

10/13/19

GreenGov Agency Certification Checklist

Agency Representative Sign-off:

[Signature]
DIRECTOR OPERATIONS

Agency Executive Sign-off:

[Signature]
DEP. SEC. ADMIN

| Points Applicable | Points Earned | Score |
|-------------------|---------------|-------|
| 134 | 89 | 66% |

Instructions:

1. Review each measure and answer based upon the actions of your Agency within the timeframe of July 1, 2018 through the present.
2. As each measure is evaluated, begin with the following preface: "Since July 2018, as an Agency have you..."
3. The Checklist will automatically tally the points earned based upon measures applicable to your Agency.
4. Once completed, save the document with your Agency name and date.
5. Email the completed Checklist to: RA-GSGreenGov@pa.gov by Monday, December 16, 2019.

Scoring:

Score will be based upon the percentage of "yes" answers to measures that apply to your Agency. For measures that do not apply to your Agency, select "not applicable".

Measures that are 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 2018, 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 buildings both owned and leased? (This information is also a key component for the move to the DGS TRIRIGA inventory system.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 1 B | Implemented EnergyCAP (the Commonwealth's utility tracking program) for the capturing of energy bills within your facilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 1 C | 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 1 D | Established a plan to incorporate utility bill tracking within Lessor-paid utility leased facilities for energy benchmarking through the use of EnergyCAP? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 |
| 1 E | Received Act 129 or other energy conservation or sustainability incentive program rebates? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 1 F | Demonstrated compliance with Executive Order 2019-01 through an overall 3% annual reduction of energy consumption for Fiscal Year 2018-2019? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 |
| | | | | | Points Total | 13 |
| | | | | | | 10 |
| 2 | Transportation Benchmarking | Yes | No | N/A | Points Value | Points Earned |
| 2 A | Utilized vehicle telematic systems to accurately track all consumption and cost figures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| 2 B | Maintained inventory of vehicle units by type, classification, monthly mileage and fuel consumption for the total fleet? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 2 C | Identified parking spaces within your facilities for the installation of electric vehicle charging equipment (through partnership with DGS)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 |
| 2 D | Calculated transportation carbon footprint through the evaluation of total miles traveled through all forms of transportation including multimodal (bus, train, air, etc.)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| | | | | | Points Total | 11 |
| | | | | | | 8 |
| 3 | Products and Materials | Yes | No | N/A | Points Value | Points Earned |
| 3 A | Selected environmentally preferred and sustainable products and equipment for procurement (i.e. EnergyStar, FSC Certified, GreenGuard, GreenSeal, USDA Bio-Preferred, EPEAT, WaterSense or other)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |

| | | Points Total | | | 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| | | Points Total | | | 3 | 3 |
| Total Points Earned for Benchmarking and Evaluations (I) | | | | | | 23 |
| Total Points Available for Benchmarking and Evaluations (I) | | | | | | 33 |

| 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 5 C | Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (through partnership with DGS or other)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 5 D | Inspected entry doors and windows for proper closing and sealing to reduce heat loss? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 5 E | Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | 0 |
| 5 F | Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| | | Points Total | | | 12 | 10 |
| 6 Building Systems Efficiency | | Yes | No | N/A | Points Value | Points Earned |
| 6 A | Entered into a Guaranteed Energy Savings Act (GESA) contract with DGS for improving building system efficiency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 6 B | Optimized building automation systems for energy efficiency consistent with building occupancy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| 6 C | Upgraded 10% or greater of lighting and fixtures to LED? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| 6 D | Installed programmable thermostats and system meters to track energy consumption? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| 6 E | Installed low flow plumbing fixtures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 6 F | Installed on-demand or heat-pump hot water heaters? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 6 G | Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 |
| | | Points Total | | | 15 | 15 |

| 7 Green Buildings | | Yes | No | N/A | Points Value | Points Earned |
|---|--|--------------------------|-------------------------------------|--------------------------|--------------|---------------|
| 7 A | Incorporated high-performance green building designs, techniques and materials following LEED, EnergyStar, Green Globe, etc. into project(s)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 |
| 7 B | Achieved 10% reduction in energy consumption over ANSI/ASHRAE/IES Standard 90.1.2016 for any project (and/or achieved certification(s) including LEED, EnergyStar, Green Globe, etc.)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4* | 0 |
| Points Total | | | | | 7 | 0 |
| Total Points Earned for Buildings and Structures (II) | | | | | | 25 |
| Total Points Available for Buildings and Structures (II) | | | | | | 34 |

| III Transportation | | | | | | |
|--|--|-------------------------------------|-------------------------------------|--------------------------|--------------|---------------|
| 8 Operations and Maintenance | | Yes | No | N/A | Points Value | Points Earned |
| 8 A | Followed recommended maintenance schedules for vehicle service including regular oil and filter changes, tire pressure and rotations, and other preventative measures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| Points Total | | | | | 2 | 2 |
| 9 Vehicle Efficiency (utilization of EV's and PHEV's) | | Yes | No | N/A | Points Value | Points Earned |
| 9 A | Purchased battery electric and/or plug-in electric hybrid vehicle(s)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 9 B | Established an electric vehicle replacement plan and purchased battery electric and/or plug-in electric hybrid vehicle(s)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4* | 0 |
| 9 C | Selected the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | 0 |
| 9 D | Installed electric vehicle charging stations as part of an electrified vehicle fleet plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 |
| Points Total | | | | | 10 | 0 |
| Total Points Earned for Transportation (III) | | | | | | 2 |
| Total Points Available for Transportation (III) | | | | | | 12 |

