



GreenGov Agency Certification Checklist
Fiscal Year 2024-2025 Reporting

Agency Representative Sign-off: _____

Agency Executive Sign-off: _____

Points Applicable	Points Earned	Bonus Points	Score
102	81	7	86%

Instructions:

1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2024 through June 30, 2025.
2. As each measure is evaluated, begin with the following preface: **"Since July 2024, 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 29, 2025**.

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. **Dark Blue** highlighted measures valued at **4** points are direct initiatives of GreenGov Agency Work Groups.
5. **Light Blue** highlighted measures are new and/or revised from the 2023-2024 GreenGov Checklist.

Resources:

- [GreenGov Checklist submissions - All Agency past years](#)
- [GreenGov Sustainability Team Development Workbook](#)
- [GreenGov Energy Management System \(EnMS\) Template](#)
- [GreenGov Sustainable Buildings Training Modules](#)
- [Pennsylvania Climate Mitigation and Resilience Network](#)
- [Sustainability in Leased Space Exhibit](#)

Contact GreenGov:

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

Since July 2024, 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?	☒	☐	☐	2	2
1 B	Developed, implemented, and maintained a written space portfolio plan to identify opportunities for consolidation of space, leading to cost, energy and carbon footprint savings?	☒	☐	☐	4	4
1 C	Utilized the EnergyCAP Program through the Commonwealth Utility Benchmarking Initiative (CUBI) and building square footage figures to establish a baseline Energy Use Intensity (EUI) for at least 1 facility?	☐	☐	☒	0	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?	☐	☐	☒	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 in a lease facility? Link: Sustainability in Leased Space Exhibit	☐	☐	☒	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?	☐	☐	☒	0	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?	☐	☐	☒	0	0
1 I	Achieved an overall 3% reduction of energy consumption within the past Fiscal Year (2023-2024) through the participation in energy reduction programs and delivery of energy-saving projects?	☐	☐	☒	0	0
		Points Total			6	6
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 Vehicle Miles Traveled (VMT) reduction and fuel economy improvements?	☒	☐	☐	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?	☒	☐	☐	3	3
2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	☒	☐	☐	2	2
		Points Total			7	7
3	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	2
		Points Total			2	2
4	Renewable Energy, Energy Management & Demand Response Programs	Yes	No	N/A	Points Value	Points Earned
4 A	Continued to maintain electricity accounts within the DGS PA PULSE Renewable Energy Project which offsets greater than 40% of the Commonwealth's electricity with solar?	☐	☐	☒	0	0
4 B	Identified at least 1 new facility for an on-site renewable energy project and analyzed return on investment?	☐	☐	☒	0	0

4 C	Partnered with GreenGov and filed for Federal Tax Credits for new energy properties (Ex. solar arrays, geothermal heat pumps) within at least 1 facility?	☐	☐	☒	0	0
4 D	Implemented the GreenGov Energy Management System (EnMS) in at least 1 facility as part of the development of the facility's comprehensive energy evaluation and action plan? LINK: GreenGov Energy Management System Template	☐	☐	☒	0	0
4 E	Applied for Act 129, Tier 2 Alternative Energy Credits (AECs), Federal Tax Credits or other energy conservation or sustainability incentive program rebates?	☐	☐	☒	0	0
4 F	Participated in public utility program(s) that reduce demand on the electrical supply grid?	☐	☐	☒	0	0
Points Total					0	0
Total Points Earned for Benchmarking and Evaluation (I)						15
Total Points Available for Benchmarking and Evaluation (I)						15

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 equipment warranty periods and/or facility maintenance contracts?	☒	☐	☐	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)?	☒	☐	☐	2	2
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	☒	☐	☐	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?	☐	☐	☒	0	0
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility?	☐	☐	☒	0	0
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?	☒	☐	☐	3	3
Points Total					9	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?	☐	☐	☒	0	0
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	☒	☐	☐	2	2
6 C	Upgraded 50% or greater of lighting and fixtures to LED within all facilities?	☒	☐	☐	3	3
6 D	Installed programmable thermostats and system meters to reduce energy consumption?	☐	☐	☒	0	0
6 E	Installed low flow plumbing fixtures within all facilities?	☐	☐	☒	0	0
6 F	Installed on-demand or heat-pump water heaters?	☐	☐	☒	0	0
6 G	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	☐	☐	☒	0	0
6 H	Converted appliances and/or equipment from fossil fuel to higher efficiency electric units (Ex. heat pump HVAC systems & water heaters)?	☐	☐	☒	0	0
Points Total					5	5
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?	☐	☐	☒	0	0
7 B	Encouraged all staff associated with your facilities to take the GreenGov Sustainable Buildings training modules? LINK: GreenGov Sustainable Buildings Training Modules	☒	☐	☐	2	2
7 C	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.)?	☐	☐	☒	0	0
7 D	Partnered with Capital Programs 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
Points Total					2	2
Total Points Earned for Buildings and Structures (II)						16
Total Points Available for Buildings and Structures (II)						16

