**Section 2500.40 Agency Sustainability Plans and Sustainability Progress Reports**

a) Any State agency that does not have an agency sustainability plan on file with the Council as of the effective date of this Part shall file an agency sustainability plan no later than 90 days after the effective date of this Part.

b) A State agency shall submit its agency sustainability plan via the agency sustainability planning tool on the Council’s website. If using the agency sustainability planning tool would impose extraordinary costs, the State agency may submit its plan using the paper-based form in Appendix A.

c) Each State agency sustainability plan shall include an assessment of environmental impacts in each of the applicable areas of operation:

1) Transportation

2) Purchasing of Goods and Services

3) Office Operations

4) Facility Management

5) Construction and Renovation

d) Each State agency sustainability plan shall include sustainability goals, objectives, strategies and measures for assessment of progress in each of the applicable areas of operation listed in subsection (c).

e) A State agency must submit at least one sustainability goal and related sustainability objective, sustainability strategy and measure for assessment. A State agency may submit multiple sustainability goals, objectives, strategies and measures for assessment.

f) The State agency must submit a revised sustainability plan by no later than three years after the date of the initial plan.

g) Each State agency shall complete the sustainability progress report on or before July 1, 2008 and on or before June 1 of each subsequent year. The State agency may, but is not required to, revise the agency sustainability plan at the time of submitting the sustainability progress report.

h) Any plans, reports or other submissions to the Council shall be sent to Green Governments Coordinating Council, c/o Lt. Governor's Office, 100 W. Randolph, Suite 15-200, Chicago, Illinois 60601.

i) Any materials submitted via the Council's website need not also be submitted by paper.