

Illinois Finance Authority Agency Profile	
<b>Agency Name :</b>	Illinois Finance Authority
<b>Liaison Name:</b>	Diane L. Hamburger
<b>Liaison Title:</b>	Director of Marketing and External Affairs
<b>Committee Members :</b>	Diane Hamburger - Director of Marketing and External Affairs, Stuart Boldry - Chief Operating Officer, Maritsa Baenen - Executive Assistant and Office Manager
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<b>The mission of this agency is to:</b>	To foster economic development to public and private institutions that create and retain jobs and improve the quality of life in Illinois by providing access to capital.
<b>The agency employs 31 people.</b>	
<b>Major Locations:</b>	Chicago - 180 N. Stetson, Ste. 2555, 60601 Springfield - 427 E. Monroe St, Ste. 202, 62701 Peoria - 124 S. W. Adams St., Ste. 300, 61602 Mt. Vernon - 2929 Broadway, Ste. 7B, 62864
<b>We occupy approximately 13,000 square feet of space.</b>	

Office Sustainability	
<b>Do you distribute and circulate documents electronically rather than by hard copy?</b>	Usually
<b>Have you set defaults for your office copiers and printers to double-sided printing and black ink (as opposed to color)?</b>	Unknown
<b>Approximate percentage of our mass publications available in an electronic format:</b>	100
<b>Approximate percentage of forms recieved that are submitted electronically:</b>	N/A
<b>Items that your agency recycles:</b>	Office Paper Cardboard Plastic Bottles Glass Bottles Aluminum Cans Toner Cartridges Electronics Light Bulbs

<b>Goal:</b>	Reduce paper and other solid waste
<b>Objective:</b>	Reduce paper consumption below 2007 adjusted benchmark
<b>Measure:</b>	Reams of paper purchased
<b>Strategy:</b>	Print or copy 2-sided whenever possible; set defaults
<b>Strategy:</b>	Identify brochures, forms and paper documents distributed by IFA and develop a plan to convert to web or e-mail distribution, as feasible
<b>Strategy:</b>	Identify forms and other paper documents sent to IFA from business associates and develop a plan to convert to e-mail or web distribution, as feasible
<b>Strategy:</b>	Evaluate a web-based expense reporting system
<b>Strategy:</b>	Evaluate an Intranet for internal communications
<b>Goal:</b>	Expand recycling at IFA locations
<b>Objective:</b>	Recycle toner cartridges, plastic, aluminum cans, fluorescent bulbs, glass, electronics and other materials, as feasible
<b>Measure:</b>	Number of improvement projects implemented
<b>Strategy:</b>	Communicate with landlords at office locations to determine recycling practices and to increase opportunities as applicable
<b>Strategy:</b>	Evaluate USPS MailBack program for small electronics and ink jet cartridges, as applicable
<b>Strategy:</b>	Encourage employee communication

Purchasing of Goods and Services	
Number of reams of virgin paper purchased by the Agency each year:	Unknown
Number of reams of recycled paper purchased by the Agency each year:	304
Percentage of post-consumer recycled content of the paper we purchase:	30
Do you buy recycled toner cartridges?	Rarely
Do you buy vegetable-based inks rather than those made from non-renewable, petroleum-based products?	Usually
Approximate percentage of computers that are Energy Star:	100
Approximate percentage of other electric appliances (coffee makers, refrigerators, fans, etc.) that are Energy Star:	80
<b>Goal:</b> Expand green purchasing	
<b>Objective:</b>	Increase post-consumer waste content of purchased paper
<b>Measure:</b>	Post-consumer content of paper purchased after April 1, 2008.
<b>Strategy:</b>	For copy/printing paper, change to 30% post-consumer content (or highest % post-consumer content feasible). Complete process by FY 2009
<b>Objective:</b>	50% of other purchased materials to be non-toxic, recycled or re-manufactured materials by FY2012.
<b>Measure:</b>	Number of improvement projects implemented
<b>Strategy:</b>	Establish green purchasing criteria, where applicable
<b>Strategy:</b>	Evaluate purchase of recycled toner cartridges and utilize as feasible
<b>Strategy:</b>	Add a check box to our purchase order requisition to indicate if the purchase contributes to our green goals
<b>Strategy:</b>	Annually, review purchased materials to determine opportunities to change to a non-toxic, recycled or re-manufactured alternative

