Rev. 4/19/2021



GreenGov Agency Certification Checklist Fiscal Year 2020-2021 Reporting

Agency Representative Sign-off: PARKER BEENE

Agency Executive Sign-off: KEARA KLINEPETER

Points Applicable	Points Earned	Score
147	70	48%

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?	7			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?		\		4	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?		V		3	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?	V			3	3				
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?		V		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?		V		4	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	Received Act 129 or other energy conservation or sustainability incentive program rebates?		V		1	0				
1	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?			7	0	0				
		Po	ints To	otal	21	5				
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?	V			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?	V			3	3				
2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	V			2	2				

		Poi	nts To	otal	7	7
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)?		>		2	0
		Points Total		otal	2	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
		Poi	nts To	otal	0	0
	Total Points Earned for Bench	ımarki	ing an	d Eval	uations (I)	12
	Total Points Available for Bench	mark	ing an	d Eval	uations (I)	30
	Puildings and Structures					

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?	V			2	2
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)?	7			2	2
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	V			1	1
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	>			1	1
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in at least 1 facility?		>		1	0
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility?		>		2	0
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?		V		3	0
		Po	ints To	otal	12	6
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?			\frac{1}{2}	Value 0 2	Earned 0 2
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 2 3	0 2 3
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?	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			Value 0 2 3	0 2 3 2 2
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?				Value 0 2 3 2	0 2 3 2 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?				Value 0 2 3 2 1	0 2 3 2 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?			\Box	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		4	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?			>	0	0	
		Poi	ints To	otal	4	0	
Total Points Earned for Buildings and Structures (II)							
Total Points Available for Buildings and Structures (II)							
						•	

III	Transportation					
8 Operation	ons and Maintenance	Yes	No	N/A	Points Value	Points Earned
8 A Utilized v	rehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?	V			2	2
QQ	ed agency-wide policy measures and business procedures for the reduction of Vehicle Miles Traveled r items such as in-person meetings and other employee interactions?	V			3	3
		Poi	Points Total		5	5
9 Vehicle	Efficiency (utilization of EV's and PHEV's)	Yes	No	N/A	Points Value	Points Earned
ο Λ	ed a high-efficiency vehicle fleet plan including the purchase of battery electric and/or plug-in hybrid and supporting infrastructure (charging stations) to achieve the 25% fleet goal?	V			4	4
9 B Installed	electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?		V		1	0
9 (50% additional electric vehicle charging stations to support your high-efficiency vehicle fleet plan (or o support 25% of your total passenger fleet)?		>		4	0
9 D Purchase	d at least 1 battery electric and/or plug-in hybrid electric vehicle?		V		1	0
9 E Purchase passenge	d 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total or fleet)?		٦		2	0
9 F Downsize	ed at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	v			2	2
96	and utilized the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work art of a high-efficiency vehicle fleet plan?	V			3	3
αн	ntly returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more overall fleet? (turned in fixed asset tag)	7			4	4
		Poi	ints To	otal	21	13
	Total Points Ea	rned 1	or Tra	anspoi	tation (III)	18
	Total Points Avai	lable 1	or Tra	anspoi	tation (III)	26

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	0
I 10 B	Purchased or utilized a new environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?		V		2	0
		Po	ints To	otal	3	0

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?		\		2	0
11 B	Established or participated in a recycling program?		\		1	0
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?			>	0	0
		Points Total			3	0
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?	>			1	1
		Poi	nts To	otal	1	1
	Total Points Earned for	Produ	ıcts aı	nd Ma	terials (IV)	1
	Total Points Available for	Produ	ıcts aı	nd Ma	terials (IV)	7

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)?	7			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?		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	1
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	V			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	1
13 0	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?		V		1	0

13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	\			1	1
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?	<	>		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			24	11
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		2	0
14 B	Integrated a new sustainability policy and/or practice within operations with the public and/or outside business partners?			V	0	0
14 (Implemented a sustainability policy and/or practice plan within operations with the public and/or outside business partners?			V	0	0
		Poi	nts To	otal	2	0
	Total F	oints	Earne	d for C	Culture (V)	11
	Total Poi	nts Av	/ailab	le for (Culture (V)	26
VI Renewable Energy						
15	Commitment to Purchase	Yes	No	N/A	Points	Points

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?		7		3	0	
		Poi	nts To	otal	3	0	
16	Utilization of On-Site Renewables	Yes	No	N/A	Points Value	Points Earned	
16 A	Delivered new renewable energy project(s) at a facility(s)?		>		3	0	
16 B	Delivered new 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	
•		Poi	nts To	otal	3	0	
Total Points Earned for Renewable Energy (V							
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?		V		2	0
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?	V			2	2
17 D	Participated in public utility programs that reduced demand on the supply grid?		7		1	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?			< >	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		2	0
		Points Total			7	2
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?		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?	>			2	2
		Points Total			2	2
		PO	nts i	otai	2	2
20	Culture	Yes	No	N/A	Points Value	Points Earned
20 20 A	Culture Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?				Points	Points
	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued	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? Established and supported a COOP Communications Plan for the continued messaging of COOP policies, practices	Yes	No	N/A	Points Value	Points Earned
20 A 20 B	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency? Established and supported a COOP Communications Plan for the continued messaging 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	N/A	Points Value 2	Points Earned 2
20 A 20 B 20 C	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency? Established and supported a COOP Communications Plan for the continued messaging 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	N/A	Points Value 2 1	Points Earned 2 1
20 A 20 B 20 C	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency? Established and supported a COOP Communications Plan for the continued messaging 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 ✓ ✓ ✓	No	N/A	Points Value 2 1 2	Points Earned 2 1 2 2 7
20 A 20 B 20 C	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency? Established and supported a COOP Communications Plan for the continued messaging 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 ✓ ✓ Points earn	No	N/A	Points Value 2 1 2 7 liency (VII)	Points Earned 2 1 2 7 15

Overall Total Points Available

147