
- Erich Chan (State)
- Polly Dietz (Treasury)
- Mike Thomas (Treasury)
- Tony Bennett (USAID)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Scott Davis (USDA)
- Oscar Gonzales (USDA)
- Marilyn Brower (VA)
- Chris Finley (VA)
- Shawn Bennett (CEQ)
- Cara Carmichael (CEQ)
- Andrew Mayock (CEQ)

Summary

- FRPC and ESC roll call is now pulled through Zoom reports to maximize discussion time for agenda topics. Members calling in via phone are asked to notify Cody Dean of attendance offline.
- The FRPC is expected to play an important role in defining the workplace of the future as a government-wide strategy for post-COVID real property is developed. The Best Practices Working Group will be utilized to develop a framework for a post-COVID real property reentry strategy that emphasizes portfolio improvement.
- Involving Chief Financial Officers (CFOs) will be critical as agencies seek to reimagine their space needs and tie their strategies to capital, as the primary impediment agencies face is resource availability.
- GSA suggested that the FRPC consider developing guidance for negotiating collective bargaining needs, as agencies can realize savings and greater efficiency.
- CEQ is working to develop implementing instructions for E.O. 14057 over the coming months and is seeking FRPC input on what should be included.
- E.O. 14057 can be incorporated into the FRPC's national strategy, allowing agencies to use investments to satisfy multiple goals and requirements.

Topic	General Info
<p>Reentry into Facilities/Related Guidance</p> <ul style="list-style-type: none"> ● GSA is interested in approaching private sector entities that are developing workplace strategies. Understanding operating businesses and the way that different groups need to interact and interface are the first steps to developing a government-wide workplace strategy. <ul style="list-style-type: none"> ○ 2022 is a critical year for experimentation, consultation, and planning for the future. Even before COVID-19 began agencies knew that they had a utilization problem and that telework was a means of improvement; the high attention that stakeholders and the public currently have on real property space provides agencies with a historic opportunity to reimagine the federal workplace. <ul style="list-style-type: none"> ▪ Efficiently using resources to maximize mission impact is critical. Without the proper resource planning, success is unlikely. It is important that agencies involve their CFOs to ensure success. 	<p><i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i> https://www.frpg.gov/FRPG</p> <p>Content>Search in>(Select Desired FRPC Group)</p> <p><u><i>Upcoming Meetings:</i></u></p> <p>Data Governance Working Group, February 8th, Virtual</p>

- As agencies begin developing reentry strategies and guidance, the FRPC wants to share the experiences, best practices, and challenges that can be leveraged by the government-wide real property community.
 - Part of developing guidance will be to motivate facilities' managers, as ensuring a safe workplace will require a broad effort that touches on IT, real property, HR, and other areas.
- The FRPC is expected to play an important role in defining the workplace of the future, rethinking how space can be used to support a hybrid workforce, and determining what an optimal integrated portfolio will look like.
 - The Department of Homeland Security (DHS) anticipates that a government-wide approach will require agencies to come together and find similarities in their needs and properties and align along communities of practice. Eventually, a national strategy that aligns with the processes and requirements of M-20-03 will cement mechanisms for knowing and prioritizing resources.
- COVID-19 telework policies revealed an opportunity to reimagine workspace requirements and planning in ways that provide agencies with:
 - Significant cost savings
 - Flexible and collaborative workspaces
 - More effective, efficient, and resilient space
 - Opportunities to compete for and retain high-performing employees
- Determining requirements and optimal telework policies will require space utilization data, improved data quality, and a baseline understanding of what has and has not worked for agencies. This information will help agencies ensure they are placing dollars where they will have the greatest impact.
 - DHS sees utilization data as the key to long-term portfolio optimization.
 - Utilization varies widely among different communities of practice, but it is clear the greatest opportunity for utilization improvement is in office spaces.
- GSA suggested that the FRPC consider developing guidance for negotiating collective bargaining needs, as agencies can realize savings and greater efficiency.
- It is difficult for agencies to make plans that move them toward future cost savings because there are various obstacles. Creating incentives for agencies to confront these challenges and giving them the resources needed to quickly take advantage of opportunities will be key to making progress on portfolio optimization.
- The Nuclear Regulatory Commission (NRC) has been actively working to reduce space and modernize their office spaces with an emphasis on collaboration, flexibility, and telework.
 - NRC is also beginning to share space with other agencies. Strict security protocols are used to separate agencies.
- Many agencies are slowing/pausing portfolio planning while overarching telework policies are developed.
- The Best Practices Working Group will be used as the venue to develop the framework for the FRPC's portfolio improvement strategy over the coming year.

FRPC ESC, March 31st, Virtual

FRPC, April 21st, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability

- CEQ will develop implementing instructions for E.O. 14057 over the coming months. E.O. 14057 is the most ambitious sustainability plan to date, and CEQ is seeking feedback from the real property community on what would be helpful to include in the guidance. CEQ would like their implementing instructions to complement the FRPC's vision for the workplace of the future. Buildings drive over 80% of the federal government's emissions, so CEQ sees the FRPC playing a major role in the success of the E.O.
 - The goal of the E.O. is to get the federal government on track to achieve net-zero emissions for buildings by 2045 and net-zero emissions operations by 2050.
 - The 2020s serve as a critical point for action to make these goals achievable.
 - The decarbonization strategy is premised on electrifying buildings and vehicles with clean energy. This can include wind, solar, water, and nuclear energy.
 - Categories of building related requirements targeting facility operations:
 - Energy and Emissions –
 - New construction >25,000 sq ft entering design in 2022 and beyond to have net-zero emissions by 2030.
 - Increase efficiency and establish targets for 2030 for agency-wide energy use intensity reductions.
 - Complete deep energy retrofits in at least 30% of covered facilities by 2030.
 - Use Federal Building Performance Standards to reduce scope 1 emissions.
 - Sustainability –
 - Implement CEQ's Guiding Principles in all new federal buildings.
 - All new leases signed after 9/30/2023 are green leases, and all new leases signed after 9/30/30 must be in net-zero emissions buildings.
 - Locate federal buildings to promote local infrastructure, expand public transportation use and access, and align federal real estate investment with regional planning.
 - Use performance contracting to address at least 50% of identified energy and water saving measures.
 - The federal government has over \$120 billion in deferred maintenance on owned and managed buildings, and performance contracting will be important for addressing those gaps.
 - Water and Waste –
 - Increase water efficiency and establish targets for 2030 for agency-wide potable water use intensity reductions.
 - Divert 50% of non-hazardous solid waste by FY25 and 75% by FY30.
 - CEQ realizes that not all agencies will be able to immediately comply with these requirements but will meet with agencies individually to engage in strategic planning and develop timelines.
 - CEQ wants these sustainability requirements to tie into the real property community's efforts to improve capital planning. Capital considerations and replacement of assets need to proceed with consideration of sustainable alternatives.
 - Since the government is the largest single buyer of electricity in the U.S., CEQ emphasized that agencies have a lot of leverage when negotiating power purchasing agreements and can save money by coordinating and consolidating procurement.
 - Members noted that some of the requirements can be complicated, and suggested that CEQ's guidance make an effort to include language, tools, and best practices on government
-

management of contracting vehicles to help agencies understand and meet the E.O.'s requirements.

- Aligning agencies' interests with the E.O.'s requirements and giving them opportunities to participate in cost savings will help reduce barriers to implementation and incentivize agencies to embrace sustainable practices.
 - There are standard processes for greenhouse gas accounting and reporting. Agencies that are having difficulty establishing a baseline for greenhouse gases are encouraged to reach out to GSA for assistance.
 - GSA noted that energy savings performance contracts can be done in conjunction with budget submissions.
-

FIBF – Modernization and Migration Management (M3) Playbook

- FRPC agencies recently participated in a readiness assessment, which included agencies' forecasts for migrating and modernizing IT systems or services. The results showed that roughly 1/3 of agencies either have migration or modernization underway, or will within the next three years. The M3 Playbook was identified as part of the Federal Integrated Business Framework (FIBF) as a tool that agencies can utilize when modernizing or migrating their IT systems.
 - While the M3 Playbook's primary use is migrating service providers, it can also provide utility for assisting with other projects as well.
 - The M3 Playbook is endorsed by the Government Accountability Office (GAO), and collects tools that can be used by all levels of organizations. A key addition from 2021 was the insertion of Quality Service Management Organizations (QSMOs), parties responsible for engaging and collaborating with agencies at all phases of projects.
 - Stakeholder groups that can benefit from the M3 Playbook are customer agencies, shared service providers, QSMOs, OMB, and the Office of Shared Solutions and Performance Improvement (OSSPI).
 - The M3 Playbook derives its value from the standardization of processes that helps reduce risk, minimize implementation time, and improve results.
-

Working Group Updates

- Data Governance Working Group:
 - GSA will permanently lock-down and archive FY21 FRPP data in early February. As such, please contact GSA with any corrections as soon as possible.
 - The Data Governance Working Group (DGWG) is working on developing review processes for agencies' Data Quality Improvement Plans.
 - Capital Planning Working Group:
 - While capital planning is paused until further notice due to reentry strategy planning, agencies that did not receive waivers are still required to submit capital planning process documentation per Section 1 of M-20-03.
 - Biennial Report Working Group:
 - The working group is working on consolidating feedback on the draft and aims to be ready to present an initial draft to the ESC during the March 31st ESC meeting.
-

General Updates

- Secure Federal LEASEs Act:
 - GSA met a recent deadline to submit a government-wide implementation plan for the Secure Federal LEASEs Act to Congress and is in the process of getting feedback from the Congressional Oversight Committee.
-

- The implementation plan outlines steps GSA has taken, outlines how GSA will aggregate ownership information for submission to Congress, and reminds lease holding agencies of their responsibility to identify foreign ownership interests.
 - The Secure Federal LEASEs act applies to all agencies except for the Department of Defense (DoD).
-

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time January 8, 2020 12:00 to 1:30 pm

Location GSA, 1800 F Street, Room 4002

Attachments:

Time	Topic	Presenter(s)
12:00 – 12:10 pm	Update on E.O. 12072 <i>Objective:</i> Update members on the status of the re-interpretation of "first consideration" and the corresponding review of/changes to the FMR.	Stuart Burns
12:10 – 12:25 pm	Revised National Strategy <i>Objective:</i> Discuss the status of the revised National Strategy for Real Property.	Bill Hamele
12:25 – 12:45 pm	FASTA Agency Recommendations <i>Objective:</i> Discuss the schedule for the FASTA agency project recommendation review process.	Bill Hamele
12:45 – 1:10 pm	PBRB List of High Value Property <i>Objective:</i> Discuss the status of the high value assets for disposal from the Public Buildings Reform Board.	Tim Soltis
1:10 – 1:20 pm	CFO Council Presentation <i>Objective:</i> Update members on the real property presentation to the CFO Council in November.	Tim Soltis
1:20 – 1:30 pm	Working Group Updates <i>Objective:</i> Updates on Capital Plan, Data Governance, Business Standards working groups.	Bill Hamele Chris Coneeney

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time January 8th, 2020 12:00 pm to 1:30 pm
Location GSA, 1800 F Street, Room 4002
Attachments

Action Items

- The next Executive Steering Committee (ESC) meeting will be on February 11th, during which:
 - The Capital Planning Working Group will give a progress update and present the draft real property budget exhibit.
 - The Business Standards Working Group will present the initial set of functions and activities that have been developed.
- The Business Standards Working Group will reach out to DoD's BUILDER tool experts for a demo in the near future.

