

GreenGov Agency Certification Checklist Fiscal Year 2023-2024 Reporting

Agency Representative Sign-off: Victoria Shay-Murry

Agency Executive Sign-off: Kelly Primus

Points Applicable	Points Earned	Score
84	50	60%

Instructions:

1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2023 through June 30, 2024.

- 2. As each measure is evaluated, begin with the following preface: "Since July 2023, as an Agency have you...".
- 3. The Checklist will automatically tally all points earned based upon measures applicable to your Agency.
- 4. Once completed, type in your Agency sign-offs above and save the document with your Agency name in the title.

5. Email the completed Checklist to: RA-GSGreenGov@pa.gov by Friday, August 30, 2024.

Scoring:

1. Score will be based upon the percentage of "yes" answers to measures applicable to your Agency.

- 2. For measures that do not apply to your Agency, select "not applicable".
- 3. Green highlighted measures valued at 4 points are direct initiatives of the GreenGov Program.
- 4. Blue highlighted measures valued at 4 points are direct initiatives of GreenGov Agency Focus Groups.

Contact GreenGov:

Phone: 717-787-4987 Email: RA-GSGreenGov@pa.gov Web: dgs.pa.gov/GreenGov

Since July 2023, as an Agency have you...

I.	Benchmarking and Evaluation					
1	Facility Benchmarking	Yes	No	N/A	Points Value	Points Earned
1 A	Maintained an inventory of all owned and leased buildings and square footage figures for use in DGS TRIRIGA & EnergyCAP systems?	V			2	2
1 B	Developed, implemented, and maintained a written plan for your space portfolio to identify opportunities for consolidation of space leading to cost, energy and carbon footprint savings?	7			4	4
1 C	Participated in the Commonwealth Utility Benchmarking Initiative (CUBI) through the EnergyCAP Agency Workplan by assigning & maintaining "Agency Liaison", "Core User" and other roles?			~	0	0
1 D	Utilized EnergyCAP for the evaluation of utility bills regarding consumption trends, usage spikes, billing anomalies and established reduction targets for continued energy savings?			~	0	0
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?			1	0	0
1 F	Participated in the High-Performance Lease Program through partnership with DGS Bureau of Real Estate, GreenGov and Lessor by conducting an energy audit and establishing energy efficiency goals in a lease facility?			2	0	0
1 G	Worked with a Lessor to establish a utility bill tracking program for at least 1 facility that does not meet the 20k square foot and greater office space threshold for the High-Performance Lease Program?			7	0	0
1 H	Utilized the DGS Consulting Services ITQ 4400007410 to procure at least 1 ASHRAE Energy Audit and/or EnergyStar Building Certification within a facility owned or leased by your Agency?			7	0	0
1	Participated in the GreenGov Facility Energy Management System, (EnMS) in at least one facility as part of the development of the facility's comprehensive energy evaluation and action plan?			7	0	0
1 J	Received Act 129 or other energy conservation or sustainability incentive program rebates?			7	0	0
1 K	Achieved an overall 3% reduction of energy consumption within the past Fiscal Year (2023-2024) through the participation in energy reduction programs and delivery of energy-saving projects?			7	0	0
		Ро	ints To	otal	6	6

	2	Transportation Benchmarking	Yes	No	N/A	Points Value	Points Earned
2	Δ	Developed, implemented, and maintained executive-level fleet reports including, classification, mileage, consumption, emission and costs for the purposes of VMT reduction and fuel economy improvements?	7			2	2
2	R	Evaluated passenger vehicle assignments to identify ideal locations for the delivery of EV charging station projects as part of a high-efficiency vehicle fleet plan?			V	0	0
2	С	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	7			2	2
			Points Total		4	4	
	3	Products and Materials	Yes	No	N/A	Points Value	Points Earned
3	A	Developed, implemented, and maintained a comprehensive list of environmentally preferred and sustainable products and equipment procured by your agency (i.e. EnergyStar, FSC Certified, GreenGuard, GreenSeal, USDA Bio- Preferred, EPEAT, WaterSense or other)?			Z	0	0
			Po	ints To	otal	0	0
	4	Renewable Energy Opportunity Evaluation	Yes	No	N/A	Points Value	Points Earned
4	A	Identified facility(s) with opportunity for renewable energy and analyzed return on investment?				0	0
			Points Total			0	0
Total Points Earned for Benchmarking and Evaluations (I)							10

Total Points Available for Benchmarking and Evaluations (I)

