Rev. 3/1/2022



## **GreenGov Agency Certification Checklist Fiscal Year 2021-2022 Reporting**

Agency Representative Sign-off: *Eric Chubb* Agency Executive Sign-off: *Lori Graham* 

Points Applicable	Points Earned	Score
61	39	64%

## Instructions:

- 1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2021 through June 30, 2022.
- 2. As each measure is evaluated, begin with the following preface: "Since July 2021, 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 26, 2022

## 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 2021, as an Agency have you...

- 1	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	0	0
1 B	Developed a <b>written</b> plan for your space portfolio to identify opportunities for consolidation of space leading to cost, energy and carbon footprint savings?			<	0	0
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?			7	0	0
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?			7	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?			<	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	Received Act 129 or other energy conservation or sustainability incentive program rebates?			>	0	0
1 J	Achieved an overall 3% reduction of energy consumption within the <b>past</b> Fiscal Year (2021-2022) through the participation in energy reduction programs and delivery of energy-saving projects?			V	0	0
		Po	ints To	otal	0	0
2	Transportation Benchmarking	Yes	No	N/A	Points Value	Points Earned
2 A	Developed Executive-level fleet reports including type, classification, mileage, consumption, emission and cost figures for the purposes of VMT reduction and fuel economy improvements?		7		2	0
2 B	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 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	<b>V</b>			2	2		
		Poi	ints To	otal	4	2		
3	Products and Materials	Yes	No	N/A	Points Value	Points Earned		
3 A	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)?			V	0	0		
		Poi	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?			4	0	0		
		Poi	ints To	otal	0	0		
	Total Points Earned for Bencl	nmark	ing an	d Eval	uations (I)	2		
	Total Points Available for Bencl					4		
					ı			
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?			7	0	0		
5 B	Established maintenance plans and/or contracts for your facilities to ensure peak operations (Ex: General Services Administration Public Building Maintenance Standards 10-2018)?			<b>7</b>	0	0		
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?			<	0	0		
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?			\	0	0		
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>at least 1</b> facility?			\	0	0		
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>more than 1</b> 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?			V	0	0		
		Points Total		Points Total		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?			<b>V</b>	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?			7	0	0		
6 D	Installed programmable thermostats and system meters to reduce energy consumption?			\	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?			<b>V</b>	0	0		
6 G	Installed on-demand or heat-pump hot water heaters?			<	0	0		

6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?			7	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?			<b>V</b>	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 <b>exceeds</b> ANSI/ASHRAE/IES Standard 90.1.2016?			7	0	0	
		Po	ints To	otal	0	0	
	Total Points Earned for	Build	ings a	nd Str	uctures (II)	0	
	Total Points Available for	Build	ings a	nd Str	uctures (II)	0	
	Tuonenoutetion						
III	Transportation				Points	Points	
8	Operations and Maintenance	Yes	No	N/A	Value	Earned	
8 A	Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?	~			2	2	
8 B	Established agency-wide 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	
		Points Total		Points Total		5	5
9	Vehicle Efficiency (utilization of EV's and PHEV's)	Yes	No	N/A	Points Value	Points Earned	
9 A	Established a high-efficiency vehicle fleet plan including the purchase of battery electric and/or plug-in hybrid vehicle(s) and supporting infrastructure (charging stations) to achieve the 25% fleet goal?			~	0	0	
9 B	Installed electric vehicle charging stations in <b>at least 1</b> location to support your high-efficiency vehicle fleet plan?			<b>V</b>	0	0	
9 C	Installed <b>50% additional</b> electric vehicle charging stations to support your high-efficiency vehicle fleet plan (or enough to support 25% of your total passenger fleet)?			7	0	0	
9 D	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?			7	0	0	
9 E	Purchased <b>50% additional</b> battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?			V	0	0	
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?		V		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	0	0	

Total Points Available for Transportation (III) 11

Products and Materials

10 Procurement

Yes No N/A Points Points

**Points Total** 

**Total Points Earned for Transportation (III)** 

**√** 

4

4

4

9

Earned

1

Permanently returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more

9 H

IV

efficient overall fleet? (turned in fixed asset tag)

10 B	Purchased or utilized a <b>new</b> environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?	7			2	2
		Points Total		otal	3	3
11	Recycling	Yes	No	N/A	Points Value	Points Earned
11 A	Collected and processed <b>new</b> recyclable material(s) in an effort to move toward <b>zero waste</b> facilities?			<b>V</b>	0	0
11 B	Established or participated in a recycling program?	K			1	1
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?			7	0	0
		Po	ints T	otal	1	1
12	Cleaning	Yes	No	N/A	Points Value	Points Earned
12 A	Established and maintained green cleaning policies and services within Commonwealth-owned space?			<b>V</b>	0	0
12 B	Established green cleaning policies and services within leased space?			7	0	0
		Ро	ints T	otal	0	0
Total Points Earned for Products and Materials (IV)						
	Total Points Available for	Prod	ucts a	nd Ma	terials (IV)	4