Roll Call

- Stuart Burns (GSA)
- Gordy Clark (DOE)
- Victoria Collin (OMB)
- Chris Coneeney (GSA)
- Sheev Dave (GSA)
- Scott Davis (USDA)
- Bill Hamele (OMB)
- Michael Karau (DHS)
- Dan Mathews (GSA)
- Yvonne Medina (DOT)
- Megan Olsen (DOI)
- Jessica Salmoiraghi (GSA)
- Allison Sands (DoD)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)
- Scott Whiteford (DOE)

Topic

General Info

Executive Order 12072 Update

- The administration has expressed interest in revising location policy in both executive orders (E.O.) 12072 and 13006.
- E.O.s 12072 and 13006 have been interpreted as steering Federal buildings toward central business districts. This causes a large increase in costs to agencies and in some cases a negative impact to mission. Agencies need to have the flexibility to relocate in mission critical, low cost areas.
- Both E.O.s include aspects around Federal space management that must remain unchanged, so light revision of the E.O.s is necessary, as opposed to repeal.
- Assuming that the Chiefs of Staff at the agencies reviewing the proposed changes agree to make changes, GSA PBS will work with the FRPC to review the Federal Management Regulations (FMR) around space and location policy.
 - Changes to FMR typically take 12-18 months from review to issuance of final rule. After changes have been proposed there is a round of agency comments, followed by a round of public comments. Once agency and public comments/concerns have been resolved, the FMR changes are issued.
 - A bulletin can also be issued to get relevant information out to agencies in a shorter timeframe (issuing a bulleting usually only takes 2-3 months).

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpq.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group, January 14th, Room 2213

Business Standards Working Group, January 14th, Room 5007



Revised National Strategy

- The National Strategy will be finalized under a different name. Rather than replacing the previous National Strategy, the version developed by the FRPC in 2019 will be added onto the current National Strategy as an addendum.
 - While the National Strategy developed by the FRPC in 2019 will undergo some tonal changes as part of its conversion to an addendum, there will be

- no substantive changes.
- The addendum makes it clear that an entirely new National Strategy will come out in the future that includes input from the private sector.
 - While the Federal portfolio is unique for a number of reasons, the most efficient methods used by the private sector should be adapted where possible.
- The addendum is in effect a “down-payment” in a broader effort to change how the Federal real property portfolio is managed.
- The National Strategy will require an implementation plan. The preliminary suggestion is to have the Capital Planning Working Group develop the implementation plan after it finalizes the Capital Planning Policy implementation guidance.
- The National Strategy addendum DOES NOT revoke Reduce the Footprint (RTF), so agencies still need to include five year reduction targets for office, warehouse, and leased property.
 - That being said, agencies will not have to submit a separate RTF plan. Instead, some of the necessary component information (such as the five year reduction targets) will be included in agencies’ Capital Plan submissions.
 - The Capital Planning Working Group will begin discussing the best way to carry RTF forward during the January 15th meeting.

Capital Planning Working Group, January 15th, Room 5007

FRPC Full Council, January 16th, Room 1153

FRPC ESC, February 11th, Room 1408

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

FASTA Agency Recommendations

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) targeted high value buildings in the Federal portfolio that can be disposed of without too much effort. Subsequent rounds may involve more effort, and can include building consolidations, renovations, construction, and any other footprint reduction efforts.
- Agencies need to thoroughly look at their inventories to come up with their own disposal candidates.
- High value properties are an obvious place to consider disposal, but buildings that have high maintenance costs should be targeted as well. Lowering operating and maintenance costs free up funds to support agencies’ missions.

PBRB List of High Value Property

- On October 31st, 2019, the PBRB made its first round of fourteen recommendations for disposal, but the information provided did not make it clear how the determinations were made. As a result, OMB sent a rejection letter on November 27th, 2019.
- The initial round of recommendations also raised concern that the PBRB and FRPC may be interpreting FASTA in different ways.
- The PBRB has since put up a website that includes more information on how the determinations were made, and reduced the number of buildings recommended for disposal from fourteen to twelve.
 - OMB’s official updated response will be sent on January 27th, 2020.

CFO Council Presentation

- The Capital Planning Working Group’s current focus is to develop a budget exhibit for real property to go along agency budget submissions.
- The budget object classification system is limited in a way that makes transparency difficult. However making changes to budget object codes is a heavy lift, as it requires changes to entire budget systems. Object class codes have been in place since the 1950’s the framework for them is difficult to change.

- CFOs have also expressed reservation because increasing transparency also increases risk. Some agencies have found that their real property expenses are as high as double what they have been reporting.

Working Group Updates

- Capital Planning Working Group –
 - The Capital Planning Guidance will have 3 components:
 - a narrative guidance document that will provide the rationale for why the policy came out, along with addressing high level questions (e.g., which assets are covered by the policy?);
 - FAQs derived from agency questions, which will help agencies find solutions to some of the issues that may come about; and
 - a draft budget exhibit that is currently being developed by the Capital Planning Working Group.
 - Agency question: Who should agencies have sign out the capital plan submissions?
 - Answer: This would likely not be dictated. Agencies should decide who they want submitting the capital plans, as long as the submission makes it clear that it is the agency's official submission.
- Business Standards Working Group –
 - The working group is starting the development of business capabilities during its next meeting on January 14th.
 - The initial functions and activities have been developed, but will undergo change in the future as the Federal Integrated Business Framework (FIBF) is an iterative process.
 - Typically there would not be standards that are immediately honed in on when going through the FIBF process, but OMB and GSA would like progress on the following standards during 2020:
 - OMB – standards that enable DoD's BUILDER tool to be adopted by agencies.
 - GSA – standards around the utilization of space.
- Data Governance Working Group –
 - In December of 2019, GAO issued its draft report to GSA in regards to the public data set, making 6 recommendations:
 - 1 - The Administrator of GSA should coordinate with agencies to ensure that street address information in the public database is complete and correctly formatted.
 - In some cases agencies were just reporting street name.
 - 2 - The Administrator of GSA should review V&V anomaly categories to better target incorrect data.
 - 3 - The Administrator of GSA should allow agencies to determine which, if any, categories of data should be withheld from public release.
 - GSA only partially agrees with this. This would result in agencies withholding too many different things, and the value of data that is missing a variety of elements is low.
 - 4 - The Administrator of GSA should instruct each agency to apply a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release.
 - DoD provides summary level data for secure assets that cannot be publicly reported, and GAO would like other agencies to handle reporting of secure assets in a similar

- way.
- 5 - The Administrator of GSA should allow agencies to provide summary data for secure installations.
 - 6 - The Administrator of GSA should link all of GSA's publicly available real property data sources.
- GSA has already started developing a corrective action plan to address these recommendations.
-

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time February 11, 2020 1:00 to 2:30 pm

Location GSA, 1800 F Street, Room 1408

Attachments:

- Capital Plan Implementing Guidance
- Proposed Real Property Budget Exhibit
- Initial Set of Real Property Management functions and activities

Time	Topic	Presenter(s)
1:00 – 1:15 pm	<p>PBRB List of High Value Property <i>Objective:</i> Discuss next steps in implementing the sale of properties now that OMB has approved the high value property recommendations from PBRB.</p>	John Dugan
1:15 – 1:35 pm	<p>Consolidation Opportunities <i>Objective:</i> Discuss the request made at January FRPC meeting concerning the opportunities to consolidate space across agencies.</p>	Tim Soltis Marc Mason Tom Chaleki
1:35 – 2:05 pm	<p>Capital Plan Working Group <i>Objective:</i> Review the current version of the implementing guidance for the capital plan policy and the proposed real property budget exhibit.</p>	Bill Hamele Greg Ewing Mary Sprague
2:05 – 2:20 pm	<p>Business Process Standards Working Group <i>Objective:</i> Review the initial set of high level functions and activities developed by the working group.</p>	Chris Coneeney
2:20 – 2:30 pm	<p>Miscellaneous Updates <i>Objective:</i> Discuss other FRPC related items.</p>	Tim Soltis

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time February 11th, 2020 1:00 pm to 2:30 pm

Location GSA, 1800 F Street, Room 1408

- Attachments**
- Capital Planning Implementation Guidance Draft (DOC)
 - Capital Planning A-11 Presentation (PPT)
 - RPM Functions and Activities (XLSX)

- Action Items**
- The next Executive Steering Committee (ESC) meeting will be on March 10th.
 - GSA’s corrective action plan in response to GAO audit 20-135 will be presented to ESC members during this meeting.
 - During the last FRPC full council meeting, agencies decided to move forward with round two of the FASTA disposals by looking for opportunities to consolidate based on geographic location. ESC will initiate this by holding a data call with senior officials to take a look at their portfolios and prioritize properties and regions.
 - PBS will draft the data call questions. **Agencies should prepare questions that they would like to be included in the data call and submit to Bill Hamele** (b) (6) **and John Dugan (john.dugan@gsa.gov).** These questions will be reviewed during the March ESC meeting in preparation for the April full council meeting.
 - The data call for round 1 focused on disposal, while this data call will be re-worked to target consolidations.
 - SSA and HHS will give presentations on areas they are looking to consolidate during the April 16th FRPC full council meeting.
 - Agencies are looking to be the ones to identify consolidation and disposal opportunities, with FASTA and PBRB as resources to help facilitate agencies’ efforts.
 - If multiple agencies are looking to consolidate in the same area, PBRB can help.
 - Focusing on cities and the agencies that have a prominent presence in those areas is an ideal way to start.
 - If ESC members have any questions or comments on the

Roll Call
● Allison Azevedo (GSA)
● Andrea Brandon (DOI)
● Stuart Burns (GSA)
● Tom Chaleki (DHS)
● Victoria Collin (OMB)
● Chris Coneeney (GSA)
● Pat Corrigan (OMB)
● Scott Davis (USDA)
● John Dugan (GSA)
● Greg Ewing (DHS)
● Bill Hamele (OMB)
● Jack Jensen (Treasury)
● Michael Karau (DHS)
● Alex Kurien (GSA)
● Craig Lasser (DOI)
● Adam Pugh (DOE)
● Jessica Salmoiraghi (GSA)
● Bill Seifert (DOE)
● Brett Simms (VA)
● Tim Soltis (OMB)
● Mary Sprague (DOT)
● Scott Whiteford (DOE)

Capital Planning Implementation Guidance, please send to Bill Hamele.

- **One recommended addition is to add wording that makes it clear that the intent of M-20-03 is to feed into budget submissions.**
- Reports of excess for the twelve properties PBRB is recommending for disposal are **due on March 24th**. Agencies that have questions or that would like assistance filling out the reports are encouraged to reach out to John Dugan (john.dugan@gsa.gov) for assistance.
 - The report of excess is not a public document; it is internally housed at GSA.
- Agencies' and PBRB's understanding of disposal may not always be in line with how the private sector understands disposal, and incorporating that point of view moving forward would give FRPC members a more efficient disposal and consolidation process.
 - FRPC needs to consult the private sector on how they would handle the consolidation of a group of properties within a region.
 - PBRB may have already started doing something similar, so it would be good to involve them in this effort.
- VA has been integrating capital planning into the budget for ten years, and is asked to develop a slide for the A-11 proposal that helps show a cost benefit analysis of the current state of capital planning, as opposed to the more efficient system FRPC is proposing.
 - ***If any other agencies are willing to participate in the discussion with the Budget Review Division and convey that their budgeting information is inaccurate due to A-11 limitations, please reach out to Bill Hamele.***

Topic

PBRB List of High Value Property

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) focused on high value Federal real property, seeking to dispose of \$500-\$750 million worth of property.
- FRPC members do not know if PBRB has any interested buyers lined up yet, but all of the twelve properties being recommended are in areas that would have high interest.
- DHS has run into an issue where the timeline for disposal for one of its buildings does not align with the timeline that DHS has coordinated with GSA.
 - DHS will not be able to build a new building and move the displaced employees to the new site in the timeframe required under FASTA.
 - The operations performed at the building recommended for disposal

General Info

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

cannot be parceled out, so redistributing the displaced employees to other buildings is not an option.

