

# **GreenGov Agency Certification Checklist Fiscal Year 2023-2024 Reporting**

Agency Representative Sign-off: Eric Chubb

Agency Executive Sign-off: Marcus A. Delgado

Points Applicable	Points Earned	Score
69	48	70%

## 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..

	Since July 2023, 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			2	2
1 B	Developed, implemented, and maintained 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?			V	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?			V	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?		V		2	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 I	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?			V	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 <b>past</b> Fiscal Year (2023-2024) through the participation in energy reduction programs and delivery of energy-saving projects?			7	0	0
		Po	ints T	otal	4	2

2	Transportation Benchmarking	Yes	No	N/A	Points Value	Points Earned			
2 A	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?	\			2	2			
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?			N	0	0			
2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	>			2	2			
		Poi	nts To	otal	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)?			>	0	0			
		Points Total		Points Total		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?			7	0	0			
	Points Total 0								
	Total Points Earned for Bench	mark	ing an	d Eval	uations (I)	6			
	Total Points Available for Bench	mark	ing an	d Eval	uations (I)	8			
	Buildings and Structures								

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)?			\	0	0		
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	<b>V</b>			1	1		
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	<b>V</b>			1	1		
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>at least 1</b> facility?			7	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?			< >	0	0		
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?			N	0	0		
		Po	ints Total		ints Total		2	2
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?			V	0	0		
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?			V	0	0		
6 C	Upgraded <b>25%</b> or greater of lighting and fixtures to LED?				3	3		
6 D	Installed programmable thermostats and system meters to reduce energy consumption?				2	2		
6 E	Installed low flow plumbing fixtures in at least 1 facility?			7	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?				0	0		
6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?			<b>V</b>	0	0		
		Po	ints T	otal	5	5		
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.)?			V	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?			<b>V</b>	0	0		
	Points Total							
	<del>'</del>	Po	ints T	otal	0	0		
	Total Points Earned for					0 <b>7</b>		
	Total Points Earned for Total Points Available for	Buildi	ngs a	nd Str	uctures (II)	7		
	Total Points Available for	Buildi	ngs a	nd Str	uctures (II)	7		
III	Total Points Available for  Transportation	Buildi	ngs a	nd Str	uctures (II)	7		
	Total Points Available for	Buildi	ngs a	nd Str	uctures (II)	7		
	Total Points Available for  Transportation	Buildi Buildi	ngs a	nd Str	uctures (II) uctures (II) Points	7 7 Points		
8	Total Points Available for  Transportation  Operations and Maintenance	Buildi Buildi Yes	ngs a	nd Str	uctures (II) uctures (II) Points Value	7 7 Points Earned		
8 8 A	Transportation  Operations and Maintenance  Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?  Developed, implemented, and maintained policy measures and business procedures for the reduction of Vehicle	Buildi Buildi  Yes	ngs a	nd Str	uctures (II) uctures (II) Points Value	7 7 Points Earned 2		
8 A 8 B	Transportation  Operations and Maintenance  Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?  Developed, implemented, and maintained policy measures and business procedures for the reduction of Vehicle	Buildi Buildi  Yes	No	nd Str	uctures (II)  Points Value  2	7 7 Points Earned 2 3		
8 A 8 B	Transportation  Operations and Maintenance  Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?  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?	Buildi Buildi  Yes  Poi	No	nd Str	Points Value  2  3  5  Points	7 7 Points Earned 2 3 5 Points		
8 A 8 B	Transportation  Operations and Maintenance  Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?  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?  Vehicle Efficiency (utilization of EV's and PHEV's)  Developed, implemented, and maintained a high-efficiency vehicle plan including battery electric and/or plug-in	Buildi Buildi  Yes  Poi  Yes	No  Interpretation of the second of the seco	N/A	uctures (II)  Points Value  2  3  5  Points Value	7 7 Points Earned 2 3 5 Points Earned		
8 A 8 B 9 A	Transportation  Operations and Maintenance  Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?  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?  Vehicle Efficiency (utilization of EV's and PHEV's)  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?	Buildi Buildi  Yes  Poi Yes	No Ints T No	N/A	uctures (II) uctures (II)  Points Value  2  3  5  Points Value  4	7 7 Points Earned 2 3 5 Points Earned 0		

IV	Products and Materials								
10	Procurement	Yes	No	N/A	Points Value	Points Earned			
10 A	Procured environmentally preferred and sustainable products and equipment?	V			1	1			
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?	V	<b>\</b>		2	2			
		Po	ints To	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?			V	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?			<	0	0			
		Po	ints To	otal	1	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.?	V			1	1			
12 B	Developed, implemented, and maintained green cleaning policies and services within leased space?			V	0	0			
	Points Total 1								
Total Points Earned for Products and Materials (IV)									
	Total Points Available for	Produ	ucts a	nd Ma	terials (IV)	5			

V	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?		7		3	0		
13 B	Developed, implemented, and maintained a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?		7		2	0		
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?				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)?		<b>V</b>		2	0		
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	1		
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)?			V	0	0		
13 H	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	V			1	1		
13 I	Developed, implemented, and maintained a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?			V	0	0		
13 J	Established or participated in a litter reduction plan, initiative or survey?			V	0	0		
13 K	Established and supported an employee award and/or incentive program for participation in sustainability?			V	0	0		

13 L	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	<b>V</b>			1	1	
13 M	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	7			1	1	
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 0	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?	V			1	1	
13 P	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	V			1	1	
13 Q	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	V			1	1	
13 R	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation (if already completed = N/A)?	<b>\</b>			1	1	
13 S	Reduced vehicle miles traveled (VMT) through the use of Microsoft Teams conferencing and remote classroom training options?	7			1	1	
		Po	ints T	otal	22	10	
14	Public Engagement	Yes	No	N/A	Points Value	Points Earned	
14 A	Developed, implemented, and maintained programs, events and press to engage and educate the public in sustainability initiatives and actions?			V	0	0	
14 B	Integrated a <b>new</b> sustainability policy and/or practice within operations with the public and/or outside business partners?			V	0	0	
14 C	Developed, implemented, and maintained a sustainability policy and/or practice <b>plan</b> within operations with the public and/or outside business partners?			V	0	0	
		Ро	ints T	otal	0	0	
	Total I	oints	Earne	ed for	Culture (V)	10	
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))?			<b>V</b>	0	0
15 B	Implemented a training and/or credential plan for <b>all</b> 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?			V	0	0
15 D	Participated in public utility programs that reduce demand on the electrical supply grid?			<b>\</b>	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)?			V	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?			V	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?			<b>V</b>	0	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						
		Points Total			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?			V	0	0						
		Po	ints To	otal	4	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						
		Points Total		Points Total		Points Total		Points Total		otal	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?	<b>V</b>			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?	>			1	1						
18 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?			V	0	0						
18 D	Developed, implemented, and maintained a telework plan for <b>all</b> employees in the event of health, natural disaster and environmental threats?	N			2	2						
Points Total 5												
	Total poin	ts ear	ned fo	r Resil	liency (VII)	11						
Total points available for Resiliency (VII)												
Overall Total Points Earned												
Overall Total Points Available												