



GreenGov Agency Certification Checklist
Fiscal Year 2024-2025 Reporting

Agency Representative Sign-off: *Shirley Toohey*

Agency Executive Sign-off: *Danielle Pierre*

Points Applicable	Points Earned	Bonus Points	Score
156	62	0	40%

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?	☐	☒	☐	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?	☐	☒	☐	2	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?	☐	☒	☐	4	0
Points Total					14	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	0
Points Total					2	0
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)						13
Total Points Available for Benchmarking and Evaluation (I)						23

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?	☐	☐	☒	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)?	☐	☐	☒	0	0
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?	☐	☒	☐	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?	☐	☒	☐	3	0
Points Total					8	2
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?	☐	☒	☐	3	0
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	☐	☒	☐	2	0
6 C	Upgraded 50% or greater of lighting and fixtures to LED within all facilities?	☐	☒	☐	3	0
6 D	Installed programmable thermostats and system meters to reduce energy consumption?	☐	☒	☐	2	0
6 E	Installed low flow plumbing fixtures within all facilities?	☐	☒	☐	3	0
6 F	Installed on-demand or heat-pump water heaters?	☐	☒	☐	3	0
6 G	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	☐	☒	☐	2	0
6 H	Converted appliances and/or equipment from fossil fuel to higher efficiency electric units (Ex. heat pump HVAC systems & water heaters)?	☐	☒	☐	2	0
Points Total					20	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?	☐	☒	☐	2	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	0
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.)?	☐	☒	☐	4	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?	☐	☒	☐	4	0
Points Total					12	0
Total Points Earned for Buildings and Structures (II)						2
Total Points Available for Buildings and Structures (II)						40

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?	☒	☐	☐	4	4
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?	☐	☒	☐	1	0
9 F	Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?	☐	☒	☐	3	0
9 G	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	☒	☐	☐	2	2
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			16	8
Total Points Earned for Transportation (III)						13
Total Points Available for Transportation (III)						21

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?	☒	☐	☐	2	2
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			6	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.?	☐	☒	☐	1	0
12 B	Developed, implemented, and maintained green cleaning policies and services within leased space?	☐	☒	☐	1	0
		Points Total			2	0
Total Points Earned for Products and Materials (IV)						6
Total Points Available for Products and Materials (IV)						11

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	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?	☐	☒	☐	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	0
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	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)?	☒	☐	☐	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	0
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	0
13 L	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	☐	☒	☐	1	0
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	13
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)					13	
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	0
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?	☒	☐	☐	2	2
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?	☐	☒	☐	3	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?	☐	☒	☐	3	0
		Points Total			12	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?	☐	☒	☐	4	0
		Points Total			8	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	7
Total points earned for Resilience (VI)					15	
Total points available for Resilience (VI)					29	

VII	Bonus Points!					
19	Bonus Section		Yes	Points Value	Points Earned	
19 A	Special Culture Measure! Gone above and beyond the "Culture Section V"? Tell us of your success - Please be brief!		☐	3	0	
19 B	Special Measure - Any Category! Gone above in any Checklist category? Tell us of your success - Please be brief!		☐	3	0	
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!		☐	1	0	
			Points Total		7	0
			Total bonus points earned (VII)		0	
			Total bonus points available (VII)		7	

Overall Total Points Earned	62
Overall Total Points Available	156