- DHS was not notified that the referenced property was being disposed of by PBRB. GSA was notified as the owner of the building, and then DHS was notified by GSA several weeks after the recommendation was made.
- **DHS sees the solution to this issue as allowing for a leaseback extension further than what is given under the FASTA law.**
- GSA PBS is working on developing project and communications plans for each of the twelve buildings recommended for disposal by PBRB.

Consolidation Opportunities

- The list of properties for the second round of disposal is due in two years. The second round moves beyond high value targets and encourages agencies to identify other real property assets they are seeking to dispose but have been unable to for various reasons (e.g., environmental, historical, local ordinance, or regulatory roadblocks). FASTA is designed to help facilitate disposals by helping agencies circumventing obstacles.
 - Federal real property assets with high operations and maintenance costs should also be considered during the second round. In some cases properties may seem attractive in terms of price to buy/rent, but the operations and maintenance costs associated with running the facility lead to a bad investment.
- During the January 16th FRPC full council meeting, FRPC members decided to move forward with FASTA by focusing on consolidation opportunities that could lead to associated disposals. More specifically, agencies will be targeting regional areas to identify potential opportunities to consolidate.
- DHS has been looking to consolidate in various regions, but has found that other agencies interested in consolidating are unable to get the necessary capital.
- DHS has 12 million sq ft of space in the National Capital Region, and is looking to reduce that to 10 million sq ft.
 - DHS sees this reduction taking up to 10 years, and other agencies are not planning that far out, making it hard to coordinate sales or consolidation with them.
- OMB is considering developing a scoring mechanism for geographic consolidation opportunities to entice agencies into consolidation projects.
- One important problem that DHS has identified in the way that PBRB has been approaching the idea of disposal is an over-emphasis on disposing of high value property. In some cases, what makes a real property asset high value for the private sector is what makes the asset valuable/necessary to the government; PBRB may be trying to get rid of a building for precisely the reason that the agency (in this case DHS) wants to keep the asset.
- PBS has a meeting with PBRB to discuss what success looks like under FASTA. Currently, agencies' understanding of success under FASTA is reduction of footprint through disposal and consolidation, whereas PBRB's understanding of success is to dispose and reduce expense. To DHS' point, disposal of something valuable is not necessarily a good idea.

Upcoming Meetings:

Data Governance Working Group, January 18th, Room 2213

FRPC ESC, March 10th, Room 1408

FRPC Full Council, April 16th, Room 1459

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- The biggest hurdles agencies are facing are capital and disposal. Linking them together creates opportunities to trade capital for disposals (making exchanges).
 - Exchanges can potentially result in a loss of the value of the asset. Exchanges take years to complete, and in that time market value of the asset can change.
 - It's also hard to compare the value of exchanges when they involve trading goods for services.
 - Bringing in the private sector could potentially help stabilize this process and mitigate risk. If the government can find the right buyers for disposal efforts, it will reduce risk and increase property value.

Capital Plan Working Group

- The Capital Planning Working Group (CPWG) developed a proposal to integrate the Capital Planning policy (M-20-03) into OMB circular A-11 (budget).
- CPWG also developed implementation guidance to help agencies successfully navigate capital planning. The implementation guidance consists of two parts:
 - A series of questions to help agencies with capital planning.
 - A question and answer section that clarifies the text of M-20-03.
- Implementation Guidance
 - The implementation guidance also makes it clear that some RTF targets are still required, and those requirements will be met by agencies' capital plan submissions.
 - One question that has come up multiple times is the question of who should be signing off on agencies' capital plan submissions; Should it be one of the CFO, SRPO, or Budget Officer, or all three?
 - **DHS Response:** At the least it should be the CFO and the SRPO. All three would be ideal, but the budget officer may not appropriately fill that role for all agencies. CFOs and SRPOs should be informed and involved with capital planning.
 - **Question: What are the deliverables resulting from the implementation guidance?**
 - **Response: The implementation guidance is not meant to generate deliverables; its purpose is to provide clarification on M-20-03.**
 - **Question: VA's understanding of M-20-03 is that it is not part of the budget process. Is that correct?**
 - **Response: Yes, capital planning is currently a standalone exercise separate from the budget; however, the intention is to get the Budget Review Division's (BRD) support in combining capital planning into the budget in the future.**
 - The A-11 proposal developed by the capital planning working group is an effort to initiate the conversation with BRD on integrating capital planning into A-11.
 - Although capital planning is currently a standalone

exercise, it is still meant to feed into and support agencies' budget submissions. Capital plans are due to FRPC in August, and budget submissions are due the following month in September. The intent of that timeline is to have the capital plan feed into the budget.

- If FRPC manages to get BRD to help create a dedicated BOC 50 for real property, a separate capital plan submission would no longer be necessary because it would be part of agencies' budget submissions.
- A-11 Budget Exhibit Proposal
 - CPWG explored various options for integrating capital planning into the budget, and DHS and DOT put together a presentation that will be used to present two viable options to BRD:
 - Option 1 – Establish BOC 50, which would be a dedicated real property major object class category.
 - Existing real property object categories in various other places would be removed.
 - This would consolidate real property guidance into a single location, and is the preferred option.
 - This has been attempted in the past, but there was pushback due to the level of effort that would go into changing agency systems.
 - DHS has drafted 80% of the language for the proposed BOC and its associated changes, but needs input from other agencies to finish the remaining 20%.
 - Option 2 – Use existing BOCs that involve real property and expand using sub-object codes.
 - This change would primarily affect BOCs 23, 25.4, and 32.
 - BOC 32 would need to be broken out between owned and leased.
 - While this would give somewhat greater visibility into real property programs and would not be as heavy a lift as option 1, scattering real property definitions and guidance throughout A-11 is not sensible and BOCs should not be forced to accommodate programs that they are not intended to relate to.
 - A change is necessary as real property expenses are not accurately reflected in A-11. Agencies budgets are not transparent and are misleading at no fault of agencies and with no malicious intent. The nature of A-11 does not allow for transparency.
 - Plans and initiatives of agencies and stakeholders are not properly budgeted for, because agencies' budgets do not accurately reflect their expenses. Agencies are forced to pay for projects and other expenses by taking money from various funding streams.
 - This represents a huge risk for agencies, as billions of dollars

- are being spent and agencies are unable to tie those expenses back to congressional authorization or intent.
- GAO has raised this lack of transparency as an issue in multiple audits. Agencies budgets are not aligning with data.
 - VA noted that the nature of A-11 misleads onlookers because it falsely shows over-investment and under-investment in a variety of areas. The structure of A-11 forces them to put certain contractual service expenses under unrelated areas like cost per sq ft, which falsely inflates their cost per sq ft data. Their costs in BOC 25 are significantly overstated because it is not clear where some of their expenses should fit.
 - **Question: Would the implementation of one of the proposed A-11 changes take us off the high risk list?**
 - **Response: It would definitely be a good step toward getting off of the high risk list, and would make agencies more predictable.**

Business Process Standards Working Group

- During this meeting, the Business Standards Working Group (BSWG) provided the initial output of functions and activities.
 - The functions are the highest level, representing overall program planning functions that set the stage for the real property lifecycle. The activities are a more granular breakdown of the functions.
 - The development of business standards through the Federal Integrated Business Framework (FIBF) is an iterative process, so the functions and activities that have been developed will change during the development of more granular business capabilities and business use cases.
 - BSWG is currently developing business capabilities based on inputs and outputs of the activities.
 - Once functions, activities, business capabilities, and business use cases have been developed, government-wide shared services requirements (standards) can be put into place.
 - BSWG is working with the Army Corp of Engineers to schedule a demo of their BUILDER system for potential government-wide standardization.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time March 10, 2020 1:00 to 2:30 pm
Location GSA, 1800 F Street, Room 1408
Attachments: • FY 2021 FASTA recommendation template
 • FY 2020 FRPP data dictionary changes presentation

Time	Topic	Presenter(s)
1:00 – 1:50 pm	FASTA – Next Round of Agency Recommendations for Disposal and Consolidation Opportunities <i>Objective:</i> Discuss the consolidation data call questionnaire and review the proposed template for the next round of agency recommendations for disposal, consolidation, and collocation.	Stuart Burns John Dugan
1:50 – 2:05 pm	Update on National Strategy and Capital Planning <i>Objective:</i> Review the status of the National Strategy and the Capital Planning implementation guidance.	Bill Hamele
2:05 – 2:20 pm	Data Governance Working Group <i>Objective:</i> Review the proposed set of reporting requirements changes for FY 2020 FRPP submission.	Chris Coneeny
2:20 – 2:30 pm	Miscellaneous Updates <i>Objective:</i> Update on the CFOC Act and other relevant items.	Tim Soltis

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time March 10th, 2020 1:00 pm to 2:30 pm

Location GSA, 1800 F Street, Room 1408

- Attachments**
- FY2020 FRPP-Data Dictionary Changes (PPT)
 - Draft FY21 FASTA Recommendation Template (XLSX)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on April 9th.
- Please review the revised data call questions/FASTA template from PBS and provide feedback to John Dugan (john.dugan@gsa.gov), Stuart Burns (stuart.burns@gsa.gov), Bill Hamele (b) (6) and Alex Kurien (alexander.kurien@gsa.gov) by March 18th.
 - PBS will send out an updated draft that includes the above feedback on March 20th.
 - The data call questions and FASTA template will be reviewed again during the April 9th ESC meeting before heading to the FRPC full council on April 16th.
- Please view GSA’s map of Federal real property asset locations for consolidation opportunities [here](#).
- The Capital Planning Working Group will begin developing implementation guidance for the 2020 National Strategy on 03/19/20. Agencies are encouraged to participate to ensure that their unique perspectives are reflected in the guidance. Please contact Bill Hamele and Cody Dean (cody.dean@gsa.gov) for more information.
- CPWG encourages DHS to bring CFOs and Budget Officers that support the CPWG budget exhibit proposal to the 03/16/20 BRD meeting to help articulate the necessity for BOC changes.
- DGWG will review the cost anomaly category recommendation on 03/17/20.
 - VA’s recommendation was to add a dollar amount parameter alongside the % variance threshold.
- FRPC ESC members are asked to identify the obstacles preventing them from moving forward with disposals (e.g., public conveyances, community push back) and reach out to Bill Hamele and John Dugan.

