

GreenGov Agency Certification Checklist Fiscal Year 2022-2023 Reporting

Agency Representative Sign-off:

Agency Executive Sign-off:

| Points Applicable | Points Earned | Score |
|-------------------|---------------|-------|
| 180 | 120 | 67% |

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? | V | | | 2 | 2 |
| 1 B | Developed, implemented, and maintained a written plan for your space portfolio to identify opportunities for consolidation of space leading to cost, energy and carbon footprint savings? | | 7 | | 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? | | 7 | | 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? | 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? | | 7 | | 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? | | 7 | | 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 | 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? | | 2 | | 2 | 0 |
| 1 J | Received Act 129 or other energy conservation or sustainability incentive program rebates? | V | | | 1 | 1 |
| 1 K | Achieved an overall 3% reduction of energy consumption within the past Fiscal Year (2022-2023) through the participation in energy reduction programs and delivery of energy-saving projects? | | | | 4 | 0 |
| | | Points Total | | | 27 | 6 |
| 2 | Transportation Benchmarking | Yes | No | N/A | Points Value | Points Earned |

| | Total Points Available for Bench | mark | ing an | id Eval | uations (I) | 39 |
|-----|--|--------------|--------|---------|-----------------|------------------|
| | Total Points Earned for Bench | mark | ing an | d Eval | uations (I) | 16 |
| | · | Poi | nts To | otal | 3 | 3 |
| 4 A | Identified facility(s) with opportunity for renewable energy and analyzed return on investment? | K | | | 3 | 3 |
| 4 | Renewable Energy Opportunity Evaluation | Yes | No | N/A | Points Value | Points Earned |
| | | Poi | nts To | otal | 2 | 2 |
| 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)? | V | | | 2 | 2 |
| 3 | Products and Materials | Yes | No | N/A | Points Value | Points Earned |
| | | Points Total | | | 7 | 5 |
| 2 C | Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet? | Z | | | 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? | 7 | | | 3 | 3 |
| 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? | | 7 | | 2 | 0 |

| 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? | V | | | 2 | 2 | | | | |
| 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)? | V | | | 2 | 2 | | | | |
| 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? | V | | | 1 | 1 | | | | |
| 5 E | Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in at least 1 facility? | | 7 | | 1 | 0 | | | | |
| 5 F | Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility? | | 7 | | 2 | 0 | | | | |
| 5 G | Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics? | ~ | | | 3 | 3 | | | | |
| | | Ро | Points Total | | Points Total | | oints Total | | 12 | 9 |
| 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? | | 7 | | 3 | 0 | | | | |
| 6 B | Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities? | | | | 2 | 0 | | | | |
| 6 C | Upgraded 25% or greater of lighting and fixtures to LED? | V | | | 3 | 3 | | | | |
| 6 D | Installed programmable thermostats and system meters to reduce energy consumption? | V | | | 2 | 2 | | | | |
| 6 E | Installed low flow plumbing fixtures in at least 1 facility? | 7 | | | 1 | 1 | | | | |

| 6 F | Installed low flow plumbing fixtures within all facilities? | | | | 2 | 0 | | |
|---|---|----------|---------|------|-----------------|------------------|--|--|
| 6 G | Installed on-demand or heat-pump hot water heaters? | 4 | | | 1 | 1 | | |
| 6 H | Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components? | v | | | 3 | 3 | | |
| | <u>.</u> | Ро | ints To | otal | 17 | 10 | | |
| 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? | 4 | | | 2 | 2 | | |
| 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 | 4 | | |
| 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? | 7 | | | 4 | 4 | | |
| | · | Po | ints To | 10 | 10 | | | |
| Total Points Earned for Buildings and Structures (II) | | | | | | | | |

Total Points Available for Buildings and Structures (II)

39

| Ш | 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? | ~ | | | 2 | 2 |
| 8 B | 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? | > | | | 3 | 3 |
| | | Points Total | | | 5 | 5 |
| 9 | Vehicle Efficiency (utilization of EV's and PHEV's) | Yes | No | N/A | Points Value | Points Earned |
| 9 A | 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? | \mathbf{Y} | | | 4 | 4 |
| 9 B | Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan? | | 7 | | 1 | 0 |
| 9 C | 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)? | | 7 | | 4 | 0 |
| 9 D | Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle? | ~ | | | 1 | 1 |
| 9 E | Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)? | | 7 | | 3 | 0 |
| 9 F | Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task? | 7 | | | 2 | 2 |
| 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? | ~ | | | 3 | 3 |
| 9 H | 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) | | 1 | | 4 | 0 |
| | | Ро | 10 | | | |
| Total Points Earned for Transportation (III) | | | | | | 15 |
| Total Points Available for Transportation (III) | | | | | | |

