Rev. 4/19/2021



GreenGov Agency Certification Checklist Fiscal Year 2020-2021 Reporting

Agency Representative Sign-off: Eric Chubb Agency Executive Sign-off: Danielle Mariano

Points Applicable	Points Earned	Score
52	26	50%

Instructions:

- 1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2020 through June 30, 2021.
- 2. As each measure is evaluated, begin with the following preface: "Since July 2020, as an Agency have you...".
- 3. The Checklist will automatically tally all points earned based upon measures applicable to your Agency.
- 4. Once completed, enter 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, September 3, 2021

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. Blue highlighted measures valued at 4 points are direct initiatives of GreenGov Programs.
- 3. Green highlighted measures valued at 4 points are direct initiatives of Executive Order 2019-01.

Contact GreenGov:

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

Since July 2020, as an Agency have you...

	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 a written 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 2021 EnergyCAP Agency Workplan by assigning "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 establishing reduction targets for compliance with Executive Order 2019-01?			\	0	0
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?			\	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?			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?			7	0	0
1 H	Received Act 129 or other energy conservation or sustainability incentive program rebates?			\	0	0
1 I	Achieved an overall 3% reduction of energy consumption within the past Fiscal Year (2020-2021) as per Executive Order 2019-01 through the participation in energy reduction programs and projects?			\	0	0
		Ро	ints To	otal	2	2
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?		✓		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?	V			2	2

Benchmarking and Evaluation

		Poi	Points Total 4		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?			V	0	0
		Poi	ints To	otal	0	0
	Total Points Earned for Bench	nmark	ing an	ıd Eval	uations (I)	4
	Total Points Available for Bench	nmark	ing an	ıd Eval	uations (I)	6
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 warranty periods and contracts?			7	0	0
	Established maintanance plans and/or contracts for your facilities to ensure neak enerations (Ev. Coneral Services					

П	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 warranty periods and 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	0	0
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?			V	0	0
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in at least 1 facility?			V	0	0
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility?			V	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
		Po	ints To	otal	0	0
6	Building Systems Efficiency	Yes	No	N/A	Points Value	Points Earned
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	N/A ☑		
	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?			V	Value 0	Earned 0
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? Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?			✓ ✓	Value 0 0	0 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? Upgraded 25% or greater of lighting and fixtures to LED?			\ \ \	0 0 0	0 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 25% or greater of lighting and fixtures to LED? Installed programmable thermostats and system meters to reduce energy consumption?			\text{\sqrt{2}}	0 0 0 0 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 25% or greater of lighting and fixtures to LED? Installed programmable thermostats and system meters to reduce energy consumption? Installed low flow plumbing fixtures in at least 1 facility?			\text{\sqrt{2}}	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 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 25% or greater of lighting and fixtures to LED? Installed programmable thermostats and system meters to reduce energy consumption? Installed low flow plumbing fixtures in at least 1 facility? Installed low flow plumbing fixtures within all facilities?			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

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(II) (II)

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?	V			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
		Po	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?			N	0	0
9 B	Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?			V	0	0
9 (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?			V	0	0
9 F	Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?			>	0	0
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?		N		2	0
96	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?			<u>(</u>	0	0
0 11	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)			Y	0	0
		Po	ints To	otal	2	0
	Total Points Ea	rned	or Tra	anspor	tation (III)	2
Total Points Available for Transportation (III)						7

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
1 10 B	Purchased or utilized a new environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?			\ \	0	0
,		Points Total			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?			V	0	0
11 B	Established or participated in a recycling program?	\			1	1
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?			7	0	0
		Poi	ints To	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?			>	0	0
12 B	Established green cleaning policies and services within leased space?			7	0	0
		Poi	ints To	otal	0	0
	Total Points Earned for	Produ	ucts a	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 a Sustainability Team to identify opportunities (team should consist 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?		7		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?		7		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.)?		V		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	0
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?		V		1	0
13 I	Established or participated in a litter reduction plan, initiative or survey?		V		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?	7			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)?	V			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)?	7			1	1

13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?		V		1	0							
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?		7		1	0							
13 R	Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options?	7			1	1							
		Po	ints T	otal	24	7							
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?			V	0	0							
14 B	Integrated a new sustainability policy and/or practice within operations with the public and/or outside business partners?			~	0	0							
14 C	Implemented a sustainability policy and/or practice plan within operations with the public and/or outside business partners?			V	0	0							
		Points Total 0											
	Total F	oints	Earne	Total Points Earned for Culture (V)									
Total Points Available for Culture (V)													
	Total Poi	nts A	vailab	le for	Culture (V)	24							
VI		nts A	vailab	le for	Culture (V)	24							
VI 15	Renewable Energy Commitment to Purchase	nts A	vailab No	le for	Culture (V) Points Value	24 Points Earned							
	Renewable Energy				Points	Points							
15	Renewable Energy Commitment to Purchase	Yes	No	N/A	Points Value	Points Earned							
15 A	Renewable Energy Commitment to Purchase	Yes	No 🗆	N/A	Points Value	Points Earned							
15 A	Renewable Energy Commitment to Purchase Continued commitment to purchase 40% or greater renewable electricity or energy offset through DGS?	Yes Po	No	N/A ☑ otal	Points Value 0 Points	Points Earned 0 Points							
15 A	Commitment to Purchase Continued commitment to purchase 40% or greater renewable electricity or energy offset through DGS? Utilization of On-Site Renewables	Yes Po Yes	No Ints To	N/A ☑ otal N/A	Points Value 0 0 Points Value	Points Earned 0 0 Points Earned							

Total Points Earned for Renewable Energy (VI)

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 performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))?			V	0	0
17 B	Implemented a training and/or credential plan for all facilities staff on building systems in which they oversee?			7	0	0
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?			\rightarrow	0	0
17 D	Participated in public utility programs that reduced demand on the supply grid?			< >	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 and established protocols for a flood event?			V	0	0	
		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?	7			4	4	
18 B	Purchased alternative fuel vehicles and/or alternative fuel technology within your fleet that are not included in the Executive Order, such as CNG, LNG, LPG, hydrogen?			✓	0	0	
		Po	ints To	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?	V			2	2	
		Points Total		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?	N			2	2	
20 B	Established and supported a COOP Communications Plan for the continued messaging of COOP policies, practices and initiatives throughout your organization?	N			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	0	
20 D	Established and supported a telework plan for all employees in the event of health, natural disaster and environmental threats?	7			2	2	
		Po	ints To	otal	7	5	
	Total poin	ts ear	ned fo	r Resil	iency (VII)	11	
	Total points	availa	ible fo	r Resil	iency (VII)	13	
	0	.U.T.	tal D	laint.		26	
					Earned		
	Overall	Tota	l Poi	nts A	vailable	52	