Roll Call
<ul style="list-style-type: none"> • Adam Bodner (PBRB) • Stuart Burns (GSA) • Gordie Clark (DOE) • Victoria Collin (OMB) • Chris Coneeney (GSA) • Scott Davis (USDA) • John Dugan (GSA) • Bill Hamele (OMB) • Michael Karau (DHS) • Alex Kurien (GSA) • Jessica Salmoiraghi (GSA) • Allison Sands (DoD) • Brett Simms (VA) • Tim Soltis (OMB) • Mary Sprague (DOT) • M ke Thomas (Treasury) • Trey Watkins (DHS) • Scott Whiteford (DOE)

Topic	General Info
FASTA Next Round – Disposal and Consolidation Opportunities	

- During the 02/11/20 ESC meeting, ESC leadership requested that the Public Buildings Service (PBS) work on a data call that will steer agencies toward finding geographic consolidation opportunities. The draft template presented today lays the foundation for that effort, but ESC members are asked to review the template and send feedback to PBS.
- The template is meant to be a preliminary guideline that frames where FASTA is headed next while also laying the foundation for agencies' understanding of how consolidation ties into collocation.
- The "Consolidation Recommendations" tab may seem daunting in terms of the scale of what it is asking, but lays out the level of information necessary to effectively evaluate projects and cost benefits analyses.
 - PBS is looking to make context, scale, and scope more clear to get better results.
 - The Public Buildings Reform Board (PBRB) voiced concern that the amount of time it would take agencies to get the information requested in the data call would go beyond the timeframe required by FASTA. The hope is that by including a lot of information in the data call, there will be less back-and-forth with and between agencies, resulting in a shorter timeline.
- A similar template was put out for round one of the FASTA recommendations, and while agencies made more than 80 recommendations for disposal, they did not include enough information on the recommended assets to make the recommendations helpful. PBS is looking to narrow the results and hone in on quality recommendations.
- PBRB would like agencies to think about consolidation and collocation opportunities that they have wanted to pursue, but have not due to various obstacles.
- DOT recommends placing an emphasis on collocation over consolidation, as internal consolidation efforts have been ongoing regardless of FRPC initiatives. Agencies should be geographically collocating along communities of practice.
- VA voiced concern that the questions asked in the template are phrased in a way that is backward oriented, when they should lead agencies to look to the future state and future opportunities. The questions should lead agencies to consider how consolidation can be improved moving forward, and how FASTA authorities can be leveraged.
- **DoD Question: DoD has a graphic depiction of the location of all of its assets; do other agencies have similar graphics, or does GSA have a consolidated version? Having the ability to see geographic clusters may help with collocation efforts.**
 - **Response: GSA does have a graphic of government-wide Federal real property asset locations known as the Consolidation Opportunity Map.**
 - This map does not include DoD, FBI, or DEA assets.
- OMB recommends that the above mentioned consolidation opportunity map be incorporated into PBS' FASTA template data call questions.
 - Based on asset density, certain areas may stand out as opportune for consolidation.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frbg.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group, March 17th, Room 2213

Business Standards Working Group, March 17th, Room 6044

Capital Planning Working Group, March 19th, Room 5007

FRPC ESC, April 9th, Room 1153

FRPC Full Council, April 16th, Room 1459

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- If an agency has 10 facilities within a few miles of a city, that may serve as an opportunity indicator.
- PBRB is also planning to use the Consolidation Opportunity Map tool to identify disposal and consolidation opportunities using their own criteria and methodology.
 - PBRB voiced concern at the amount of time it will take agencies
- PBRB came up with twelve geographic target locations based on real estate value and concentration of Federal real estate evaluations made in round 1 of FASTA:
 - 1 – WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA
 - 2 – NEW YORK-NEWARK, NY-NJ-CT-PA
 - 3 – SAN JOSE-SAN FRANCISCO-OAKLAND, CA
 - 4 – LOS ANGELES-LONG BEACH, CA
 - 5 – CHICAGO-NAPERVILLE, IL-IN-WI
 - 6 – ATLANTA--ATHENS-CLARKE COUNTY--SANDY SPRINGS, GA
 - 7 – KANSAS CITY-OVERLAND PARK-KANSAS CITY, MO-KS
 - 8 – PHILADELPHIA-READING-CAMDEN, PA-NJ-DE-MD
 - 9 – DALLAS-FORT WORTH, TX-OK
 - 10 – BOSTON-WORCESTER-PROVIDENCE, MA-RI-NH-CT
 - 11 – SEATTLE-TACOMA, WA
 - 12 – DENVER-AURORA, CO
- While the twelve locations identified by PBRB are attractive areas to target, OMB requested that the data call emphasize that agencies interested in consolidating or collocating in other areas should still raise those opportunities.
 - DOT identified Sacramento as a secondary market that they are looking for collocation opportunities in.

National Strategy/Capital Planning Update

- National Strategy:
 - OMB issued the Addendum to the National Strategy for the Efficient Use of Real Property on 03/05/20.
 - The next step is to develop National Strategy implementation guidance. Most of the actions specified in the National Strategy are already underway, but the Capital Planning Working Group will be engaged to develop more comprehensive implementation guidance.
- Capital Planning:
 - The Capital Planning has already drafted implementation guidance for the Implementation of Agency-wide Real Property Capital Planning (M-20-03).
 - The proposed A-11 budget exhibit proposal developed by the Capital Planning Working Group (CPWG) to enable successful implementation of M-20-03 will be presented to the OMB Budget Review Division (BRD) on 03/16/20.
 - The current Budget Object Code (BOC) system in A-11 is not conducive to real property tracking and transparency.
 - In addition to meeting with BRD, Bill Hamele will submit a formal request to have new BOCs introduced in the annual

A-11 update.

- CPWG encourages DHS to bring CFOs and Budget Officers that support the CPWG budget exhibit proposal to the BRD meeting to help articulate the necessity for BOC changes.

Data Governance Working Group Update

- During the 02/11/20 ESC meeting, the Data Governance Working Group (DGWG) briefed ESC members on GAO Audit 20-135, which made six recommendations to improve accuracy, completeness, and accessibility of the FRPP public database.
- DGWG has been discussing potential changes to the 2020 FRPP reporting requirements, and the attached FRPP-Data Dictionary Changes PowerPoint summarizes their recommended changes.
- Slide 2
 - Slide 2 provides background on GAO Audit 20-135.
 - GAO was engaged to review GSA's public real property database in 2019, leading to their 2020 audit which concluded the FRPP is not providing the intended public benefit due to:
 - Inaccurate and incomplete location data;
 - Absence of a consistent risk based approach to withholding assets from public release; and
 - Low utilization of the public database.
- Slide 3
 - Slide 3 goes over the recommendations GAO made in audit 20-135.
 - The presentation primarily covers recommendations 1 (complete and correctly formatted street address information) and 2 (review anomaly categories to better target incorrect data).
 - GSA is currently engaging with the Interagency Security Committee (ISC) to address recommendations 3-5, which involve making determinations on what should be withheld from public release.
 - GSA is working on developing a website that lists all publicly available Federal real property data sources to address audit 20-135's 6^h and final recommendation.
- Slide 4 + 5
 - Slides 4 and 5 cover GSA's corrective action plan to address recommendation 1, and DGWG's recommended changes to the FRPP and Data Dictionary to execute the corrective action plan.
 - DGWG recommends the below:
 - Emphasize latitude + longitude be reported for asset location over street address.
 - For installations unable to report latitude + longitude, street address will be an acceptable alternative.
 - Allow agencies to report county under the street address field for assets that cannot disclose latitude + longitude, but also have no identifiable street address.
 - Establish business rules that proscribe entries such as none, n/a, null, ?, ***, etc. in an effort to cut down on junk data.
 - Emphasize in the Data Dictionary that assets on an identified road must include street number and street name.

- Things such as airport names or mountain range names are not valid entries. A full street address is needed to display a location geo-spatially. This is an issue specifically brought up by GAO.
- Slide 6 + 7
 - Slides 6 and 7 cover GSA's corrective action plan to address recommendation 2, and DGWG's recommended changes to the FRPP and Data Dictionary to execute the corrective action plan.
 - DGWG recommends the below:
 - Revise the approach to examining anomaly categories related to cost by switching to a 100% variance in total asset cost threshold between prior year and current year. For owned that would be operations and maintenance costs, and for leased that would be leased operations and maintenance costs, as well as rent to lessor.
 - This would mean that if asset costs either increased or decreased by over 100% between prior year and current year, the cost would be flagged as an anomaly.
 - Cost anomaly categories currently look at cost per sq ft.
 - Eliminate the small sq ft anomaly categories for labs, offices, warehouses, services, and dorms and barracks.
 - Eliminate the "Change In" anomaly categories for change in historic status, change in legal interest, change in status indicator, and change in sustainability.
 - Eliminate the county and state mismatch anomaly categories.
 - There are agency installations that have assets spread across county and state lines, causing a mismatch anomaly flag.
 - Add a 1000ft buffer for the water mismatch geospatial anomaly category.
 - This would cause the water mismatch anomaly categories to halve.
- **GSA Comment on Eliminating Small SQ FT Dorms and Barracks Anomaly Category: Dorms and Barracks should definitely still be tracked, why are we eliminating that category?**
 - **Response: For all of the anomaly categories being recommended for removal, agencies will still report that data. All of the above mentioned Small SQ FT categories, including dorms and barracks, will still be tracked and reported by agencies to the FRPP. The recommendation is only to remove the *anomaly* category that is reviewing those data elements for anomalies.**
- **VA Comment on a Move Away From Cost per SQ FT for Tracking Asset Cost: VA's initial thought is that tracking variance in total cost of the asset will cause more anomaly flags than cost per sq ft is currently causing. For example in terms of leasing this may be an**

issue because agencies often enter into leases toward the end of the year. Cost variance between prior and current year for leases initiated late in the year will be much higher than 100%.

- **Response: The Data Dictionary states that costs should be annualized, so even if a lease was entered into toward the end of the year, the annualized costs would be entered.**
 - **VA Follow Up Response: There will still likely be many anomalies resulting from this. VA's initial recommendation is to add additional parameters alongside the 100% variance threshold, such as a dollar amount. If something changes by \$30, it may not need to be flagged, but things over \$100k may need to be flagged, for example.**
- Slide 8
 - For awareness, Executive Order 13834 (2018) laid out a set of implementing instructions, requiring a review of sustainability data elements for potential changes either to the existing data element or the collection of sustainability information.
 - CEQ has entered into discussions in terms of implementing instructions and a potential need for revised reporting requirements on sustainability, as well as the addition of new sustainability data elements.

OMB Updates

- Now that the National Strategy Addendum has been issued, OMB wants to hone in on areas that the FRPC will work on.
 - OMB sees the first steps as getting national strategy implementation guidance developed, and making progress on standards.
 - Having standards will help agencies work on consolidating processes and work, leading to lower cost and lower overall burden.
 - The aforementioned GSA Consolidation Opportunity Map is a good example. If all agencies were using and contributing to the Consolidation Opportunity Map, and its existence was more widely known, it could aid agencies' consolidation and collocation efforts.
- Congress has 3 interests this session in terms of real property:
 - 1 – Expanding the working capital fund concept;
 - 2 – allowing agencies to spend money to prepare for disposals in an effort to incentivize disposal; and
 - 3 – streamlining the disposal process by reducing obstacles, such as public conveyance requirements.
- OMB sees the third point above as being the most difficult to address. Finding long term processes that help facilitate consolidation and disposal, and finding ways to demolish unwanted assets has proven challenging for the Federal real property community.
- The National Strategy Addendum set the tone for managing real property, but OMB wants to move beyond an addendum and develop a more comprehensive successor national strategy for real property by engaging

with industry experts.

