

## Freeze the Footprint

This effort strives to bring a new approach to the workplace at the Department, by building greater employee performance and productivity through innovative space designs and technology enhancements, while reducing the agency's space footprint and associated out-year costs. The project will also allow the agency to meet the new federal space guidelines (150–180 usable square footage/person vs. the current usable square footage of 338).

The Department Challenges are:

- Limited IT tools to support new mobile workforce
- IT infrastructure is outdated
- In some cases, telework expansion has outpaced space designs
- Agency employee recruitment efforts restricted to a limited number of states, limiting the size of the mobile workforce

The Department Strategy is to:

- Upgrade the IT infrastructure
- Provide mobile workers with 21st century tools
- Strengthen the Performance Management Program
- Promote cultural acceptance of a mobile workforce
- Design innovative work spaces
- Implement an Electronic Records Management System
- Reduce the space footprint

### Freeze the Footprint Baseline Comparison

	<b>FY 2012 Baseline</b>	<b>2014</b>	<b>Change (FY 2012 Baseline–2014)</b>
Square Footage	1,563,641	1,550,158	13,483

The square footage totals are for the office and warehouse domestic assets, which are assets located in the 50 states, Washington, DC, and United States territories. The square footage total includes owned and leased assets. Updated square footage information is posted on the [performance.gov](http://performance.gov) website.

## Civil Monetary Penalty Adjustment for Inflation

The *Federal Civil Penalties Inflation Adjustment Act of 1990*, as amended, requires agencies to make regular and consistent inflationary adjustments of civil monetary penalties to maintain their deterrent effect. To improve compliance with the act, and in response to multiple audits and recommendations, agencies should report annually in the Other Information section the most recent inflationary adjustments to civil monetary penalties to ensure penalty adjustments are both timely and accurate.

Penalty	Authority	Date of Previous Adjustment	Date of Current Adjustment	Current Penalty Level
Failure to provide information for cost of higher education	20 USC 1015(c)(5)	January 4, 2005	October 2, 2012	\$30,000
Failure to provide information regarding teacher-preparation programs	20 USC 1022d(a)(3)	January 4, 2005	October 2, 2012	\$30,000
Violation of Title IV of the HEA	20 USC 1082(g)	November 18, 2002	October 2, 2012	\$35,000
Violation of Title IV of the HEA	20 USC 1094(c)(3)(B)	November 18, 2002	October 2, 2012	\$35,000
Failure to disclose information to minor children and parents	20 USC 1228c(c)(2)(E)	No prior adjustment	October 2, 2012	\$1,100
Improper lobbying for Government grants and contracts	31 USC 1352 (c)(1)	November 18, 2002	October 2, 2012	\$15,000 to \$140,000
False claims and statements	31 USC 3802(a)(1)	November 18, 2002	October 2, 2012	\$7,000