Transportation	
<b>Number of Passenger Vehicles:</b>	N/A
<b>Number of Equipment Vehicles:</b>	N/A
<b>Vehicle miles traveled in 2007 (or most recent tracked year):</b>	N/A
<b>Approximate percent of employees who use public transit/carpooling or non-motorized transportation:</b>	66
<b>Do you use video and teleconferences for meetings to reduce travel time and excess commuting?</b>	Usually
<b>Gallons of fuel consumed in 2007 (or most recent tracked year):</b>	0
<b>Approximate percentage of these gallons:</b>	<b>Conventional Gasoline</b> <b>E-85</b> <b>Conventional Diesel</b> <b>Biodiesel</b>
<b>Approximate percent of passenger vehicles which are flex-fuel or hybrid:</b>	N/A
<b>Goal:</b>	Reduce unnecessary driving
<b>Objective:</b>	Reduce vehicular milage by 3% by 2010 for targeted travel
<b>Measure:</b>	Vehicle miles traveled for targeted business operations
<b>Strategy:</b>	Determine a baseline measure of miles driven for IFA business activities - including rental and personal vehicles, starting July 1, 2008 - to determine "targeted" opportunities
<b>Strategy:</b>	Add "miles driven" line to our expense reporting forms or determine alternative method of recording miles driven
<b>Strategy:</b>	Encourage carpooling and use of public/mass transportation for business meeting-related travel
<b>Strategy:</b>	Increase use of teleconferencing for meetings, as feasible
<b>Objective:</b>	Make vehicle-traveled miles "greener"
<b>Measure:</b>	Number of opportunities implemented
<b>Strategy:</b>	Rent "greener" vehicles (for example, high-mileage, flex-fuel and hybrid vehicles) when available

Facilities	
Have you conducted an energy audit of your office facilities?	N/A
Kilowatt-hours of electricity consumed per year:	N/A
Approximate percentage of water conserving fixtures, e.g. faucets, toilets, showers:	N/A
Do you plant native species in landscaping?	N/A
Have you installed one or more rain gardens?	N/A
Do you have a green cleaning policy?	N/A
Do you have an integrated pest management schedule?	N/A
Do you have a routine schedule for HVAC maintenance?	N/A

<b>Goal:</b>	Improve workplace environment
<b>Objective:</b>	Reduce employee exposure to indoor air pollutants
<b>Measure:</b>	Number of indoor air quality improvements implemented
<b>Strategy:</b>	Locate copy/print machines away from work areas
<b>Strategy:</b>	Communicate with landlords to encourage pilot use of green cleaning supplies and integrated pest management services, and to avoid use of products with fragrances
<b>Strategy:</b>	Survey landlord building management practices to determine opportunities for improvement
<b>Goal:</b>	Improve energy efficiency
<b>Objective:</b>	Reduce energy use levels below 2008
<b>Measure:</b>	Number of energy improvements implemented
<b>Strategy:</b>	Communicate with landlords; encourage to have an energy audit performed by a qualified auditor for each IFA office location
<b>Strategy:</b>	Establish equipment turn-off practices
<b>Strategy:</b>	Replace incandescent light bulbs with CFL's or other energy-efficient lighting
<b>Strategy:</b>	All future appliance, electronic purchases by IFA to be Energy Star compliant
<b>Goal:</b>	Landlords are engaged in environmental and energy improvements
<b>Measure:</b>	Landlords have an active "green" team and publish progress reports
<b>Objective:</b>	Landlords have a "green" plan and publish progress reports
<b>Measure:</b>	Receipt of a "green" report
<b>Strategy:</b>	Communicate with landlords to encourage them to develop a plan
<b>Strategy:</b>	Add "green" clause to leases, at time of renewal or change
<b>Goal:</b>	Reduce water consumption
<b>Objective:</b>	New or replacement fixtures are "water-conserving"
<b>Measure:</b>	Number of opportunities implemented
<b>Strategy:</b>	Communicate with landlords; encourage to implement a plan

Construction	
Number of completed new constructions or major renovation projects in the last year:	N/A
Percentage of projects LEED certified:	N/A
Number of new constructed facilities located on infill sites:	N/A
Number of the completed roof projects in the past year that have a vegetated or solar-reflective surface:	N/A
Have you installed solar, wind or geothermal energy generating facilities?	
Approximate percentage of recycled construction materials:	N/A
Do you use light colored or permeable pavements?	N/A

Other Operations

<b>Goal:</b>	Increase employee education and awareness
<b>Objective:</b>	Communicate regularly with all employees regarding IFA goals and progress
<b>Measure:</b>	Number of communications on this subject
<b>Strategy:</b>	Create an IFA internal e-newsletter related to green/sustainability topics
<b>Strategy:</b>	Include a statement regarding green practices in the Employee Manual
<b>Strategy:</b>	Post sustainability reminders in strategic locations
<b>Strategy:</b>	Survey employee practices and solicit ideas for improvement
<b>Goal:</b>	"Sustainability" is a topic in IFA's strategic planning process
<b>Objective:</b>	Include "sustainability" as a consideration for IFA new program development and for operational effectiveness
<b>Measure:</b>	Topic is included in FY2009 Strategic Plan goals
<b>Goal:</b>	Tracking and Reporting
<b>Objective:</b>	Report annually to the Green Governments Coordinating Council (GGCC)
<b>Measure:</b>	Reports submitted on schedule
<b>Measure:</b>	Plan is formally reviewed annually by management and updated as needed