- A more comprehensive, more successful national strategy will require FRPC members to move away from old processes and start considering what changes need to happen to allow the Federal real property community to accomplish its goals. Legislative changes will be necessary, and the FRPC can craft the direction of those changes.
 - FRPC needs to be able to show, through data and history, the changes and authorities that would foster the optimal Federal real property environment, how the existing environment is hindering those efforts, and compelling evidence that shows the benefits of making changes.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time April 9, 2020 1:00 to 2:30 pm

Location Virtual

- Attachments:**
- Consolidation Questions (DOC)
 - Capital Planning Implementation Guidance (DOC)
 - Real Property Metrics Summary (DOC)
 - ISC Draft Guidance (DOC)
 - Real Property Readiness Assessment (PPT)

Time	Topic	Presenter(s)
1:00 – 1:15 pm	<p>FASTA – Next Round of Agency Recommendations for Disposal and Consolidation Opportunities</p> <p>Objective: Finalize the collocation template and questionnaire.</p>	<p>Stuart Burns</p> <p>John Dugan</p>
1:15 – 1:30 pm	<p>Update on Capital Planning</p> <p>Objective: Review the Capital Planning Implementation Guidance.</p> <ul style="list-style-type: none"> • Solicit ESC decision on moving Capital Plan due date to December '20/January '21. 	Bill Hamele
1:30 – 1:45 pm	<p>Update on National Strategy</p> <p>Objective: Review the status of the Implementation Guidance for the National Strategy Addendum.</p> <ul style="list-style-type: none"> • Propose new working group to define the content of the biennial report (Addendum action #3). 	Bill Hamele
1:45 – 2:00 pm	<p>Performance Metrics</p> <p>Objective: Review proposed performance metrics for performance.gov (Addendum action #6).</p>	<p>Bill Hamele</p> <p>Aaron Eisenbarth</p> <p>Trey Bradley</p>
2:00 – 2:15 pm	<p>Business Standards Working Group</p> <p>Objective: Introduce the readiness assessment as part of the Business Standards Process.</p>	Chris Coneeny
2:15 – 2:30 pm	<p>Data Governance Working Group</p> <p>Objective: Continue the review of proposed reporting requirements changes for the FY 2020 FRPP submission. Additional changes reflect engagement with ISC and CEQ on secure installation guidance and sustainability, respectively.</p>	Chris Coneeny

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time April 9th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Consolidation Questions (DOC)
 - Capital Planning Implementation Guidance (DOC)
 - Real Property Metrics Summary (DOC)
 - Proposed FY 19 Metrics (PPT)
 - Real Property Readiness Assessment (PPT)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on May 12th.
- Agencies with questions or feedback on the FASTA Consolidation Questions document or GSA's COVID-19 support are encouraged to reach out to Stuart Burns (stuart.burns@gsa.gov).
 - The attached FASTA Consolidation Questions data call will go out in May 2020 after an April 16th review by the FRPC full council.
- Capital Planning:
 - The goal is to issue the Capital Planning Implementation Guidance by the end of April 2020 after the template for first year projects costs has been developed.
 - The reporting date for agencies' capital plans will be changed to January 2021.
- National Strategy:
 - A new working group will be established to define the content of the biennial report required by Action 3 of the National Strategy Addendum (M-20-10).
- Real Property Performance Metrics:
 - The proposed performance metrics will be further reviewed by the FRPC full council on April 16th, as well as the Data Governance Working Group on May 5th.
 - Agencies are asked to review the performance metrics and submit feedback to Bill Hamele (b) (6) Chris Coneeney (chris.coneeney@gsa.gov) and Cody Dean (cody.dean@gsa.gov) by April 29th.
 - Agencies' feedback should focus on providing new metrics (including the benefit of posting the metrics) as well as identifying proposed metrics that may not be appropriate for posting on performance.gov

Roll Call
<ul style="list-style-type: none"> • Adam Bodner (PBRB) • Trey Bradley (GSA) • Stuart Burns (GSA) • Tom Chaleki (DHS) • Gordie Clark (DOE) • Victoria Collin (OMB) • Chris Coneeney (GSA) • Pat Corrigan (OMB) • Scott Davis (USDA) • John Dugan (GSA) • Aaron Eisenbarth (GSA) • Greg Ewing (DHS) • Bill Hamele (OMB) • Jack Jensen (Treasury) • Michael Karau (DHS) • Michael Klein (PBRB) • Alex Kurien (GSA) • Adam Pugh (DOE) • Allison Sands (DoD) • Bill Seifert (DOE) • Brett Simms (VA) • Tim Soltis (OMB) • Mary Sprague (DOT) • Scott Whiteford (DOE)

(as well as the rationale for not posting).

- The Readiness Assessment will be distributed in May/June 2020 for completion in August 2020.

Topic	General Info
<p>COVID – 19 Support</p> <ul style="list-style-type: none">• GSA is ready to help agencies with COVID-19 related emergency leasing and emergency land use.• Agencies with specific short and long term needs resulting from COVID-19 should make these requests through the standard channels, but can reach out to GSA with questions.	<p><i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i></p>
<p>FASTA Consolidation Questions</p> <ul style="list-style-type: none">• During the March 10th FRPC ESC meeting, members provided feedback on what the questions for the FASTA consolidation data call should look like.• The Public Buildings Service's (PBS) short term goal is to distribute the first set of questions to agencies in May 2020, giving agencies a better idea of what round two of FASTA should look like. Agencies would have until the end of June 2020 to answer these questions.• After receiving agency responses in June 2020, the Public Buildings Reform Board (PBRB) would work with GSA PBS to identify the largest opportunity targets apparent from the data call, releasing a list of directed projects in August 2020.• The intent of the data call is to increase strategic thinking and get high level insight into agencies' real estate strategies, and then identify key markets and opportunities for consolidation and collocation.	<p>https://www.frpq.gov/FRPG</p> <p><i>Upcoming Meetings:</i></p> <p>FRPC Full Council, April 16th, Virtual</p>
<p>Capital Planning Update</p> <ul style="list-style-type: none">• The Capital Planning Working Group (CPWG) developed draft implementation guidance for the Implementation of Agency-Wide Capital Planning (M-20-03).<ul style="list-style-type: none">◦ CPWG is requesting feedback on the implementation guidance from the FRPC and FRPC ESC before finalizing.• The draft Capital Planning Implementation Guidance's primary function is to define the universe of assets covered by M-20-03, clarify the meaning of some of the text, and provide general guidelines to align agencies' work to the policy's intent.• The implementation guidance is split into three sections:<ol style="list-style-type: none">1 – High level direction to define the assets covered by M-20-03 and define a common approach to implementing the policy in a Q&A format.2 – Direction for incorporating Reduce the Footprint (RTF) annual reduction targets for office, warehouse, and owned space into the capital plan.3 – Information on how agency capital plans will be evaluated.• CPWG is working on a template for first year projects to help agencies that have less mature capital planning processes in place.• FRPC should be the issuing body for the Capital Planning Implementation	<p>Data Governance Working Group, April 21st, Virtual</p> <p>Business Standards Working Group, April 28th, Virtual</p> <p>FRPC ESC, May 12th, Virtual</p> <p>Location: GSA HQ, 1800 F Street, NW, Washington, DC, 20006</p>

Guidance, under the Executive Director signature.

- FRPC ESC members agree that capital planning reporting should be moved to January. August was initially chosen as the reporting date, but the intent is to align capital planning with agencies' budgets, and budget reporting happens in March. A January reporting date would allow agencies' capital plans to feed into their budgets as intended.

National Strategy Update

- The Addendum to the National Strategy for the Efficient Use of Real Property (M-20-10) was issued on March 6th, 2020.
- M-20-10 lists eight actions and requires an implementation plan outlining how these actions will be addressed.
 - The implementation plan required by M-20-10 is currently under development by CPWG but is not ready for ESC review and approval.
 - CPWG envisions a short document that addresses each of the eight actions, summarizing a schedule for completing the actions and describing how they will be executed.
- Action 3 of M-20-10 requires the establishment of a “Biennial Real Property Portfolio Risk Report Highlighting Capital Gaps” but the addendum does not clarify what that risk report should include. CPWG recommends creating a new working group to define the content of that report. CPWG envisions the report as a tool that highlights portfolio improvement, as well as the challenges the Federal portfolio faces on a government-wide basis.
 - ESC members agree that a separate working group should be established to create this report. This new working group would need its membership to include budget and financial office representatives.
 - A charter will be developed for this working group.

Proposed Performance Metrics

- The Federal real property community has been using performance metrics developed by OMB and GSA using FRPP data since 2014. While these metrics were developed by OMB and GSA, they were reviewed extensively by FRPC agencies.
- The Federal Property Management and Reform Act of 2016 (FPMRA) required agencies to have metrics to compare against industries. The National Strategy Addendum for the Efficient Use of Real Property (M-20-10) also requires agencies to list these metrics in the public realm.
- These performance metrics have evolved over time, with two additional metrics for Tenant Satisfaction Score (TSS) and Condition Index being added in 2018.
- CPWG is proposing that the following five metrics be added as individual agency performance metrics:
 - 1 – Average Building Age
 - 2 – Holdover Leases
 - 3 – Expiring Leases
 - 4 – Historical Expenditures – Internal Only
 - 5 – Future Expenditures – Internal Only

- ESC members agree that some of the metrics on performance.gov are outdated and should be replaced with meaningful metrics that do more to support agencies' missions. Metrics that help better manage the Federal portfolio should be pursued, rather than just reporting metrics to meet a requirement. Before replacing any metrics it is essential that FRPC can make a compelling case as to why these metrics are no longer useful, and how the metrics replacing them are better for optimization.
 - As an example, square foot per person is frequently requested by stakeholders, but agencies are finding that it is unreliable for space planning and should be replaced.
- DHS sees great value in collecting metrics that address the following three items:
 - Expiring Leases
 - Holdover Leases
 - Space Utilization
- The key metric that DHS wants to see is a new metric for space utilization. DHS has found that using square foot per person to plan space needs has resulted in below 50% utilization for most of their buildings. Space utilization should be based on the way the space is being used, and DHS now sizes future facilities based on how they will be utilized.
- One challenge with developing new more innovative metrics is that FRPC is limited to using current data. Developing metrics that cannot be generated using existing FRPP data is a multi-year process that requires system changes and extended time to accurately collect.
- OMB sees the capital planning process laid out in M-20-03 as a promising way to identify new metrics and processes that agencies might be using internally and should be adopted by the rest of the Federal real property community.

Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has finished developing the initial set of functions and activities, and is in the process of developing business capabilities. After finishing the initial set of capabilities, there will be a review process.
- Parallel to the review process, there is a Federal Integrated Business Framework (FIBF) readiness assessment. The readiness assessment is a survey document sent to agencies asking them to examine their business processes and compare their functions, activities, and business capabilities to those developed by BSWG. The Readiness Assessment is meant to identify aspects of a functional area that are the most standardized government-wide to drive analyses and decision making on opportunities for improvement.
- The readiness assessment helps identify commonality across agencies, IT system types and commonalities, policy impediments, special agency requirements, and supportive governance characteristics.
- Steps of the readiness assessment:
 - Plan Assessment – identify milestones and content of the assessment (01/2020 – 04/2020)

- Launch Assessment – GSA will notify agencies when the assessment is open and monitor submissions. Data is collected via MAX.gov as it has been done for other program areas (05/2020)
- Conduct Assessment Open Period – Agencies provide input and feedback on the assessment artifacts and questions (06/2020-08/2020)
- Analyze Feedback – GSA will analyze agency feedback and follow-up to ensure completeness and consistency (08/2020-09/2020)
- Distribute Assessment Report – GSA posts results on D2D and provides findings to RPM stakeholders (10/2020-11/2020)
- The planned timeframe for the readiness assessment is May – August (3 month process). During this time GSA will hold open hours to allow agencies to ask technical or policy questions related to completing the assessment.
- Expected outcomes of the readiness assessment:
 - Insight into agency real property management alignment on commonly agreed to business standards
 - Establish standard real property capabilities that meet the needs of Federal agencies
 - Support development of capabilities aimed at ensuring real property data is complete, accurate, controlled, and publicly accessible
 - Identify consolidated approaches for procurements, technology, and common service offerings
 - Improve stewardship of taxpayer dollars
 - Improve user experience and increase access to real property data for accountability and decision-making
- The readiness assessment asks agencies to work with departments, bureaus, and components to answer questions on the real property lifecycle and governance processes. The amount of effort this will take will vary depending on the size of the agency.
 - DOE also pointed out that this is a challenging request due to COVID-19 support responses and the overlap with the consolidation data call requested by PBS and PBRB, which also takes place in the May-August timeframe.

