

# GreenGov Agency Certification Checklist Fiscal Year 2021-2022 Reporting

#### Agency Representative Sign-off: Christina Dunn

### Agency Executive Sign-off: Christin Heidingsfelder

Points Applicable	Points Earned	Score
123	59	48%

#### 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...

L _	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?	7			2	2
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?	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?	7			3	3
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			3	3
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?		7		2	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			4	4
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	2
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?		V		2	0
1	Received Act 129 or other energy conservation or sustainability incentive program rebates?		V		1	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?		~		4	0
		Po	ints To	otal	27	18
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?	Y			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?		~		3	0

2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	7			2	2
		Po	ints To	otal	7	4
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)?	Y			2	2
		Po	ints To	otal	2	2
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?	V			3	3
		Po	ints To	otal	3	3
Total Points Earned for Benchmarking and Evaluations (I)						
	Total Points Earned for Bench	nmark	ing an	uations (I)	27	

l II	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)?			V	0	0	
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	7			1	1	
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	7			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?		V		1	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?		V		2	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		5	2
6	Building Systems Efficiency	Yes	No	N/A	Points Value	Points Earned	
6 6 A	Building Systems Efficiency Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency?	Yes	No	<b>N/A</b> ☑			
	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for			-	Value	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?			2	Value 0	Earned 0	
6 A 6 B	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency? Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?			· ·	Value 0 0	Earned 0 0	
6 A 6 B 6 C	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency? Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities? Upgraded <b>25%</b> or greater of lighting and fixtures to LED?			<pre></pre>	Value           0           0           0	Earned 0 0 0	
6 A 6 B 6 C 6 D	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency? Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities? Upgraded <b>25%</b> or greater of lighting and fixtures to LED? Installed programmable thermostats and system meters to reduce energy consumption?			<pre></pre>	Value           0           0           0           0           0	Earned           0           0           0           0           0	
6 A 6 B 6 C 6 D 6 E	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency? Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities? Upgraded <b>25%</b> or greater of lighting and fixtures to LED? Installed programmable thermostats and system meters to reduce energy consumption? Installed low flow plumbing fixtures in <b>at least 1</b> facility?			<ul> <li>×</li> <li>×</li> <li>×</li> <li>×</li> </ul>	Value           0           0           0           0           0           0           0	Earned           0           0           0           0           0           0           0	

		Ро	ints To	otal	3	3			
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?			K	0	0			
		Points Total		otal	0	0			
	Total Points Earned for	Total Points Earned for Buildings and Structures (II)							

Total Points Available for Buildings and Structures (II)

8

21

III	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	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?		V		3	0				
		Poi	ints To	otal	5	2				
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?		V		4	0				
9 B	Installed electric vehicle charging stations in <b>at least 1</b> location to support your high-efficiency vehicle fleet plan?			7	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 <b>at least 1</b> battery electric and/or plug-in hybrid electric vehicle?		V		1	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)?		<b>V</b>		2	0				
9 F	Downsized <b>at least 1</b> fleet vehicle with a smaller and/or more efficient vehicle for the work task?		7		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?		V		3	0				
9 H	<b>Permanently</b> returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more efficient overall fleet? (turned in fixed asset tag)		V		4	0				
		Poi	0							
	Total Points Ea	Total Points Earned for Transportation (III) 2								

Total Points Available for Transportation (III)

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		2	0
		Ро	ints To	otal	3	1

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?		7		2	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?		2		3	0
		Poi	ints To	otal	6	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?			<	0	0
<u>,</u>		Poi	ints To	0	0	
Total Points Earned for Products and Materials (IV)						
	Total Points Earned for	Produ	ucts ai	nd Ma	terials (IV)	2

## Total Points Available for Products and Materials (IV)

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?				3	0					
13 B	Established and supported a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?		Z		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?				3	0					
13 D	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	V			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 F	Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)?	V			1	1					
13 G	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?		V		1	0					
13 H	Established and supported a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?		K		1	0					
13 I	Established or participated in a litter reduction plan, initiative or survey?		Z		1	0					
13 J	Established and supported an employee award and/or incentive program for participation in sustainability?		V		1	0					
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?		V		1	0					
13 L	Promoted the use of stairs instead of elevators wherever possible for energy conservation?		K		1	0					
13 M	Established a paper usage reduction policy (such as; print what is needed, print both sides, print black & white, track printing by employee)?	V			1	1					
13 N	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?	7			1	1					
13 O	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	V			1	1					

13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?			7	0	0		
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?	$\checkmark$			1	1		
13 R	Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options?	V			1	1		
		Points Total			23	8		
14	Public Engagement	Yes	No	N/A	Points Value	Points Earned		
14 A	Promoted programs, events and press to engage and educate the public in sustainability?	7			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		
		Poi	ints To	otal	6	2		
	Total F	Points	Earne	ed for	Culture (V)	10		
	Total Poi	Total Points Available for Culture						

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?			1	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)?			1	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			<b>I</b>	0	0

metering threshold (through partnership with DGS or other)?

**Points Total** Total Points Earned for Renewable Energy (VI) 0

0

0

0

Total Points Available for Renewable Energy (VI)

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))?			7	0	0
17 B	Implemented a training and/or credential plan for <b>all</b> facilities staff on building systems in which they oversee?			$\checkmark$	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?			V	0	0
17 D	Participated in public utility programs that reduce demand on the electrical supply grid?			4	0	0
17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?			V	0	0
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?			V	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?		7		2	0
		Points Total		2	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?	V			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		2	0
		Points Total			6	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
		Points Total			2	2
20	Culture	Yes	No	N/A	Points Value	Points Earned
20 A	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?	~			2	2
20 B	Established and supported a COOP Communications & Training Plan for the continued messaging and implementation of COOP policies, practices and initiatives throughout your organization?	7			1	1
20 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	7			2	2
20 D	Established and supported a telework plan for <b>all</b> employees in the event of health, natural disaster and environmental threats?	7			2	2
	·	Po	ints To	otal	7	7
Total points earned for Resiliency (VII)					liency (VII)	13
Total points available for Resiliency (VII)					17	

**Overall Total Points Earned** 

**Overall Total Points Available** 

59 123