| IV Products and Materials | | | | | | |
|----------------------------------|---|-------------------------------------|--------------------------|--------------------------|--------------|---------------|
| 10 Procurement | | Yes | No | N/A | Points Value | Points Earned |
| 10 A | Procured environmentally preferred and sustainable products and equipment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| Points Total | | | | | 2 | 2 |
| 11 Recycling | | Yes | No | N/A | Points Value | Points Earned |
| 11 A | Collected and processed recyclable materials in an effort to move toward zero waste facilities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| Points Total | | | | | 2 | 2 |

| 12 <i>Cleaning</i> | | Yes | No | N/A | Points Value | Points Earned |
|---|---|--------------------------|-------------------------------------|--------------------------|--------------|---------------|
| 12 A | Established green cleaning policies and services within Commonwealth-owned space? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 12 B | Established green cleaning policies and services within leased space? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| Points Total | | | | | 2 | 0 |
| Total Points Earned for Products and Materials (IV) | | | | | | 4 |
| Total Points Available for Products and Materials (IV) | | | | | | 6 |

| V <i>Culture</i> | | Yes | No | N/A | Points Value | Points Earned |
|-------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------|---------------|
| 13 <i>Employee Engagement</i> | | | | | | |
| 13 A | Established a Sustainability Team to identify opportunities to support the Executive Order (team should consist of multiple disciplines and executive staff)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | 0 |
| 13 B | Established a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | 0 |
| 13 C | Established a sustainability awareness training or initiative to raise awareness with staff? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | 0 |
| 13 D | Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |
| 13 E | Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 13 F | Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 13 G | Established or participated in a recycling program? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 H | Established or participated in a recycling program that incorporates organic and food waste materials? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 I | Established or participated in a litter reduction plan, initiative or survey? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 J | Established employee awards and/or incentives for participation in sustainability? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 13 K | Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | 0 |
| 13 L | Promoted the use of stairs instead of elevators wherever possible for energy conservation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 N | Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 O | Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 P | Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 Q | Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 13 R | Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| Points Total | | | | | 23 | 11 |
| 14 <i>Public Engagement</i> | | Yes | No | N/A | Points Value | Points Earned |
| 14 A | Promoted programs, events and press to engage and educate the public in sustainability? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 |

| | | | | | | | |
|------|--|--------------------------|--------------------------|-------------------------------------|---|-----------|---|
| 14 B | Integrated sustainability policies and practices within operations with the public and/or outside business partners? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 | 0 | |
| | | | | | Points Total | 0 | 0 |
| | | | | | Total Points Earned for Culture (V) | 11 | |
| | | | | | Total Points Available for Culture (V) | 27 | |

| VI | | Renewable Energy | | | | | |
|--------------------------------------|---|-------------------------------------|-------------------------------------|--------------------------|---|---------------|---|
| 15 Commitment to Purchase | | Yes | No | N/A | Points Value | Points Earned | |
| 15 A | Procured 40% or greater renewable electricity or energy offset through DGS? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 | |
| | | | | | Points Total | 3 | 3 |
| 16 Utilization of On-Site Renewables | | Yes | No | N/A | Points Value | Points Earned | |
| 16 A | Installed renewable energy at facility(s)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 | |
| 16 B | Installed large scale renewable energy at facility(s) equal to or greater than the 3 megawatt net metering threshold (through partnership with DGS or other)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4* | 0 | |
| | | | | | Points Total | 7 | 3 |
| | | | | | Total Points Earned for Renewable Energy (VI) | 6 | |
| | | | | | Total Points Available for Renewable Energy (VI) | 10 | |

| VII | | Resilience | | | | | |
|-----------------------------|---|-------------------------------------|--------------------------|--------------------------|---------------------|---------------|----|
| 17 Buildings and Structures | | Yes | No | N/A | Points Value | Points Earned | |
| 17 A | Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and conserve energy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | 3 | |
| 17 B | Trained multiple staff members on maintaining building systems at performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| 17 C | Established and/or maintained periodic inspections and testing on back-up generator and UPS units? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| 17 D | Where applicable, participated in public utility programs that reduced demand on the supply grid? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 | |
| 17 E | Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| 17 F | Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| 17 G | Identified properties utilized by your organization that are located within a flood plain and established protocols for a flood event? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 | |
| | | | | | Points Total | 14 | 14 |

| 18 Transportation | | Yes | No | N/A | Points Value | Points Earned |
|--------------------------|---|-------------------------------------|-------------------------------------|--------------------------|---------------------|----------------------|
| 18 A | Identified home-headquarter options for staff to reduce carbon footprint associated with travel and building energy consumption? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |
| 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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | 0 |

| | | |
|---------------------|----------|----------|
| Points Total | 3 | 1 |
|---------------------|----------|----------|

| 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | 2 |

| | | |
|---------------------|----------|----------|
| Points Total | 2 | 2 |
|---------------------|----------|----------|

| 20 Culture | | Yes | No | N/A | Points Value | Points Earned |
|-------------------|--|-------------------------------------|--------------------------|--------------------------|---------------------|----------------------|
| 20 A | Promoted the importance of resiliency concepts and practices within your organization? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | 1 |

| | | |
|---------------------|----------|----------|
| Points Total | 1 | 1 |
|---------------------|----------|----------|

| | |
|--|-----------|
| Total points earned for Resiliency (VII) | 18 |
| Total points available for Resiliency (VII) | 20 |

| | |
|---------------------------------------|------------|
| Overall Total Points Earned | 89 |
| Overall Total Points Available | 134 |