Data Governance Working Group Update

- The Data Governance Working Group (DGWG) briefed ESC members on proposed changes to FRPP reporting for 2020 during the March 10th FRPC ESC meeting. VA cautioned that the proposed to the cost anomaly category might cause an increase in anomalies, so DGWG conducted further analysis using FY 18 and FY 19 FRPP data and is making the following recommendation:
 - Move away from using cost per square foot for the cost anomaly category, instead using variance threshold to track changes in cost between reporting years.
 - The variance threshold for owned office and owned warehouse would be greater than 100%.
 - The variance threshold for leased office and leased warehouse would be greater than 300%.

- Regarding GAO Audit 20-135, GSA has engaged with the Interagency Security Committee (ISC) to address recommendations on providing a risk-based framework to assist agencies with identifying property that should be withheld from the public release of the FRPP. ISC presented draft suggestions, and will continue to engage with DGWG to address an additional GAO recommendation on summarizing data for secure installations that cannot report detailed data.
 - One challenging consideration in these talks has been clarifying the definition of “Secure Installations”. Audit 20-135 mentioned, but failed to define, the term secure installations, and without a clear definition the term and its effect on creating a risk based framework and its use in summarizing data will be applied inconsistently. One of GAO’s common concerns has been the inconsistent approaches agencies have taken to withholding information, and an unclear definition of “Secure Installations” will contribute to that problem.

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time May 12, 2020 1:00 to 2:30 pm

Location Virtual

- Attachments:**
- M-20-23 (PDF)
 - Biennial Report Working Group Charter (DOC)
 - 2017 ISC Guidance for Withholding Data Elements (DOC)
 - 2020 ISC Draft Recommendations (DOC)

Time	Topic	Presenter(s)
1:00 – 1:10 pm	<p>COVID-19 Guidance <i>Objective:</i> Discuss OMB M-20-23, Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again and developing a set of related FAQs.</p>	Tim Soltis
1:10 – 1:20 pm	<p>Biennial Report Working Group <i>Objective:</i> Review the charter for the newly established National Strategy Addendum Biennial Report Working Group.</p>	Bill Hamele
1:20 – 1:30 pm	<p>National Strategy Addendum Update <i>Objective:</i> Review the status of the National Strategy Addendum Implementation Plan. (M-20-10)</p>	Bill Hamele
1:30 – 1:40 pm	<p>Performance Metrics <i>Objective:</i> Propose the establishment of a new working group to develop future performance metrics.</p>	Bill Hamele Aaron Eisenbarth
1:40 – 1:50 pm	<p>Capital Planning Update <i>Objective:</i> Review the status of the Capital Planning Implementation Guidance. (M-20-03)</p>	Bill Hamele
1:50 – 2:05 pm	<p>Data Governance Working Group <i>Objective:</i> Update on Interagency Security Committee (ISC) guidance for determining what data to include/exclude from the FRPP public data set and providing summary data for secure installations. (GAO Audit 20-135 Recommendations #3-5)</p>	Chris Coneeney
2:05 – 2:20 pm	<p>Business Standards Working Group Update <i>Objective:</i> Provide an update on the initial list of real property management functions, activities, and business capabilities which will be shared with the Business Standards Council (BSC).</p>	Chris Coneeney
2:20 – 2:30 pm	<p>General Updates <i>Objective:</i> Discuss other FRPC related items.</p>	Tim Soltis Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time May 12th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- M-20-23 (PDF)
 - Biennial Report Working Group Charter (DOC)
 - 2017 ISC Guidance for Withholding (DOC)
 - 2020 ISC Draft Recommendations (DOC)
 - Propose RPM Service Activities and Business Capabilities (XLSX)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on June 9th.
- National Strategy:
 - A draft of the National Strategy Implementation Plan will be sent to ESC members for review during the week of May 25th.
- Biennial Report:
 - ESC members are asked to review the charter for the newly established Biennial Report Working Group and submit feedback to Bill Hamele (b) (6) Leah Fant (leah.fant@gsa.gov), and Chris Coneeney (chris.coneeney@gsa.gov) by COB May 28th.
- Real Property Performance Metrics:
 - ESC members approved the creation of a metrics working group to refine the 2020 metrics and develop improved metrics for future years.
 - During the June 9th ESC meeting, an updated list of metric for 2020 will be presented for approval.
 - Interested agencies are asked to identify potential representatives of the new performance metrics working group and submit them to Bill Hamele, Leah Fant, Chris Coneeney, and Cody Dean (cody.dean@gsa.gov).
- Data Governance:
 - ESC members support having DGWG review the FRPP data elements to develop a list that should be withheld from public release, along with justification for withholding each element.

Roll Call
<ul style="list-style-type: none"> • Stuart Burns (GSA) • Tom Chaleki (DHS) • Gordie Clark (DOE) • Victoria Collin (OMB) • Chris Coneeney (GSA) • Pat Corrigan (OMB) • Scott Davis (USDA) • John Dugan (GSA) • Leah Fant (GSA) • Bill Hamele (OMB) • Michael Karau (DHS) • Alex Kurien (GSA) • Craig Lasser (DOI) • Adam Pugh (DOE) • Allison Sands (DoD) • Bill Seifert (DOE) • Brett Simms (VA) • Tim Soltis (OMB) • Mary Sprague (DOT) • Michael Thomas (Treasury) • Maria Torres (GSA) • Scott Whiteford (DOE)

Topic	General Info
<p>COVID – 19 Guidance</p> <ul style="list-style-type: none"> • Guidance for The Federal workforce is in the process of shifting toward re-opening. 	<p><i>For access to past minutes, agendas,</i></p>

- The focuses as re-opening unfolds are determining who teleworks, who comes in, and under what circumstances should employees be or not be coming in.
- The guidelines laid out in M-20-23 give agencies and local governments the flexibility to define some of the conditions that need to be met for employees to begin returning.
- The General Services Administration (GSA) is developing separate guidelines for what re-opening will look like for GSA controlled facilities, and will post those guidelines to the GSA website in the coming weeks.
 - The GSA guidelines will provide information cleaning, screening, and frequently asked questions (FAQs).

and presentation materials, please visit the FRPG at:

<https://www.frbg.gov/FRPG>

Upcoming Meetings:

Data Governance Working Group, May 19th, Virtual

FRPC ESC, June 9th, Virtual

FRPC, July 16th, Location TBD

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Biennial Report Working Group

- Action 3 of the National Strategy Addendum (M-20-10) requires a biennial real property portfolio risk report, and in April ESC members approved the creation of a new Biennial Report Working Group to outline the content for the biennial report.
- In preparation for today's May ESC meeting, the charter for this new working group was sent out. ESC members are asked to review and provide feedback on the charter by COB May 22nd.
 - After this feedback has been incorporated into the charter, OMB and GSA will work on chartering members from the real property, budget, and financial communities.

National Strategy Addendum Update

- M-20-10 requires the development of an implementation plan by July 6th 2020. The Capital Planning Working Group (CPWG) developed a draft document that lists the 8 actions from M-20-10 along with a schedule and execution strategies for each of the actions.
- CPWG chair Bill Hamele will meet with the Office of Management and Budget's (OMB) Budget Review Division (BRD) on May 18th to propose changes to A-11 that would allow for increased transparency in accordance with action 4 of M-20-10.
 - After this meeting, CPWG will send the implementation plan to ESC members.

Performance Metrics

- In 2016, Government Accountability Office (GAO) audit 16-275 recommended that the real property community post individual agency performance metrics. The Federal Property Management Reform Act of 2016 (FPMRA) requires individual agency performance metrics as well.
 - To meet these requirements, M-20-10 states that individual agency performance metrics will be posted on performance.gov.
- An initial list based on government-wide performance metrics currently posted on performance.gov was sent to FPRC, ESC, and working group members for review.
- Feedback from and discussion with agencies has resulted in the following:
 - A proposal to the ESC that a new working group be established that is dedicated to developing and improving individual agency performance metrics for 2020 and beyond.
 - The metrics initially sent to agencies in April will serve as a baseline for 2020, as there are commitments through the Federal Assets Sale and Transfer Act (FASTA), FPMRA, GAO,

and M-20-10 to get metrics out in 2020.

- An updated version of the April baseline metrics will be presented to the ESC for approval during the June 9th meeting.
 - ESC members approved the creation of a metrics working group to refine the 2020 metrics and develop improved metrics for future years.
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Capital Planning Update

- The Implementation of Agency-Wide Capital Planning (M-20-03) requires the development of implementation guidance, and CPWG presented draft guidance to ESC members in April.
 - OMB leadership is doing a final review as well, and once ready the plan is to have FRPC issue the guidance as a statutory body.
-

Data Governance Working Group Update

- The Interagency Security Committee (ISC) has developed draft guidance in response to GAO audit 20-135 recommendations 3-5.
 - Recommendation # 4, which recommends that agencies should be able to use “a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release”, has been the focus of recent engagements between DGWG and ISC.
 - Moving away from their 2017 guidance for withholding FRPP data from the public, ISC’s 2020 draft guidance does not identify specific data elements that should be withheld entirely and universally.
 - ISC pointed out that their 2017 guidance to agencies for withholding information was not implemented in a way that they had anticipated. Their understanding was that their guidance would be taken into consideration by agencies, but it ended up being universally enforced. Considering this, when developing their 2020 guidance ISC sought to afford agencies more flexibility in determining which elements to withhold, and chose not to recommend that data elements be withheld entirely; however, ISC is not opposed to FRPC deciding to withhold certain data elements universally, and their 2017 concerns on specific data elements are still valid, but ISC thinks that such a decision should come from FRPC, rather than ISC.
 - GSA has pointed out that should FRPC decide to withhold certain elements, GAO will likely question the reason for these withholdings due to it going beyond the guidance provided by ISC. If a list of data elements is developed for public withholding, a strong justification for each withholding needs to be included.
 - There are 2 paths forward using ISC’s 2020 draft guidance:
 - 1 – Have DGWG review FRPP data elements and recommend (with strong justification) that some elements be withheld for security reasons.
 - 2 – Use the ISC guidance as it is provided and include all data elements in the public release of the FRPP. Agencies would then make a determination based on all data elements being included for each asset of whether or not there were security concerns arising from releasing any of that data for that asset. If so, that agency could submit an exemption request to provide only summary level data due to security concerns.
 - DGWG is recommending that path 1 be pursued. There are data elements that serve no real estate purpose, and pose concerns if published. DGWG has not yet reviewed the data elements to make a recommendation on what specifically should be withheld.
 - ESC members support having DGWG review the data elements to develop a list that should be withheld from the public release of the FRPP, along with justification for withholding each element.
-

Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has worked with MITRE to develop the initial set of functions, activities, and business capabilities as part of the Federal Integrated Business Framework
-

(FIBF) process.