Ш	Buildings and Structures					
5	Operations and Maintenance	Yes	No	N/A	Points Value	Points Earned
5 A	Completed annual inspections of building systems, components and envelope to take advantage of equipment warranty periods and/or facility maintenance contracts?			>	0	0
5 B	Developed, implemented, and maintained maintenance plans and/or contracts for your facilities to ensure peak operations (Ex: General Services Administration Public Building Maintenance Standards)?			\mathbf{k}	0	0
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?			7	0	0
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?			7	0	0
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in at least 1 facility?			7	0	0
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility?			7	0	0
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?			\checkmark	0	0
		Ро	ints To	otal	0	0
6	Building Systems Efficiency	Yes	No	N/A	Points Value	Points Earned
6 A	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency?			7	0	0
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?			7	0	0
6 C	Upgraded 25% or greater of lighting and fixtures to LED?			1	0	0
6 D	Installed programmable thermostats and system meters to reduce energy consumption?			1	0	0
6 E	Installed low flow plumbing fixtures in at least 1 facility?			~	0	0

6 F	Installed low flow plumbing fixtures within all facilities?			7	0	0
6 G	Installed on-demand or heat-pump hot water heaters?			V	0	0
6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?			V	0	0
		Po	ints To	otal	0	0
7	High-Performance Buildings	Yes	No	N/A	Points Value	Points Earned
7 A	Incorporated high-performance building designs, techniques and materials into the design of a facility project?			7	0	0
7 B	Achieved a measurable 10% reduction in energy consumption over ANSI/ASHRAE/IES Standard 90.1.2016 for any project (and/or achieved certification(s) including LEED, EnergyStar, etc.)?			7	0	0
7 C	Partnered with Public Works for the planning and/or delivery of a Sustainable high-performance new construction and/or facility renovation project with performance that exceeds ANSI/ASHRAE/IES Standard 90.1.2016?			7	0	0
		Po	ints To	otal	0	0
Total Points Earned for Buildings and Structures (II)						0

Total Points Earned for Buildings and Structu

Total Points Available for Buildings and Structures (II)

Ш	I Transportation							
8	Operations and Maintenance	Yes	No	N/A	Points Value	Points Earned		
8 A	Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?	7			2	2		
8 B	Developed, implemented, and maintained policy measures and business procedures for the reduction of Vehicle Miles Traveled (VMT) for items such as in-person meetings and other employee interactions?	7			3	3		
		Ро	ints To	otal	5	5		
9	Vehicle Efficiency (utilization of EV's and PHEV's)	Yes	No	N/A	Points Value	Points Earned		
9 A	Developed, implemented, and maintained a high-efficiency vehicle plan including battery electric and/or plug-in hybrid vehicle(s) and supporting infrastructure (charging stations) to achieve the 25% fleet goal?		7		4	0		
9 B	Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?			7	0	0		
9 C	Installed 50% additional electric vehicle charging stations to support your high-efficiency vehicle fleet plan (or enough to support 25% of your total passenger fleet)?				0	0		
9 D	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?		7		1	0		
9 E	Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?		7		3	0		
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?				2	0		
9 G	Procured and utilized the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task as part of a high-efficiency vehicle fleet plan?	7			3	3		
9 H	Permanently returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more efficient overall fleet? (turned in fixed asset tag)		7		4	0		
		Ро	ints To	otal	17	3		
	Total Points Ea	rned	for Tra	anspor	tation (III)	8		
Total Points Available for Transportation (III)					22			

IV	Products and Materials					
10	Procurement	Yes	No	N/A	Points Value	Points Earned
10 A	Procured environmentally preferred and sustainable products and equipment?	~			1	1
10 B	Purchased or utilized a new environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?			2	0	0
		Poi	ints To	otal	1	1
11	Recycling	Yes	No	N/A	Points Value	Points Earned
11 A	Collected and processed new recyclable material(s) in an effort to move toward zero waste facilities?			9	0	0
11 B	Established or participated in a recycling program?	7			1	1
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?		4		3	0
		Poi	ints To	otal	4	1
12	Cleaning	Yes	No	N/A	Points Value	Points Earned
12 A	Developed, implemented, and maintained green cleaning policies and services within Commonwealth-owned space, including environmentally preferred products, integrated pest management, etc.?				0	0
12 B	Developed, implemented, and maintained green cleaning policies and services within leased space?	~			1	1
		Poi	ints To	otal	1	1
	Total Points Earned for	Produ	ucts a	nd Ma	terials (IV)	3
	Total Points Available for	Produ	ucts a	nd Ma	terials (IV)	6

