Rev. 10/17/2022



# **GreenGov Agency Certification Checklist Fiscal Year 2022-2023 Reporting**

Agency Representative Sign-off: Abby Fox

Agency Executive Sign-off: Steven Horner

Points Applicable	Points Earned	Score
97	34	35%

## Instructions:

- 1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2022 through June 30, 2023.
- 2. As each measure is evaluated, begin with the following preface: "Since July 2022, 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 25, 2023.

#### 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 2022, as an Agency have you...

I	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	0
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?		>		4	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?		V		3	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?		V		3	0
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 in a lease facility?		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	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 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		2	0
1 J	Received Act 129 or other energy conservation or sustainability incentive program rebates?		Ø		1	0
1 K	Achieved an overall 3% reduction of energy consumption within the <b>past</b> Fiscal Year (2022-2023) through the participation in energy reduction programs and delivery of energy-saving projects?		V		4	0
		Po	ints T	otal	29	0
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?		<b>V</b>		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?	7			3	3
2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	V			2	2
		Po	ints To	otal	7	5
ŝ	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)?		▽		2	0
		Po	ints To	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?		>		3	0
		Po	ints To	otal	3	0
	Total Points Earned for Bench	nmark	ing an	d Eval	uations (I)	5
	Total Points Available for Bench	nmark	ing an	d Eval	uations (I)	41
Ш	Buildings and Structures					
		Vas	N/a	0//0	Points	Points
-	Operations and Maintenance	Yes	No	N/A	Value	Earned
5 A	Completed annual inspections of building systems, components and envelope to take advantage of equipment warranty periods and/or facility maintenance contracts?			V	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 10-2018)?			<b>V</b>	0	0
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?			V	0	0
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>	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?			<b>V</b>	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?			<b>\</b>	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	Accepted an investment-grade audit as part of a new Guaranteed Energy Savings Act (GESA) contract with DGS for			<b>V</b>	0 0	0
	improving building system efficiency?					1
6 B	improving building system efficiency?  Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?			V	0	0
6 B				✓ ✓	0	0
	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?					

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	Н	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?			V	0	0
			Po	ints To	otal	0	0
	7	High-Performance Buildings	Yes	No	N/A	Points	Points
		The state of the s	763	740	14/7	Value	Earned
7	Α	Incorporated high-performance building designs, techniques and materials into the design of a facility project?			V	0	0
7	В	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.)?			<b>V</b>	0	0
7	С	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
			Po	ints To	otal	0	0
		Total Points Earned for	Buildi	ings a	nd Stru	ıctures (II)	0
		Total Points Available for	Buildi	ings a	nd Strı	ıctures (II)	0
	]]	Transportation				Dainta	Dainta
	8	Operations and Maintenance	Yes	No	N/A	Points Value	Points Earned
8	Α	Utilized vehicle telematic systems to accurately track maintenance, consumption and use figures for your fleet?	<b>V</b>			2	2
8	В	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?		V		3	0
8	В			☑ ints To		3	0
8							
		Miles Traveled (VMT) for items such as in-person meetings and other employee interactions?	Po	ints To	otal	5 <b>Points</b>	2 Points
9	<b>9</b>	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	Poi Yes	ints To	n/A	5 Points Value	2 Points Earned
9	<b>9</b>	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?	Yes	No	n/A	5 Points Value 0	Points Earned
9 9	<b>9</b> А	Wehicle 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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  Installed 50% additional electric vehicle charging stations to support your high-efficiency vehicle fleet plan (or	Yes	No	N/A	5 Points Value 0	2 Points Earned 0
9 9	<b>9</b> А В С	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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?	Yes	No	N/A	5 Points Value  0 0	2 Points Earned  0  0
9 9 9	<b>9</b> А В С Б	Wehicle 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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicles (or met 25% of your total passenger	Yes	No	\(\begin{align*} \begin{align*} \beg	5 Points Value  0 0 0	2 Points Earned  0 0 0
9 9 9 9	<b>9</b> А В С Б	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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicles (or met 25% of your total passenger fleet)?	Poi Yes	No	N/A	5 Points Value  0 0 0 0	2 Points Earned  0 0 0 0
9 9 9 9 9	9 A B C D F	Wehicle 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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicles (or met 25% of your total passenger fleet)?  Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?  Procured and utilized the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work	Poi	No	\(\lambda/A\) \(\sigma\) \(\sigma\)	5 Points Value  0 0 0 0 0	2 Points Earned  0 0 0 0 0
9 9 9 9 9	9 A B C D E F G	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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?  Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?  Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?  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?  Permanently returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more	Poi	No	\(\frac{\sqrt{A}}{\sqrt{A}}\)	5 Points Value  0 0 0 0 0 0	Points Earned  0  0  0  0  0  0  0
9 9 9 9 9	9 A B C D E F G	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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?  Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?  Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?  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?  Permanently returned a vehicle(s) to DGS Bureau of Vehicle Management resulting in a smaller, therefore more	Poi Yes	No	N/A  N/A  N  N  N  N  N  N  N  N  N  N  N  N  N	5 Points Value  0 0 0 0 0 0 0 0 0	2 Points Earned  0 0 0 0 0 0 0 0 0 0
9 9 9 9 9	9 A B C D E F G	Wehicle 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?  Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?  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)?  Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?  Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?  Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?  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?  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)	Poi Yes	No	N/A  N/A  N  N  N  N  N  N  N  N  N  N  N  N  N	5 Points Value  0 0 0 0 0 0 0 tation (III)	2 Points Earned  0 0 0 0 0 0 0 0 0 0

