pennsylvania
GREENGOV COUNCIL

GreenGov Agency Certification Checklist

Agency Representative Sign-off: _Joseph Kum_ **Agency Executive Sign-off:** _[signature]_

Points Applicable	Points Earned	Score
76	32	42%

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...

I. 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.)	☑	☐	☐	3	3
1 B	Implemented EnergyCAP (the Commonwealth's utility tracking program) for the capturing of energy bills within your facilities?	☐	☑	☐	3	0
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?	☐	☑	☐	3	0
1 D	Established a plan to incorporate utility bill tracking within Lessor-paid utility leased facilities for energy benchmarking through the use of EnergyCAP?	☐	☑	☐	3	0
1 E	Received Act 129 or other energy conservation or sustainability incentive program rebates?	☐	☐	☑	0	0
1 F	Demonstrated compliance with Executive Order 2019-01 through an overall 3% annual reduction of energy consumption for Fiscal Year 2018-2019?	☐	☐	☑	0	0
		Points Total			12	3

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?	☑	☐	☐	2	2
2 B	Maintained inventory of vehicle units by type, classification, monthly mileage and fuel consumption for the total fleet?	☑	☐	☐	3	3
2 C	Identified parking spaces within your facilities for the installation of electric vehicle charging equipment (through partnership with DGS)?	☑	☐	☐	3	3
2 D	Calculated transportation carbon footprint through the evaluation of total miles traveled through all forms of transportation including multimodal (bus, train, air, etc.)?	☐	☑	☐	3	0
		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)?	☐	☑	☐	2	0

				Points Total	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

				Points Total	3	0

Total Points Earned for Benchmarking and Evaluations (I)	11
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?	☐	☐	☑	0	0
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)?	☐	☐	☑	0	0
5	C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	☐	☐	☑	0	0
5	D	Inspected entry doors and windows for proper closing and sealing to reduce heat loss?	☐	☐	☑	0	0
5	E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies?	☐	☐	☑	0	0
5	F	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?	☐	☐	☑	0	0

				Points Total	0	0

	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?	☐	☑	☐	3	0
6	B	Optimized building automation systems for energy efficiency consistent with building occupancy?	☐	☐	☑	0	0
6	C	Upgraded 10% or greater of lighting and fixtures to LED?	☐	☐	☑	0	0
6	D	Installed programmable thermostats and system meters to track energy consumption?	☐	☐	☑	0	0
6	E	Installed low flow plumbing fixtures?	☐	☐	☑	0	0
6	F	Installed on-demand or heat-pump hot water heaters?	☐	☐	☑	0	0
6	G	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	☐	☐	☑	0	0

				Points Total	3	0

	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)?	☐	☐	☑	0	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.)?	☐	☐	☑	0	0
					Points Total	0	0

						Total Points Earned for Buildings and Structures (II)	0
						Total Points Available for Buildings and Structures (II)	3

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?	☑	☐	☐	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)?	☑	☐	☐	1	1
9	B	Established an electric vehicle replacement plan and purchased battery electric and/or plug-in electric hybrid vehicle(s)?	☑	☐	☐	4*	4
9	C	Selected the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task?	☑	☐	☐	2	2
9	D	Installed electric vehicle charging stations as part of an electrified vehicle fleet plan?	☐	☑	☐	3	0
					Points Total	10	7

						Total Points Earned for Transportation (III)	9
						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?	☐	☑	☐	2	0
					Points Total	2	0

	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?	☑	☐	☐	2	2
					Points Total	2	2

12	Cleaning	Yes	No	N/A	Points Value	Points Earned
12 A	Established green cleaning policies and services within Commonwealth-owned space?	☐	☐	☑	0	0
12 B	Established green cleaning policies and services within leased space?	☐	☐	☑	0	0
				Points Total	0	0

Total Points Earned for Products and Materials (IV)	2
Total Points Available for Products and Materials (IV)	4

V	Culture					
13	Employee Engagement	Yes	No	N/A	Points Value	Points Earned
13 A	Established a Sustainability Team to identify opportunities to support the Executive Order (team should consist of multiple disciplines and executive staff)?	☐	☑	☐	3	0
13 B	Established a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?	☐	☑	☐	2	0
13 C	Established a sustainability awareness training or initiative to raise awareness with staff?	☐	☑	☐	2	0
13 D	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	☑	☐	☐	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)?	☐	☑	☐	1	0
13 F	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	☐	☑	☐	1	0
13 G	Established or participated in a recycling program?	☑	☐	☐	1	1
13 H	Established or participated in a recycling program that incorporates organic and food waste materials?	☐	☑	☐	1	0
13 I	Established or participated in a litter reduction plan, initiative or survey?	☐	☑	☐	1	0
13 J	Established employee awards and/or incentives for participation in sustainability?	☐	☑	☐	1	0
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	☑	☐	☐	1	1
13 L	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	☐	☑	☐	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)?	☐	☐	☑	0	0
13 N	Promoted waste reduction measures (such as; use of coffee mugs, utensils instead of disposable products)?	☐	☑	☐	1	0
13 O	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	☑	☐	☐	1	1
13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	☐	☐	☑	0	0
13 Q	Consolidated floor-standing printers, copiers, vending machines and other equipment for energy conservation?	☐	☐	☑	0	0
13 R	Reduced vehicle miles traveled (VMT) through the use of Skype conferencing and remote classroom training options?	☑	☐	☐	1	1
				Points Total	20	6

14	Public Engagement	Yes	No	N/A	Points Value	Points Earned
14 A	Promoted programs, events and press to engage and educate the public in sustainability?	☐	☑	☐	2	0

14 B	Integrated sustainability policies and practices within operations with the public and/or outside business partners?	☐	☐	☑	0	0
		Points Total			2	0

			Total Points Earned for Culture (V)	6
			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?	☐	☑	☐	3	0
	Points Total				3	0

16 Utilization of On-Site Renewables		Yes	No	N/A	Points Value	Points Earned
16 A	Installed renewable energy at facility(s)?	☐	☐	☑	0	0
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)?	☐	☐	☑	0	0
	Points Total				0	0

			Total Points Earned for Renewable Energy (VI)	0
			Total Points Available for Renewable Energy (VI)	3

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?	☑	☐	☐	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))?	☐	☐	☑	0	0
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?	☐	☐	☑	0	0
17 D	Where applicable, participated in public utility programs that reduced demand on the supply grid?	☐	☐	☑	0	0
17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?	☐	☐	☑	0	0
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	☐	☐	☑	0	0
17 G	Identified properties utilized by your organization that are located within a flood plain and established protocols for a flood event?	☐	☐	☑	0	0
	Points Total				3	3

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?	☐	☐	☑	0	0
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?	☐	☐	☑	0	0
				Points Total	0	0

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?	☐	☐	☑	0	0
				Points Total	0	0

20	Culture	Yes	No	N/A	Points Value	Points Earned
20 A	Promoted the importance of resiliency concepts and practices within your organization?	☑	☐	☐	1	1
				Points Total	1	1

Total points earned for Resiliency (VII) | 4

Total points available for Resiliency (VII) | 4

Overall Total Points Earned | 32

Overall Total Points Available | 76