V	Culture	Culture						
13	Employee Engagement	Yes	No	N/A	Points Value	Points Earned		
13 A	Developed, implemented, and maintained an Agency Sustainability Team consistent with the requirements set forth within Management Directive 720.05, consisting of multiple disciplines and executive staff?	1			3	3		
13 B	Developed, implemented, and maintained a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?	1			2	2		
13 C	Developed, implemented, and maintained a public-facing Sustainability Webpage for your agency that showcases your actions, efforts, plans and successes in relation to the UN Sustainable Development Goals?		7		2	0		
13 D	Implemented a formal training program for staff to increase awareness and opportunities to lead-by-example in the areas including: climate, energy and/or sustainability?		7		3	0		
13 E	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	1			2	2		
13 F	Educated and/or provided tools to employees for the evaluation of business travel carbon footprint generated through all forms of transportation including multimodal (bus, train, air, etc.)?		7		1	0		
13 G	Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)?	1			1	1		
13 H	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?		7		1	0		
13 I	Developed, implemented, and maintained a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?		7		1	0		
13 J	Established or participated in a litter reduction plan, initiative or survey?		~		1	0		
13 K	Established and supported an employee award and/or incentive program for participation in sustainability?		7		1	0		

	Total F	Total Points Earned for Culture (V)				16
		Poi	ints To	otal	6	3
14 C	Developed, implemented, and maintained a sustainability policy and/or practice plan within operations with the public and/or outside business partners?	1			3	3
14 B	Integrated a new sustainability policy and/or practice within operations with the public and/or outside business partners?		7		1	0
14 A	Developed, implemented, and maintained programs, events and press to engage and educate the public in sustainability initiatives and actions?		7		2	0
14	Public Engagement	Yes	No	N/A	Points Value	Points Earned
		Poi	ints To	otal	25	13
13 S	Reduced vehicle miles traveled (VMT) through the use of Microsoft Teams conferencing and remote classroom training options?	7			1	1
13 R	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation (if already completed = N/A)?			V	0	0
13 Q	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	1			1	1
13 P	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	1			1	1
13 0	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?		7		1	0
13 N	Developed, implemented, and maintained a paper usage reduction policy (such as; print what is needed, print both sides, print black & white, track printing by employee)?	7			1	1
13 M	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	7			1	1
13 L	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?		7		1	0

Total Points Available for Culture (V)

VI	Resilience					
15	Buildings and Structures	Yes	No	N/A	Points Value	Points Earned
15 A	Trained multiple staff members on maintaining building systems at high-performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))?			V	0	0
15 B	Implemented a training and/or credential plan for all facilities staff on building systems in which they oversee?			7	0	0
15 C	Established and/or maintained periodic inspections and testing on back-up generators, UPS units and other critical infrastructure such as network and communications equipment?			7	0	0
15 D	Participated in public utility programs that reduce demand on the electrical supply grid?			7	0	0
15 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation (e.g., overflow vaults & tanks, snow melt systems)?			7	0	0
15 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?			V	0	0
15 G	Identified properties utilized by your organization that are located within a flood plain, established protocols for a flood event and ensured that critical infrastructure & systems are out of flood-prone areas?			7	0	0
15 H	Developed a written plan for the integration of energy resiliency components within at least 1 facility including, but not limited to; battery storage, solar-ready construction, microgrid or other renewable energy equipment?			7	0	0
15 I	Completed energy resiliency components within at least 1 facility including, but not limited to; battery storage, solar- ready construction, microgrid or other renewable energy equipment?			V	0	0
15 I	ready construction, microgrid or other renewable energy equipment?			\checkmark	0	

15 J	Continued to maintain renewable energy electricity accounts within the DGS PA PULSE Project which offsets greater than 40% of the Commonwealth's electricity with solar?			v	0	0		
	•	Ро	ints T	otal	0	0		
16	Transportation	Yes	No	N/A	Points Value	Points Earned		
16 A	Developed, implemented, and maintained home-headquarter work options for staff that result in permanent reductions in carbon footprint associated with travel?	7			4	4		
16 B	Purchased alternative fuel vehicles and/or alternative fuel technology within your fleet apart from battery electric and hybrid electric vehicles, such as CNG, LNG, LPG, hydrogen?		~		2	0		
		Ро	Points Total		Points Total		6	4
17	Procurement	Yes	No	N/A	Points Value	Points Earned		
17 A	Developed, implemented, and maintained plans and procedures and identified contracts for the procurement of goods and services for COOP and/or natural disaster events?				2	2		
		Ро	Points Total		2	2		
18	Culture	Yes	No	N/A	Points Value	Points Earned		
18 A	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?	1			2	2		
18 B	Developed, implemented, and maintained a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?	\checkmark			1	1		
18 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	\mathbf{r}			2	2		
18 D	Developed, implemented, and maintained a telework plan for all employees in the event of health, natural disaster and environmental threats?	\mathbf{r}			2	2		

Total points earned for Resiliency (VII)

Total points available for Resiliency (VII)

Overall Total Points Earned

Overall Total Points Available

50 84

13