- As the FIBF process is progressing, the Business Standards Council (BSC), which is comprised of the various program areas that participate in FIBF, is reviewing the draft work done by BSWG to determine at which points the real property program area would intersect with other program areas.
 - The real property management program area will have the most interaction with the acquisition and financial management program areas.
 - In reviewing these touch points, the BSC ensures that the real property management program area is in alignment with how other program areas view and understand the interaction between the program areas.
 - In early June, there will be communication going out to the FRPC community announcing the publication of the real property readiness assessment, which will compare the business capabilities developed by BSWG with those used in agencies' real property management processes and attempt to find commonality among agencies.
 - It's important to note that not all capabilities are used by all agencies. Some capabilities will be unique to specific agencies.
 - 3 categories of agencies related to real property management:
 - 1 – Agencies whose needs are satisfied entirely from occupancy agreements with GSA.
 - 2 – Agencies that in addition to having occupancy agreements with GSA, have direct authority to lease space to meet needs.
 - 3 – Agencies that have occupancy agreements with GSA and lease space directly, as well as having the ability to acquire federally owned space through new construction.
 - Each of the above categories introduces additional capabilities.
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Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time June 9, 2020 1:00 to 2:30 pm

Location Virtual

- Attachments:**
- Updated 2020 Performance Metrics (DOC)
 - Addendum Implementation Plan (DOC)
 - Biennial Report Working Group Charter (DOC)
 - Justification for Withholding FRPP Data Elements (DOC)
 - CEQ Sustainability Data Elements Proposal (DOC)
 - Proposed RPM Service Activities (XLSX)

Time	Topic	Presenter(s)
1:00 – 1:05 pm	COVID-19 Guidance <i>Objective:</i> Discuss OMB and GSA guidance for reopening Federal buildings and returning employees to physical workspace.	Tim Soltis
1:05 – 1:20 pm	Performance Metrics Review <i>Objective:</i> Review the updated list of 2020 proposed individual agency performance metrics and discuss membership for the Metrics Working Group.	Bill Hamele Aaron Eisenbarth
1:20 – 1:35 pm	National Strategy Addendum Update <i>Objective:</i> Review the status of the National Strategy Addendum Implementation Plan. (M-20-10)	Bill Hamele
1:35 – 1:50 pm	Biennial Report Working Group Update <i>Objective:</i> Review Biennial Report Working Group charter and discuss membership.	Chris Coneeney Bill Hamele
1:50 – 2:00 pm	Capital Planning Update <i>Objective:</i> Review status of Capital Planning Implementation Guidance and discuss OMB Budget Review Division’s input on the Capital Planning Working Group’s proposed A-11 Budget Exhibit.	Bill Hamele
2:00 – 2:15 pm	Data Governance Working Group Update <i>Objective 1:</i> Review Data Governance Working Group’s proposal for withholding FRPP data elements. <i>Objective 2:</i> Review Data Governance Working Group’s recommendation to CEQ on its request to add 3 new sustainability data elements to FRPP.	Chris Coneeney
2:15 – 2:25 pm	Business Standards Working Group Update <i>Objective 1:</i> Review and gain ESC approval of the real property management set of functions, activities, and business capabilities.	Chris Coneeney

Objective 2: Provide update on the release of the real property readiness assessment.

2:25 – 2:30 pm

General Updates

Objective: Provide information on other important topics.

Tim Soltis

Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time June 9th, 2020 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Updated 2020 Performance Metrics (DOC)
 - Addendum Implementation Plan (DOC)
 - Biennial Report Working Group Charter (DOC)
 - Justification for Withholding FRPP Data Elements (DOC)
 - CEQ Sustainability Data Elements Proposal (DOC)
 - Proposed RPM Service Activities (XLSX)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on July 9th. Note that this meeting deviates from our usual cadence to accommodate July 4th plans.
- Real Property Performance Metrics:
 - Please review the Updated 2020 Performance Metrics document and submit feedback to Bill Hamele (b) (6) and Chris Coneeney (chris.coneeney@gsa.gov) by COB June 19th.
 - Agencies interested in participating on the Metrics Working Group should submit potential members to Bill Hamele and Chris Coneeney.
- Biennial Report Working Group:
 - Please review the Biennial Report Working Group Charter and submit feedback to Bill Hamele and Chris Coneeney by COB June 19th.
 - Agencies interested in having their budget, financial, or real property staff participate as members of the Biennial Report Working Group can submit potential members to Bill Hamele and Chris Coneeney.
- Data Governance Working Group:
 - Objective 1 –
 - ESC members approved DGWG’s proposal for withholding a subset of FRPP data elements from the public. The General Services Administration (GSA) will now work on integrating the proposal into the FRPP Data Dictionary Addendum.
 - Objective 2 –
 - ESC members approved DGWG’s proposal for adding additional sustainability data elements to the FRPP. DGWG will convey the proposal to the Council on Environmental Quality (CEQ).

Roll Call
<ul style="list-style-type: none"> ● Byron Adkins (DOC) ● Tom Chaleki (DHS) ● Gordie Clark (DOE) ● Victoria Collin (OMB) ● Chris Coneeney (GSA) ● Scott Davis (USDA) ● John Dugan (GSA) ● Leah Fant (GSA) ● Bill Hamele (OMB) ● Michael Karau (DHS) ● Alex Kurien (GSA) ● Craig Lasser (DOI) ● Adam Pugh (DOE) ● Allison Sands (DoD) ● Bill Seifert (DOE) ● Brett Simms (VA) ● Tim Soltis (OMB) ● Mary Sprague (DOT) ● Michael Thomas (Treasury) ● Scott Whiteford (DOE)

Topic

General Info

COVID – 19 Guidance

- Agencies have been asking about cleaning office buildings and screening those who enter for things like temperature, and also social distancing procedures in offices (e.g., what will be the protocol for using elevators?).
- For agencies occupying GSA owned spaces, GSA has an FAQ section online that addresses many of the questions that agencies have been raising. <https://www.gsa.gov/governmentwide-initiatives/emergency-response/covid19-coronavirus>

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Performance Metrics Review

- The performance metrics proposed for 2020 implementation have gone through multiple rounds of review by the FRPC, ESC, and FRPC working groups over the past few months, and are close to being finalized.
 - Agencies that had significant or multiple concerns were individually engaged to incorporate their ideas.
- Government-wide performance metrics have been posted on performance.gov since 2016. The newly proposed metrics for 2020 implementation are meant to capture individual agency performance in compliance with the Federal Property Management and Reform Act (FPMRA), the National Strategy Addendum for the Efficient Use of Real Property (M-20-10), and multiple Government Accountability Office (GAO) audits.
- FRPC ESC members agree that some of the metrics being posted for 2020 may not be the optimal way to track progress toward real property management objectives. During the May ESC meeting, members approved the creation of a new Metrics Working Group that will work on developing and improving performance metrics for future years.
 - GSA and the Office of Management and Budget are currently working on collecting members for the Metrics Working Group. Once a roster has been completed and the charter for the working group has been approved by the ESC, a cadence will be established.

Upcoming Meetings:

Data Governance Working Group, June 16th, Virtual

FRPC ESC, July 9th, Virtual

FRPC, July 16th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

National Strategy Addendum Update

- M-20-10 requires an implementation plan that specifies when and how the 8 actions listed in M-20-10 will be executed.
- The development of metrics falls under Action 6 of the implementation plan, and is part of an effort to portray the end states that agencies are trying to achieve in their real property management objectives.
 - Agencies have differing real property management objectives, and the Capital Planning Policy (M-20-03) gives agencies the flexibility to develop some of their own performance metrics to reflect their unique missions/objectives.

Biennial Report Working Group Update

- Action 3 of M-20-10 requires the creation of a biennial real property portfolio risk report.
- ESC members agreed during their May meeting that a new working group should be established to develop the content of the report.

- The Biennial Report Working Group will require members from the real property, financial, and budget communities
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Data Governance Working Group Update

- Objective 1 – Proposal for Withholding Federal Real Property Profile (FRPP) Data Elements
 - During the May ESC meeting, the ESC directed the Data Governance Working Group (DGWG) to review FRPP data elements and propose removing those that posed risks, along with a justification for each of the withholdings.
 - DGWG discussions revealed that concerns with publishing the risk posing data elements center on the issue of Force Protection (measures taken to mitigate threat to government employees). In light of this, the Interagency Security Committee recommended that the FRPC consult general counsel to see if they would interpret force protection as falling under the exemptions allowed in the Federal Assets Sale and Transfer Act (FASTA).
 - The legal interpretation of force protection as it relates to FASTA was interpreted by GSA's Office of General Counsel. The FRPC does not have its own independent general counsel, and GSA issues FRPC guidance on behalf of the FRPC.
 - GSA OGC conveyed that GSA should not issue government-wide guidance for removing data elements on the basis of force protection for 2 reasons:
 - 1 - Force protection is not referenced in the Federal Assets Sale and Transfer Act (FASTA) as a reason for withholding FRPP data from the public. FASTA lists National Security and Procurement as acceptable reasons to withhold data elements from the public, and force protection is a separate issue from national security in a legal sense.
 - 2 - The Interagency Security Committee (ISC) is the subject matter expert in this area, and they chose not to include a recommendation for removing data elements in their revised guidance.
 - Instead of GSA issuing government-wide guidance to universally withhold a set of data elements, GSA OGC suggested that having agencies rely on their own internal guidance in consultation with their own general counsel and facility security organizations would be sufficient justification for GSA when withholding relevant data elements from the public. This approach is consistent with the ISC revised recommendations which allow for other agency-specific criteria that may require a national security exemption.
 - This approach would require GSA to indicate in the addendum to the FRPP data dictionary that there are a small set of data elements which agencies may consider a risk to national security if included in the FRPP public data set. If the agency, in consultation with its facility security and general counsel organizations, makes the determination to withhold one, some, or all of those elements, then it must submit in writing to GSA each of the data elements that must be withheld and the basis for their removal. GSA would then exclude those data elements for that agency's inventory in the FRPP public data set.
 - DGWG's proposal for this objective is for the ESC to accept this revised recommendation. If it is approved, GSA will work on integrating relevant changes into the FRPP Data Dictionary Addendum.
 - The changes will be made for 2020 FRPP submissions. This approach is consistent with the corrective action plan GSA developed to address GAO audit 20-135, and these additional steps will be conveyed to GAO as progress indicators.
 - **ESC members approved the proposal.**
 - Objective 2 – Review recommendation to CEQ for adding sustainability data elements
 - CEQ submitted a request for three new sustainability data elements in the FRPP. The proposed data elements are:
 - Date that sustainability assessment was made.
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- The method for making the sustainability determination (whether CEQ's Guiding Principles or a third party was used for the sustainability assessment).
 - The square footage of sustainability if only part of the building has been deemed sustainable.
 - These elements would not be included in the 2020 reporting of the FRPP due to data quality and availability.
 - CEQ requested a formal recommendation from the real property community, so DGWG is requesting ESC endorsement on the proposal below:
 - Recommend that CEQ work with OMB to conduct a separate data call outside of FRPP, as a baseline, to determine the availability and accuracy of the requested sustainability data elements on sustainability assessment date, assessment type, and sustainability square footage. Thereafter, the results should be brought back to DGWG to decide if and when the new data elements should be incorporated into the FRPP.
 - **ESC members approved the proposal.**
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Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has been in discussions with the Business Standards Council (BSC) on the process for developing standards and conducting the Federal Integrated Business Framework Process. During the May ESC meeting, ESC members had suggested that FRPC and ESC approval of the list of functions, activities, and business capabilities should be obtained before submitting them to the BSC for review.
 - The BSC's suggestion was to wait until the BSC has had a chance to review the Real Property Management (RPM) service activities list, as well as OMB's Data Council, before showing getting approval from the FRPC and ESC, because there will likely be changes that need to be made that the BSC or Data Council will point out.
 - The FIBF process is iterative in that it requires periodic changes/updates to reflect changes in policies, laws, executive orders, or regulations.
 - As part of the FIBF process, GSA is conducting a readiness assessment to get a sense of which business capabilities are used by agencies.
 - Once the readiness assessment is published, the plan is to give agencies until the end of August to go in an answer questions.
 - Office hours will be held throughout the readiness assessment to help answer questions that agencies may have when completing questions.
 - The readiness assessment will ask whether business capabilities apply to your agency, whether they are centralized or decentralized, performed by Federal employees vs contractors, and the Information Technology (IT) systems that agencies have in place to support business processes.
 - The assessment will be conducted on MAX.gov. For agencies wishing to "piecemeal" the assessment to multiple people, it can be downloaded as an excel file and distributed to multiple people. Those separate documents would then need to be consolidated and submitted on MAX.gov.
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Federal Real Property Council