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?	☒	☐	☐	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 vehicles and supporting infrastructure (charging stations) to achieve the 25% fleet EV goal?	☐	☐	☒	0	0
9 B	Always procured and utilized the most efficient light, medium and heavy-duty vehicles for the operational need or work task as part of your high-efficiency vehicle fleet plan?	☒	☐	☐	2	2
9 C	Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?	☐	☐	☒	0	0
9 D	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 E	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?	☐	☐	☒	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 G	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	☐	☒	☐	2	0
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)	☐	☒	☐	4	0
		Points Total			8	2
Total Points Earned for Transportation (III)						7
Total Points Available for Transportation (III)						13

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
10 B	Purchased or utilized a new environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?	☒	☐	☐	2	2
		Points Total			3	3
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?	☐	☐	☒	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?	☐	☒	☐	3	0
		Points Total			4	1
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.?	☒	☐	☐	1	1
12 B	Developed, implemented, and maintained green cleaning policies and services within leased space?	☒	☐	☐	1	1
		Points Total			2	2
Total Points Earned for Products and Materials (IV)						6
Total Points Available for Products and Materials (IV)						9

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? LINK: Sustainability Team Development Workbook	☒	☐	☐	4	4
13 B	Developed, implemented, and maintained a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?	☒	☐	☐	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?	☐	☒	☐	2	0
13 D	Implemented a formal training program for staff to increase awareness and opportunities to lead-by-example in areas including: climate, energy and/or sustainability? LINK: Pennsylvania Climate Network Training Modules	☒	☐	☐	3	3
13 E	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	☒	☐	☐	1	1
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.)?	☒	☐	☐	1	1
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)?	☒	☐	☐	1	1

13 H	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	☐	☒	☐	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?	☒	☐	☐	1	1
13 J	Established or participated in a litter reduction plan, initiative or survey?	☒	☐	☐	1	1
13 K	Established and supported an employee award and/or incentive program for participation in sustainability?	☒	☐	☐	1	1
13 L	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	☒	☐	☐	1	1
13 M	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	☒	☐	☐	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)?	☐	☒	☐	1	0
13 O	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?	☒	☐	☐	1	1
13 P	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	☒	☐	☐	1	1
13 Q	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	☒	☐	☐	1	1
13 R	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation? (if already completed = N/A)	☒	☐	☐	1	1
13 S	Reduced Vehicle Miles Traveled (VMT) through the use of Microsoft Teams conferencing and remote classroom training options?	☒	☐	☐	1	1
		Points Total			26	22
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?	☐	☒	☐	2	0
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?	☐	☒	☐	3	0
		Points Total			6	0
Total Points Earned for Culture (V)						22
Total Points Available for Culture (V)						32

VI	Resilience					
15	Buildings and Structures	Yes	No	N/A	Points Value	Points Earned
15 A	Trained all staff members on maintaining building systems at high-performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))?	☐	☐	☒	0	0
15 B	Implemented a training and/or credential plan for all facility staff on building systems in which they oversee?	☐	☐	☒	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	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)?	☒	☐	☐	2	2
15 E	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	☐	☒	☐	2	0
15 F	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 G	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?	☐	☐	☒	0	0
15 H	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
		Points Total			4	2
16	Transportation	Yes	No	N/A	Points Value	Points Earned
16 A	Developed, implemented, and maintained home-headquarter and telework options for staff that result in permanent reductions in carbon footprint associated with travel?	☒	☐	☐	4	4
16 B	Purchased alternative fuel medium and/or heavy-duty vehicles and/or alternative fuel technology within your fleet, such as eclectic, hydrogen, CNG, LNG, LPG?	☐	☐	☒	0	0
		Points Total			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
		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
18 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	☒	☐	☐	2	2
18 D	Developed, implemented, and maintained a telework plan for all employees in the event of health, natural disaster and environmental threats?	☒	☐	☐	2	2
					Points Total	7
					Total points earned for Resilience (VI)	15
					Total points available for Resilience (VI)	17

VII	Bonus Points!				
19	Bonus Section			Yes	Points Value
					Points Earned
19 A	Special Culture Measure! Gone above and beyond the " <i>Culture Section V</i> "? Tell us of your success - Please be brief!	Clean up Month is April and here at DCED we use this time to recycle paper that's collecting dust, repurpose unused office equipment and create a lean workspace for all employees.	☒	3	3
19 B	Special Measure - Any Category! Gone above in any Checklist category? Tell us of your success - Please be brief!	We created a special project for our summer interns to give them a chance to work across the various departments here at DCED to create policy and give our green effort a second look. They have worked together to educate the office, look for opportunities to connect to the public, train employees about ways to be green, and all with amazing energy that can be felt throughout the office!	☒	3	3
19 C	Special Measure - Any Category! Have an idea for a new Checklist Measure that we haven't captured? Tell us about it - Please be brief!	More opportunities in the "building sections" that allows or gives more detail on how leased facilities can participate more or have DGS provide what they are doing for buildings they manage. If possible, consider adding ways DGS can work with other Agencies to get their buildings to qualify.	☒	1	1
				Points Total	7
				Total bonus points earned (VII)	7
				Total bonus points available (VII)	7
				Overall Total Points Earned	81
				Overall Total Points Available	102