**Products and Materials** 

10	Procurement	Yes	No	N/A	Points Value	Points Earned
10 A	Procured environmentally preferred and sustainable products and equipment?	<b>V</b>			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?	>			2	2
		Poi	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			2	2		
11 B	Established or participated in a recycling program?	V			1	1		
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?			<u>s</u>	0	0		
		Points Tot		Points To		otal	3	3
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	0	0		
12 B	Developed, implemented, and maintained green cleaning policies and services within leased space?			V	0	0		
		Po	ints To	otal	0	0		
Total Points Earned for Products and Materials (IV)								
	Total Points Available for	Prod	ucts a	nd Ma	terials (IV)	6		

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?		<b>4</b>		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?		<b>V</b>		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?		<b>V</b>		3	0
13 E	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	7			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 G	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 H	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?		<b>V</b>		1	0
13 I	Developed, implemented, and maintained a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?		7		1	0
13 J	Established or participated in a litter reduction plan, initiative or survey?		<b>V</b>		1	0
13 K	Established and supported an employee award and/or incentive program for participation in sustainability?		7		1	0
13 L	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?		7		1	0
13 M	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	v			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)?		<b>V</b>		1	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?  Total I		ints To		3 6 Culture (V)	0 0 8
			7		3	0
14 0						
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 A	Developed, implemented, and maintained programs, events and press to engage and educate the public in sustainability initiatives and actions?		<b>V</b>		2	0
14	Public Engagement	Yes	No	N/A	Points Value	Points Earned
		Po	ints To	otal	26	8
13 S	Reduced vehicle miles traveled (VMT) through the use of Microsoft Teams conferencing and remote classroom training options?	7			1	1
13 R	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation (if already completed = N/A)?	7			1	1
13 Q	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	7			1	1
13 P	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	V			1	1
	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?		7		1	0
13 O						

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))?			S	0	0
15 B	Implemented a training and/or credential plan for <b>all</b> facilities staff on building systems in which they oversee?			V	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?			\ \	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)?			7	0	0
15 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?			< >	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?			<	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?			< < >	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?	<b>V</b>			4	4
16 0	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
		Po	ints To	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?	<b>V</b>			1	1
18 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	<b>V</b>			2	2
18 D	Developed, implemented, and maintained a telework plan for <b>all</b> employees in the event of health, natural disaster and environmental threats?	<b>V</b>			2	2
		Po	ints To	otal	7	7
	Total poin	ts ear	ned fo	r Resil	iency (VII)	13
	Total points	availa	ble fo	r Resil	iency (VII)	13
	Overa	all To	tal P	oints	Earned	34
Overall Total Points Available						