V	Culture					
13	Employee Engagement	Yes	No	N/A	Points Value	Points Earned
13 A	Established and supported an Agency Sustainability Team consistent with the requirements set forth within Management Directive 720.05, consisting of multiple disciplines and executive staff?		7		3	0
13 B	Established and supported a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?		<b>V</b>		2	0
13 C	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?		<b>V</b>		3	0
13 D	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	7			2	2
13 E	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.)?	<b>V</b>			1	1
13 F	Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)?		<b>V</b>		1	0
13 G	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	7			1	1
13 H	Established and supported a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?	7			1	1
13 I	Established or participated in a litter reduction plan, initiative or survey?		7		1	0
13 J	Established and supported an employee award and/or incentive program for participation in sustainability?		7		1	0
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	>			1	1
13 L	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	7			1	1
13 M	Established 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 N	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?		7		1	0
13 0	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?			V	0	0
13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	7			1	1
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?	7			1	1
13 R	Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options?	V			1	1
		Po	ints To	otal	23	11
14	Public Engagement	Yes No N/A Points Value				
14 A	Promoted programs, events and press to engage and educate the public in sustainability?	v			2	2
14 B	Integrated a <b>new</b> sustainability policy and/or practice within operations with the public and/or outside business partners?		7		1	0
14 C	Implemented a sustainability policy and/or practice <b>plan</b> within operations with the public and/or outside business partners?		7		3	0
		Po	ints To	otal	6	2
	Total F	oints	Earne	d for	Culture (V)	13
	Total Poi	ints Δι	vailah	le for (	Culture (V)	29
					,	
VI	Renewable Energy					
15	Commitment to Purchase	Yes	No	N/A	Points Value	Points Earned
15 A	Continued commitment to purchase 40% or greater renewable electricity or energy offset through DGS?			V	0	0
		Po	ints To	otal	0	0
16	Utilization of On-Site Renewables	Yes	No	N/A	Points Value	Points Earned
16 A	Delivered <b>new</b> renewable energy project(s) at a facility(s)?			<b>V</b>	0	0
16 B	Delivered <b>new</b> large scale renewable energy project(s) at facility(s) equal to or greater than the 3 megawatt net metering threshold (through partnership with DGS or other)?			V	0	0
		Po	ints To	otal	0	0

VII	Resilience					
17	Buildings and Structures	Yes	No	N/A	Points Value	Points Earned
17 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))?			>	0	0
17 B	Implemented a training and/or credential plan for <b>all</b> facilities staff on building systems in which they oversee?			>	0	0
17 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?			N	0	0
17 D	Participated in public utility programs that reduce demand on the electrical supply grid?			N.	0	0

Total Points Earned for Renewable Energy (VI)

Total Points Available for Renewable Energy (VI)

0

0

17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?				0	0	
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?			>	0	0	
17 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?			<b>V</b>	0	0	
		Points Total		Points Total		0	0
18	Transportation	Yes	No	N/A	Points Value	Points Earned	
18 A	Implemented home-headquarter work options for staff that result in permanent reductions in carbon footprint associated with travel?	>			4	4	
18 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?			V	0	0	
		Ро	ints T	otal	4	4	
19	Procurement	Yes	No	N/A	Points Value	Points Earned	
19 A	Established plans and procedures and identified contracts for the procurement of goods and services for COOP and/or natural disaster events?	7			2	2	
	and/or natural disaster events:						
	alidy of flatural disaster events:	Po	ints T	otal	2	2	
20	Culture	Po Yes	ints T	otal N/A	2 Points Value	2 Points Earned	
<b>20</b> 20 A					Points	Points	
	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued	Yes	No	N/A	Points Value	Points Earned	
20 A	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and	Yes	No	N/A	Points Value	Points Earned	
20 A 20 B	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?  Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural	Yes	No	<b>N/A</b>	Points Value 2	Points Earned  2  1	
20 A 20 B 20 C	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?  Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?  Established and supported a telework plan for all employees in the event of health, natural disaster and	Yes	No .	<b>N/A</b>	Points Value  2  1	Points Earned  2  1  0	
20 A 20 B 20 C	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?  Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?  Established and supported a telework plan for all employees in the event of health, natural disaster and environmental threats?	Yes  ✓  ✓  Po	No	N/A	Points Value  2  1  2	Points Earned  2  1  0  2	
20 A 20 B 20 C	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?  Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?  Established and supported a telework plan for all employees in the event of health, natural disaster and environmental threats?	Yes  Poots ear	No	N/A	Points Value  2  1  2  7  liency (VII)	Points Earned  2  1  0  2  5	
20 A 20 B 20 C	Culture  Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?  Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?  Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?  Established and supported a telework plan for all employees in the event of health, natural disaster and environmental threats?  Total points	Yes  Poots earn	No	N/A	Points Value  2  1  2  7  liency (VII)	Points Earned  2  1  0  2  5  11  13	