EXECUTIVE STEERING COMMITTEE

Date and Time	July 9, 2020	1:30 to 3:00 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • Addendum Implementation Plan (DOC) • 2020 Performance Metrics (DOC) • Biennial Report Working Group Charter (DOC) • 2020 FRPP Data Dictionary (DOC) 	

Time	Topic	Presenter(s)
1:30 – 2:00 pm	Post COVID-19 Real Property Strategy <i>Objective:</i> Prepare for the July 16 th FRPC engagement with CIOC, CHCOC, and CIOC on COVID-19 and its impact on agencies' real property strategies and missions.	Tim Soltis Alex Kurien
2:00 – 2:10 pm	National Strategy Addendum Update <i>Objective 1:</i> Summarize the comments that agencies have submitted related to the National Strategy Implementation Plan. <i>Objective 2:</i> Get ESC approval to send the Implementation Plan to the FRPC full council for review.	Bill Hamele
2:10 – 2:20 pm	Capital Planning Update <i>Objective:</i> Review the status of the Capital Planning Implementation Guidance.	Bill Hamele
2:20 – 2:25 pm	Individual Agency Performance Metrics <i>Objective:</i> Summarize the comments that agencies have submitted related to the individual agency performance metrics.	Bill Hamele
2:25 – 2:30 pm	Biennial Report Working Group <i>Objective:</i> Discuss membership for the Biennial Report Working Group from agencies' real property, finance, and budget communities.	Bill Hamele Chris Coneeney
2:30 – 2:40 pm	Data Governance Working Group <i>Objective:</i> Provide an update on the status of the 2020 FRPP Data Dictionary and Addendum.	Chris Coneeney
2:40 – 2:45 pm	General Updates <i>Objective:</i> Provide information on other important topics.	Tim Soltis Alex Kurien

Federal Real Property Council

EXECUTIVE STEERING COMMITTEE (ESC) MINUTES

Date and Time July 9th, 2020 1:30 pm to 3:00 pm

Location Virtual

- Attachments**
- Post COVID-19 Strategy Discussion (DOC)
 - Addendum Implementation Plan (DOC)
 - 2020 Performance Metrics (DOC)
 - Biennial Report Working Group Charter (DOC)
 - 2020 FRPP Data Dictionary (DOC)

Action Items

- The next Executive Steering Committee (ESC) meeting will be on August 11th.
- July 16th FRPC meeting/Post COVID-19 Strategy Discussion:
 - The invite for the July 16th Post COVID-19 Strategy Discussion was sent to a limited group of agencies; however, any agency that would like to invite their CFO, CIO, or CHCO representatives to the session are encouraged to do so. Agencies can also contact Cody Dean (cody.dean@gsa.gov) to have someone placed on the invite.
 - If any agencies have leading questions that they would like to be raised during this discussion, please reach out to Cody Dean.
- National Strategy Addendum Implementation Plan:
 - The FRPC ESC approved the Implementation Plan for final review by the FRPC full council on July 16th. Final review feedback is requested by COB July 23rd.
- Capital Planning:
 - The due date for Capital Plan submissions is January 8th, 2021.
- Individual Agency Performance Metrics:
 - The FRPC ESC approved the Individual Agency Performance Metrics for final review by the FRPC full council on July 16th. Final review feedback is requested by COB July 23rd.
- Biennial Report Working Group:
 - Additional members from the budget and finance communities are required before this working group can begin meeting. Agencies are asked to submit representatives to Bill Hamele (b) (6) and Chris Coneeney (chris.coneeney@gsa.gov) by COB July 15th.
- Data Governance Working Group:

Roll Call

- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Gordie Clark (DOE)
- Chris Coneeney (GSA)
- Pat Corrigan (OMB)
- Scott Davis (USDA)
- Bill Hamele (OMB)
- Eric Haukdal (DOE)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Adam Pugh (DOE)
- Jessica Salmoiraghi (GSA)
- Allison Sands (DoD)
- Brett Simms (VA)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- Michael Thomas (Treasury)

- FRPP Data Dictionary training classes are being held during the weeks of July 13th and July 20th. Agencies are asked to direct FRPP staff to Chris Coneeney to enroll in one of these classes.
- Business Standards Working Group:
 - The readiness assessment was distributed to agencies on June 30th for submission by September 15th. Agencies are asked to identify main points of contact to Chris Coneeney to help coordinate office hours and other pertinent information.

Topic	General Info
<p>Post COVID-19 Real Property Strategy</p> <ul style="list-style-type: none"> ● As agencies are moving toward returning employees to physical spaces, the Office of Management and Budget (OMB) and the General Services Administration (GSA) are dedicating the first hour of the July 16th FRPC full council meeting to discussing how COVID-19 will ultimately impact agencies' work environments. Understanding this impact will require input from other councils; representatives from 3 additional councils were invited to the opening hour of the July 16th meeting. <ul style="list-style-type: none"> ○ Chief Information Officers Council (CIOC) – COVID-19 has resulted in heavy use of virtual tools and other systems, and an increased reliance on them is a possibility for the future. ○ Chief Human Capital Officers Council (CHCOC) – Understanding the role of teleworking and human capital may shift post-COVID. ○ Chief Financial Officers Council (CFOC) – The cost impact to changes resulting from COVID-19 to systems and strategies will need to be explored. ● The invite to the July 16th Post COVID-19 Strategy discussion was extended to those agencies with the highest number of leases (over 1,000 leases): <ul style="list-style-type: none"> ○ Department of Agriculture (USDA) ○ Department of Commerce (DOC) ○ Department of Defense (DoD) ○ Department of Energy (DOE) ○ Department of Homeland Security (DHS) ○ Health and Human Services (HHS) ○ Veterans Affairs (VA) ● While the invite was only extended to the CIO, CFO, and CHCO communities for these agencies, any other agencies that would like to invite their counterparts are encouraged to do so. ● Pre-COVID-19 agencies were on average reaching 50-70% occupancy rates for buildings. COVID-19 pushed agencies into aggressive teleworking stances, drastically lowered occupancy to 20-30% for buildings. <ul style="list-style-type: none"> ○ Agencies' management communities are interested in exploring whether or not a teleworking atmosphere will persist after the pandemic is over, and how that will affect their real property strategies. 	<p><i>For access to past minutes, agendas, and presentation materials, please visit the FRPG at:</i></p> <p>https://www.frpg.gov/FRPG</p> <p><i>Upcoming Meetings:</i></p> <p>Data Governance Working Group, July 14th, Virtual</p> <p>FRPC, July 16th, Virtual</p> <p>Business Standards Working Group, July 21st, Virtual</p> <p>FRPC ESC, August 11th, Virtual</p> <p>Location: GSA HQ, 1800 F Street, NW, Washington, DC, 20006</p>

- Real property averages around 25-30% of agencies' spending, and is one of the areas that will be under heavy budget pressure as the government tries to reduce spending. A large amount of government money has been spent to try and reduce the negative trends caused by COVID-19, so consolidation and disposal will be pressed now more than ever to try and free up some funds.
- As leases are expiring and new leases are coming up, agencies are asked to consider potential downsizing/disposal opportunities as part of real property portfolio optimization.
 - A summary of lease data will be shared for discussion during the July 16th Post COVID-19 Strategy Discussion.
- OMB and GSA are also interested in engaging in discussions with the private sector to understand and potentially adapt their real property strategies for government use. Leadership is hoping to initiate these discussions in August of 2020.
- DHS Question: What does FRPC leadership hope to get out of the July 16th cross council Post COVID-19 Strategy Discussion?
 - GSA/OMB Response: Success will be to raise awareness in different leadership communities on the direction real property is heading post COVID-19, get more information about how areas beyond real property foresee their post COVID-19 roles, learn about the short and long term challenges and opportunities that these various areas of government foresee, and understand the expectations that agencies' leadership areas have for the FRPC as a path forward is developed.

National Strategy Addendum Update

- The FRPC ESC approved the National Strategy Addendum Implementation Plan for final review by the FRPC full council.

Capital Planning Update

- OMB and GSA have received some questions on the due date for agencies' Capital Plans. While the due date was initially August of 2020, the date has been moved to January 8^h, 2021 to better align with budget submissions.

Individual Agency Performance Metrics

- Government-wide performance metrics have been posted on performance.gov since 2016. The newly proposed metrics for 2020 implementation are meant to capture individual agency performance in compliance with the Federal Property Management and Reform Act (FPMRA), the National Strategy Addendum for the Efficient Use of Real Property (M-20-10), and multiple Government Accountability Office (GAO) audits.
- The performance metrics proposed for 2020 implementation have gone through multiple rounds of review by the FRPC, ESC, and FRPC working groups over the past few months.
- Agencies feel that in the long term, more useful metrics should be developed. To develop these more useful metrics, a new Metrics Working Group was established and plans to begin meeting in August 2020.
- The FRPC ESC approved the 2020 Individual Agency Performance Metrics for final review by the FRPC full council.

Biennial Report Working Group

- The biennial report required in the National Strategy Addendum (M-20-10) will help communicate to Congress areas that need improvement and better convey to Congress, GAO, and the public the successes and challenges of the Federal real property community.
- A Biennial Report Working Group has been established to help define the content and structure of the biennial report, but additional members from the budget and finance communities are required before the working group can begin officially meeting.

Data Governance Working Group Update

- The 2020 FRPP Data Dictionary was published on June 12^h 2020, and includes changes consistent with GSA's corrective action plan that addresses GAO audit 20-135 recommendations.
- The Data Dictionary Addendum, which addressed GAO recommendations for withholding and summarizing data for secure installations, is still being developed by the Data Governance Working Group (DGWG).
- GSA is holding training sessions during the weeks of July 13th and July 20th to help agencies understand the changes to the FRPP Data Dictionary and ensure accurate reporting.

Readiness Assessment

- The Federal Integrated Business Framework (FIBF) Readiness Assessment was distributed to agencies on June 30th. The due date for the readiness assessment is September 15th.
 - The Business Standards Working Group will be holding office hours starting July 16th to help agencies successfully complete the readiness assessment. Agencies are asked to identify main points of contact for completing the readiness assessment so that GSA can properly coordinate with them.
 - The outcome of the Readiness Assessment will be to find commonality across agencies where it exists to help foster shared solutions and processes where possible.
-