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? | | 5 | | 2 | 0 |
| | | Points Total | | otal | 3 | 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? | | ~ | | 2 | 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 | | | 3 | 3 |
| | | Points Total | | | 6 | 4 |
| 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.? | 7 | | | 1 | 1 |
| 12 B | Developed, implemented, and maintained green cleaning policies and services within leased space? | 7 | | | 1 | 1 |
| | | Ро | ints To | 2 | 2 | |
| | Total Points Earned for | Prod | ucts ai | nd Ma | terials (IV) | 7 |
| Total Points Available for Products and Materials (IV | | | | | | |

Total Points Available for Products and Materials (IV)

| 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 | 3 | | | | | |
| 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 | 2 | | | | | |
| 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? | 7 | | | 2 | 2 | | | | | |
| 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? | | | < | 0 | 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? | 7 | | | 1 | 1 | | | | | |
| 13 | 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? | 7 | | | 1 | 1 | | | | | |
| 13 K | Established and supported an employee award and/or incentive program for participation in sustainability? | 7 | | | 1 | 1 | | | | | |
| 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? | 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)? | 1 | | | 1 | 1 | | | | | | |
|------|--|-----|--------------|------|-----------------|------------------|--------------|--|------------|--|----|----|
| 13 P | Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)? | 7 | | | 1 | 1 | | | | | | |
| 13 Q | Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)? | 7 | | | 1 | 1 | | | | | | |
| 13 R | Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation (if already completed = N/A)? | | | 7 | 0 | 0 | | | | | | |
| 13 S | Reduced vehicle miles traveled (VMT) through the use of Microsoft Teams conferencing and remote classroom training options? | 7 | | | 1 | 1 | | | | | | |
| | | Ро | oints Total | | oints Total | | Points Total | | ints Total | | 22 | 19 |
| 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? | 7 | | | 2 | 2 | | | | | | |
| 14 B | Integrated a new sustainability policy and/or practice within operations with the public and/or outside business partners? | | ~ | | 1 | 0 | | | | | | |
| | | | | | | | | | | | | |
| 14 C | Developed, implemented, and maintained a sustainability policy and/or practice plan within operations with the public and/or outside business partners? | 7 | | | 3 | 3 | | | | | | |
| 14 C | Developed, implemented, and maintained a sustainability policy and/or practice plan within operations with the | _ | □ ints Te | | 3 | 3 5 | | | | | | |
| 14 C | Developed, implemented, and maintained a sustainability policy and/or practice plan within operations with the public and/or outside business partners? | Po | ints To | otal | _ | 5 | | | | | | |

| 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))? | 7 | | | 1 | 1 | | | | |
| 15 B | Implemented a training and/or credential plan for all facilities staff on building systems in which they oversee? | | 7 | | 2 | 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? | | 7 | | 2 | 0 | | | | |
| 15 D | Participated in public utility programs that reduce demand on the electrical supply grid? | | 7 | | 1 | 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 | | | 2 | 2 | | | | |
| 15 F | Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts? | 7 | | | 2 | 2 | | | | |
| 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? | 7 | | | 2 | 2 | | | | |
| 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 | | | 3 | 3 | | | | |
| 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? | 7 | | | 3 | 3 | | | | |
| 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? | 7 | | | 3 | 3 | | | | |
| | | Points Total | | 21 | 16 | | | | | |
| 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? | | \mathbf{k} | | 2 | 0 |
| | | Points Total | | 6 | 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? | 7 | | | 2 | 2 |
| | | Points Total | | | 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? | > | | | 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 | 1 |
| 18 C | Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats? | 1 | | | 2 | 2 |
| 18 D | Developed, implemented, and maintained a telework plan for all employees in the event of health, natural disaster and environmental threats? | 1 | | | 2 | 2 |
| | | Points Total | | | 7 | 7 |

Total points earned for Resiliency (VII)

Total points available for Resiliency (VII)

Overall Total Points Earned

Overall Total Points Available

120 180

29

36